

FACULTY OF ARTS
DEPARTMENT OF ENGLISH
COURSE OUTLINE

ENGLISH 523.01-01

Fall Block Week 2017

COURSE TITLE: Advanced Studies in Book and Digital Culture: The Anatomy of the Book

Course Location: TFDL 520D (5th floor of the library in Special Collections)

Instructor: Dr. M. Zytaruk

Office: SS 1034

Phone: 403-220-8165

E-mail: mzytaruk@ucalgary.ca

Office hours: Since this is a Block Week course, I will be available by appointment only during that week. Prior to the start of the course, I will hold a set of office hours on Thurs 31 Aug and Friday 1 Sept. The times will be posted on the course's D2L site.

Course Schedule:

This is a block week course. We will be in class from **9am-5pm Tuesday through Saturday.**

This is an extremely intensive learning format, and will require your full attention for all five days. There will be assigned reading (one chapter of the course textbook per night) and some review and studying of lecture material and handouts each night; students should not plan any additional activities (work shifts, volunteer activities, etc.). Students should expect to spend approximately three hours each night during the week in preparation for the next day's class.

Completing the textbook readings before the start of classes is encouraged.

Course description: This course will explore book production in the hand-press period (1500-1800). Drawing on the rich materials in Special Collections, supplemented with slides of items from other library collections, we will study the paper, typography, format, illustrations, and bindings of hand-press books. Special attention will also be given to the provenance and marks of ownership on books. All of our sessions will be hands-on workshops in Special Collections. The emphasis of this course will be on the book as material object. Course exercises and assignments will require research with rare library materials in the Special Collections Reading Room.

Prerequisite(s): 6 units of English at the 400 level.

Texts and readings: The introduction and chapters 1-4 of *The Broadview Introduction to Book History*. Eds. Michelle Levy and Tom Mole (2017). The textbook is available now at the campus bookstore. The course readings will also include hand-outs distributed in class.

Assignments and Evaluation:

In-class test on terminology (10%)

In class labelling test (on parts of the printing press and parts of the hand-press book) (10%)

Participation (10%)

Research and Written Assignments will be completed during the Fall term with staggered deadlines (to appear on the reading and assignment schedule on D2L before the start of classes):

Binding and Retailing research assignment (20%)

Provenance research assignment (25%)

Creative book-making assignment with written critical component (25%)

Explanation of Participation Grade: Regular, well-informed participation is expected from all seminar members. As an inquiry-based seminar, students will be responsible for participating in class discussion and in in-class exercises (some with an oral component). Regular attendance is expected and participation will be crucial. Readings must be completed in advance of class. There will be no make-ups for missed exercises. According to the Calendar description E.3 Attendance, it is the student's responsibility to attend class meetings and to complete course components.

The quality of your writing and grading thereof will be an important factor in your evaluation in this course.

There will be no extra-credit assignments in this course.

Students must submit the three written assignments (on bindings, on provenance, and the creative book) in order to qualify for a passing grade in this course.

Essay Submission and Late Assignment Policy: Late essays will be penalized at the rate of 5% per day of lateness (including both Saturdays and Sundays). No essay will be accepted more than five days after the original due date.

In-class Tests: If you are absent from either of the two in-class tests in this course, a medical certificate, preferably from the campus Health and Wellness Centre, will normally be required to confirm the absence for health reasons. Please see section E.3 Attendance in the Calendar for further information.

Intellectual Property: See section E.6 Tape Recording of Lectures in the University Calendar: "Students are cautioned that lectures, demonstrations, performances, and any other course material produced by an instructor are the intellectual property of the instructor...Any recording by students is permitted only for the purposes of private study by the individual student." Lectures and class discussion must be cited as such in the assignments prepared for this course.

Email Policy: During the term, I am happy to reply to brief email enquiries. Please be aware, however, that I only answer emails during business hours (Monday-Friday, 8:30-4:30) and do not respond to messages on evenings or weekends. I will endeavor to reply to you within 48 hours but, because of a high volume of students, this is not always possible. If you have detailed questions about the course material, it is more appropriate to visit me during my office hour or a booked appointment. I will not forward copies of lecture material, grades, or comments on course performance by email.

Electronic Devices: All devices must be switched off/set to airplane mode before the beginning of class. Exceptions can be made for student registered with the Disability Resource Centre. Please consult with me as soon as possible if this is the case. Note-taking by hand will be an essential skill in this course.

Plagiarism: Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possible suspension or expulsion. As stated in the University's Calendar, students are reminded that: By the act of registration with the University of Calgary, each student shall be deemed to have agreed to be bound by the regulations and policies of the University and of the program in which that student is enrolled as well as any relevant Faculty policies and regulations. Students are responsible for familiarizing themselves with the general information, rules and regulations contained in the Calendar, and with the specific information, rules and regulations of the Faculty or Faculties in which they are registered or enrolled or seek registration or enrolment.

All assignments in this course are subject to an oral and or written examination administered at my discretion.

All written assignments must be solely the product of the individual's research and writing. The written assignments in this course are *not* collaborative.

Grading system:

90 + %	A+	4.0
85 – 89 %	A	4.0
80 – 84 %	A–	3.7
77 – 79 %	B+	3.3
74 – 76 %	B	3.0
70 – 73 %	B–	2.7
67 – 69 %	C+	2.3
64 – 66 %	C	2.0
60 – 63 %	C–	1.7
55 – 59 %	D+	1.3
50 – 54 %	D	1.0
0 – 49 %	F	0

Please note that, according to the University Calendar (F.1), instructors may use their discretion when rounding upwards or downwards when the average of term work and exams is between two letter grades.

Although the A+ is solely an honorific that entails no additional points in the 4-point system, the course instructor will employ this mark to distinguish superlative work that exceeds expectations in style, correctness, intellectual depth and breadth, sophistication, and originality.

