COURSE TITLE: Anatomy of the Book

Course Number: Engl 523.01
Faculty / Department: Faculty of Arts/Department of English
Instructor Name: Dr. M. Zytaruk
Instructor Email Policy: I check email weekdays during business hours (8:30am-4:30pm) and aim to reply to within 48 hours. I cannot guarantee that you will receive email replies within 48 hours of assignment due dates. Missed class material or assessments will not be sent by email. Please ensure that your message includes a clear question not covered in the course outline or assignment instructions; your message should have the polish and politeness of a professional letter.
Office Location: n/a
Telephone No: 402-220-8165
Office Hours: virtual office hour Mondays 3-4

Pre-session Study is required for this course (see D2L for pre-session module).

As this is a Block Week course, all asynchronous sessions must be completed during Block Week as follows: Aug 31 (1.5 hours); Sept 1 (2 hours); Sept 2 (2 hours); Sept 3 (1.5 hours); Sept 4 (1 hour).

Course description:
This course focuses on the material features of hand-press books in Britain during the period (1500-1800) with some attention to later developments. The relationship between manuscript and print culture will be a focus of this course, as well as issues of gender in book production and book history.

Course Structure and Learning:
This hybrid course will be a combination of synchronous sessions and asynchronous components delivered through D2L and Zoom. Please note that the synchronous zoom sessions will not be recorded and that there are assessments linked to these sessions. In order to succeed in this experiential learning course, you will need to participate fully in both the synchronous and asynchronous sessions.

Course Learning Outcomes:
1. To identify and describe the principal features of hand-press books.
2. To recognize and transcribe early handwriting.
3. To evaluate how the materiality of hand-press books informs our understanding of this historical period.
4. To create original examples and modern articulations of features of hand-press books.

Texts and readings:
Sarah Werner, *Studying Early Printed Books 1450-1880* (available at the campus bookstore and in e-book). Additional course readings will be posted to D2L.
D2L and Learning Technology Requirements:
The course D2L site will contain all course documents including readings and module materials. You are responsible for checking the site regularly for announcements and any changes to the schedule. As this is a Block Week course, I recommend you check the D2L site at least daily. If you have not participated in synchronous zoom sessions before, I suggest that you practice with some peers ahead of the class. Knowing how to mute and unmute your audio and camera, as well as how to share screens with the group will be important in this course.

As per the University’s policy, in order to ensure that students can engage successfully in the learning experiences of online courses, students will need to have reliable access to the following:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam/Camera (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Stable internet connection

Assignments and Evaluation:
Blog Posts on Guest Speakers’ Visits = 5%
Early Modern Paleography Transcribathon = 15%
Book Lab Portfolio = 15%
Project Proposal = 10%
Final Research Project (c. 4000-5000 words) = 55%

Additional Information:
There will not be a registrar-scheduled final exam in this course. Students are not required to complete any particular course assessment in order to qualify for a passing grade in the course. The quality of writing and research will be important factors in course assessments.

Late Assignments:
Late assignments will be penalized at the rate of 5% per date of lateness for each business day late. No assignments will be accepted more than three business days past the due date. If you anticipate a delay in the submission of your assignment, please contact the instructor as soon as possible and, essentially, BEFORE the due date to make alternative arrangements. Extensions without penalty will not be granted after the due date.

Please note: According to the University’s Calendar (Important Notice and Disclaimer section), "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."

Academic Honesty:
All assignments completed for this course must be solely the work of the student, specifically, the ideas, the research, the writing, and the editing must be the work only of the student submitting the assignment. There are no collaborative assignments in this course and no outside assistance is permitted. All published or on-line sources consulted must be documented fully in in-text citations and the Works Cited section of each assignment.

By submitting an assignment on D2L you are deemed to have read and complied with this statement of Academic Honesty, as well as with all the University’s policies on academic integrity and plagiarism. Please see
the below information for additional details of what constitutes academic misconduct and plagiarism. Please also review the information about plagiarism included on the course syllabus posted on D2L.


c) **Academic Misconduct** means any Student behavior which compromises proper assessment of a Student’s Academic Activities and includes:

i. Cheating
ii. Fabrication
iii. Falsification
iv. Plagiarism
v. Unauthorized Assistance
vi. failure to comply with an Instructor’s expectations regarding conduct required of Students completing academic assessments in their courses.

vii. failure to comply with exam regulations applied by the Registrar.

