

Academic Writing (ACWR) 201 – Lecture 01
Winter 2011
Wednesdays, 11:00 – 13:50 SH 288

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Office Hours: Monday, 2-4 PM or by appointment

Course Description

Academic writing requires knowledge and understanding of the writing styles most commonly used within the academy. This course considers academic writing as a challenging, rugged landscape that can be traversed successfully by learning communicative writing skills most beneficial to university studies. The genres of narrative, critical and essay writing will be explored, and the development of an effective writing process will be emphasized. The course also travels through critical reading and thinking, argument development, and the practice of referencing. Written communication will also be partnered with oral presentations throughout the term.

Objectives of the Course

- To increase knowledge and understanding of academic writing and its associated genres
- To develop the skills needed for a successful writing process
- To enhance knowledge of and skills in critical reading and thinking
- To develop skills of analysis through reflection and review of the writing of others and self
- To increase understanding of the value of both oral and written presentations in terms of critical thinking and communication

Internet and electronic communication device information

Laptop computers may be used in class for note taking, but their use for other course work or any social media purposes is unacceptable. The use of cellular phones and other such devices in class is strictly prohibited.

Textbooks and Readings:

Lunsford, Andrea A., *Easy Writer, Canadian Edition: A Pocket Reference, Fourth Edition*, 2010.

All other readings, many of which are web-based, will be provided on Blackboard (Course Documents) or distributed as handouts in class.

Assignments and Evaluation

1. In-Class Writing Assignments (20%)

A total of 4 writing assignments will be developed and completed in class, and submitted for grading. Details on these assignments will be provided in the first class.

2. In-Class Exams (30%)

Three exams are scheduled for the first hour of class on February 9th, March 9th and April 6th. Each exam will evaluate writing skills, knowledge of writing styles and mechanics, and skills in organizing and planning.

The material to be covered in each exam will be based on class activities, readings and in-class writing assignments.

3. Essay Proposal/Outline (10%)

This assignment, which is due on March 2nd, will address organizational aspects of composing a critical essay. The proposal will include an annotated reference list, and the outline will reveal the important sections of the essay. Guidelines for this assignment will be discussed in class and posted on Blackboard.

4. Oral Presentation (10%)

A general overview of the topic chosen for the proposed and outlined essay will be presented to the class. This presentation will deal with topic development, subject background and data analysis, and it will inform the audience of the subject under study.

Detailed guidelines will be discussed in class and posted on Blackboard.

5. Final Essay (30%)

This critical essay is to be a minimum of eight pages, submitted in hard copy on 8 ½ X 11" paper (double spaced with a 12pt font) on April 13th. At least five references, including two academic sources, are required.

Guidelines will be presented in class and posted on Blackboard.

It is the student's responsibility to keep a copy of each submitted assignment.

Note: Please hand in your essays directly to your instructor if possible. If it is not possible to do so, a daytime drop box is available in SS320; a date stamp is provided for your use.

A night drop box is also available for after-hours submission. Assignments will be

removed the following morning, stamped with the previous day's date, and placed in the instructor's mailbox.

Registrar-scheduled Final Examination: NO

Policy for Late Assignments

Assignments submitted after the deadline may be penalized with the loss of a grade (e.g.: A- to B+) for each day late.

Freedom of Information and Protection of Privacy Act

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). As one consequence, **students should identify themselves on all written work by placing their name on the front page and their ID number. Also you will be required to provide a piece of picture identification in order to pick up an assignment or look at a final exam from SS320 after classes have ended.**

For more information see also <http://www.ucalgary.ca/secretariat/privacy>.

Writing Skills Statement

Department policy directs that all written assignments (including, although to a lesser extent, written exam responses) will be assessed at least partly on writing skills. For details see <http://www.comcul.ucalgary.ca/needtoknow>. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc) but also general clarity and organization. Research papers must be properly documented.

If you need help with your writing, you may use the Writing Centre. Visit the website for more details: www.efwr.ucalgary.ca

Grading System

The following grading system is used in the Department of Communication and Culture:

(Revised, effective September 2008)

	Grading Scale
A+	96-100
A	90-95.99
A -	85-89.99
B+	80-84.99
B	75-79.99
B-	70-74.99

C+	65-69.99
C	60-64.99
C-	55-59.99
D+	53-54.99
D	50-52.99
F	0-49

Where a grade on a particular assignment is expressed as a letter grade, it will normally be converted to a number using the midpoint of the scale. That is, A- would be converted to 87.5 for calculation purposes. F will be converted to zero.

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 possibly suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources.

Please consult your instructor or the Writing Centre (MacEwan Student Centre 4th floor, efwr.ucalgary.ca) if you have any questions regarding how to document sources.

Academic Misconduct

For information on academic misconduct and the consequences thereof please see the current University of Calgary Calendar at the following link;
<http://www.ucalgary.ca/pubs/calendar/current/k.html>

Students with Disabilities

If you are a student with a disability who may require academic accommodation, it is your responsibility to register with the Disability Resource Centre (220-8237) and discuss your needs with your instructor no later than fourteen (14) days after the start of the course.

Students' Union

For details about the current Students' Union contacts for the Faculty of Arts see
<http://www.su.ucalgary.ca/governance/elections/home.html>

Student Ombudsman

For details on the Student Ombudsman's Office see
<http://www.su.ucalgary.ca/services/student-services/student-rights.html>

Emergency Evacuation and Assembly points

For information on the emergency evacuation procedures and the assembly points see
<http://www.ucalgary.ca/emergencyplan/assemblypoints>

"SAFEWALK" Program -- 220-5333

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 booths.

Ethics

Whenever you perform research with human participants (i.e. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research. For more information about your research ethics responsibilities, see

The Department of Communication and Culture Research Ethics site:
<http://www.comcul.ucalgary.ca/ethics>

or the University of Calgary Research Ethics site:
<http://www.ucalgary.ca/research/cfreb>

Schedule of Lectures and Readings

To be provided in class.