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university. Please refer to the following information and make sure you are familiar with the statement below on plagiarism.

<http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>

Scribe and Muse Club for English Students:

The Scribe and Muse Reading and Writing Club (SMRWC) fosters and champions reading and writing through community service, leadership, and engagement. We strive to enhance the academic and social experience of undergraduate students by promoting academic excellence and interaction between students, faculty, and the community, through social, cultural, and academic events

<http://english.ucalgary.ca/scribe-and-muse-english-club>.

Our email address is smecuofc@gmail.com.

English Department Website:

For more information about courses, programs, policies, events and contacts in the Department of English, please go to our website at <http://english.ucalgary.ca>. Please note that the course outlines posted on the English Department website constitute the official course outline for purposes of appeals. Students should verify any hard copies against this posted version. For courses which employ numerical grades, the official departmental percentage to letter grade conversion scale is also posted on the department website.

Writing support:

The Student Success Centre offers both online and workshop writing support for U of C students.

<http://www.ucalgary.ca/ssc/writing-support>

Guidelines on e-mail Etiquette:

<http://www.enough.utoronto.ca/computeruse/eetiquette.htm>

Library and Research Support:

Christie Hurrell, Interim Librarian for English, offers research support to students, including strategies for finding articles, books, and other library materials. Contact: christie.hurrell@ucalgary.ca.

Find The English Pages research guide here: <http://libguides.ucalgary.ca/english>

Follow the Department of English on Facebook & Twitter:



Academic regulations and schedules:

Consult the Calendar for course information, university and faculty regulations, dates, deadlines and schedules, student, faculty and university rights and responsibilities. The homepage for the University Calendar is

<http://www.ucalgary.ca/pubs/calendar/current/index.htm>

Grade appeals:

Consult the following University Calendar link and request advice from the English Department office, SS 1152. Please note that “mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision.”

<http://www.ucalgary.ca/pubs/calendar/current/i.html>

Deferral of term work and final examinations:

Should you require an extension for completion of term papers or assignments beyond the deadline of five days after the end of lectures, an Application of Deferment of Term Work form must be completed. The University also has regulations governing the deferral of final examinations. See Calendar:

<http://www.ucalgary.ca/pubs/calendar/current/g-6.html>,

<http://www.ucalgary.ca/pubs/calendar/current/g-7.html>.

Student Accommodations:**ACADEMIC ACCOMMODATIONS**

The student accommodation policy can be found at: [ucalgary.ca/access/accommodations/policy](http://www.ucalgary.ca/access/accommodations/policy).

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities [ucalgary.ca/policies/files/policies/student-accommodation-policy](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy).

Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the course instructor.

The full policy on Student Accommodations is available

at http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf.

Emergency Evacuation/Assembly Points:

<http://www.ucalgary.ca/emergencyplan/assemblypoints>;

Freedom of Information and Protection of Privacy Act:

<http://www.ucalgary.ca/legalservices/foip/>

“Safewalk” Program:

Campus Security will escort individuals day or night: call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths.

<http://www.ucalgary.ca/security/safewalk/>

Faculty of Arts Program Advising and Student Information Resources:

Have a question, but not sure where to start? The new Arts Students' Centre (ASC) is your information resource for everything in Arts! Drop in at SS102, call us at 403-220-3580 or email us at

ascarts@ucalgary.ca. You can also visit the Faculty of Arts website at

<http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them in their new space on the 3rd Floor of the Taylor Family Digital Library.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.

Contact for Students Union Representatives for the Faculty of Arts:

arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca

Contact for Students Ombudsman's Office: <http://www.ucalgary.ca/provost/students/ombuds>

Universal Student Ratings of Instruction (USRI):

"At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses (www.ucalgary.ca/usri). Your responses make a difference - please participate in USRI Surveys."

PLAGIARISM

Plagiarism is an extremely serious offence. Please read the following information carefully. The penalty routinely recommended by the English Department for documented plagiarism is failure of the course in which the offence occurred; academic probation is also routinely applied at the Faculty level. Suspension or expulsion can result from severe or repeated plagiarism.

The University Calendar states:

1. Plagiarism - Essentially plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- (a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),
- (b) parts of the work are taken from another source without reference to the original author,
- (c) the whole work (e.g., an essay) is copied from another source, and/or,
- (d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted.

Plagiarism occurs when direct quotations are taken from a source without specific acknowledgement, or when original ideas or data from the source are not acknowledged. Citing your sources in a bibliography is not enough, because a bibliography does not establish which parts of a student's work are taken from other sources. MLA (Modern Language Association) documentation or other recognized forms of citation must be used for this purpose. Advice on adequate documentation can be found at the following web sites:

<http://www.dianahacker.com/resdoc/>

<http://owl.english.purdue.edu/owl/resource/747/01/>

DEPARTMENT OF ENGLISH STATEMENT ON PRINCIPLES OF CONDUCT

According to the University Calendar, <http://www.ucalgary.ca/pubs/calendar/current/j.html>) "The University of Calgary community has undertaken to be guided by the following statements of purpose and values: to promote free inquiry and debate, to act as a community of scholars, ..., to respect, appreciate, and encourage diversity, [and] to display care and concern for community". The Department of English, like the university as a whole, is committed to a "positive and productive learning and working environment." This environment is characterized by appreciation and encouragement of diversity and respect for the dignity of all persons: students, support staff, and faculty. The department will not tolerate unacceptable behaviour, such as threatening gestures, threatening or abusive verbal or written communication (including e-mails), or any conduct that "seriously disrupts the lawful education and related activities of students and/or university staff". Any cases of such misconduct should be reported immediately to the department Head, who, depending on the nature and severity of the incident, may then take further appropriate action.

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