**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 from the 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-5.html

**Code of Conduct:**
Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment. As members of the University community, students, employees, and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at: http://www.ucalgary.ca/pubs/calendar/current/k.html

**Course Materials and Intellectual Property:**
Please note that all lecture and course materials, whether in the form of Yuja and Zoom lectures or presentations, or Powerpoints are the intellectual property of the instructor and circulation of these materials beyond the D2L site and our virtual classes during Block Week is strictly prohibited. The posting of course materials to any social media platforms or group chats is also prohibited.

**University Zoom Policies:**
To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the Code of Conduct). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary policies.
conduct policies (e.g. Student Non-Academic Misconduct Policy). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: https://elearn.ucalgary.ca/guidelines-for-zoom/

**Forms of Address:**
Students who have preferred names or forms of address (including non-gendered pronouns) are welcome to bring this to the attention of the instructor.

**Grading System:**

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<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>90 + %</td>
<td>A+</td>
<td>4.0</td>
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<tr>
<td>85 – 89 %</td>
<td>A</td>
<td>4.0</td>
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<tr>
<td>80 – 84 %</td>
<td>A–</td>
<td>3.7</td>
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<tr>
<td>77 – 79 %</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>74 – 76 %</td>
<td>B</td>
<td>3.0</td>
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<tr>
<td>70 – 73 %</td>
<td>B–</td>
<td>2.7</td>
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<tr>
<td>67 – 69 %</td>
<td>C+</td>
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<tr>
<td>64 – 66 %</td>
<td>C</td>
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<tr>
<td>60 – 63 %</td>
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<tr>
<td>55 – 59 %</td>
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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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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 from the 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-5.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 https://arts.ucalgary.ca/english. 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

Library and Research Support:
Melanie Boyd, Librarian for English, offers research support to students, including strategies for finding articles, books, and other library materials. Contact: maboyd@ucalgary.ca. Find The English Pages research guide here: https://library.ucalgary.ca/sb.php?subject_id=52619

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. 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. 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.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.

*RESEARCH ETHICS (if applicable)
If a student is interested in undertaking an assignment that will involve collecting information from members of the public, they should speak with the course instructor and consult the CFREB Ethics (http://www.ucalgary.ca/research/researchers/ethics-compliance/cfreb) before beginning the assignment.

*INSTRUCTOR’S INTELLECTUAL PROPERTY
Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

*FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
Student information will be collected in accordance with typical (or usual) classroom practice. Students’ assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

*COPYRIGHT LEGISLATION
All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy https://www.ucalgary.ca/pubs/calendar/current/k.html.

*MEDIA RECORDING (if applicable)
Please refer to the following statement on media recording of students: https://elearn.ucalgary.ca/wp-content/uploads/2020/05/Media-Recording-in-Learning-Environments-OSP_FINAL.pdf

*Media recording for lesson capture
The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.
**Media recording for self-assessment of teaching practices**

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.

**Media recording for the assessment of student learning**

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

**SEXUAL VIOLENCE POLICY**

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary’s sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf

**OTHER IMPORTANT INFORMATION**

Please visit the Registrar’s website at: https://www.ucalgary.ca/registrar/registration/course-outlines for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk

**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://owl.english.purdue.edu/owl/resource/747/01/

Students who are absent from class assessments (tests, participation activities, or other assignments) should inform their instructors as soon as possible. Instructors may request that evidence in the form of documentation be provided. If the reason provided for the absence is acceptable, instructors may decide that any arrangements made can take forms other than make-up tests or assignments. For example, the weight of a missed grade may be added to another assignment or test. For information on possible forms of documentation, including statutory declarations, please see https://www.ucalgary.ca/pubs/calendar/current/m-1.html.

DEPARTMENT OF ENGLISH STATEMENT ON PRINCIPLES OF CONDUCT

According to the University Calendar; https://www.ucalgary.ca/pubs/calendar/current/k-2.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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