

University of Calgary

Department of Communication and Culture

ACWR 201 – Lecture 01
Academic Writing for Specialized Audiences I (Introductory)
Fall 2014: September 10th - December 3rd
Wednesdays: 12:00 to 2:45
(plus Tutorial--one hour weekly: T.B.A.)

Instructor: Dr. Nancy Ginzer
Office Location: Room 398B, The Native Centre
Office Phone: 403-220-5975 (messages)
E-Mail: nginzer@ucalgary.ca
Office Hours: Wed. 3:15-5:00, or by appointment

Course Description

Academic Writing 201 introduces strategies required to write successfully at the university level, including critical thinking, proper essay format, and grammar basics. Students will read and analyze essays—popular and academic—and will work to improve their sentence, paragraph, and argumentative essay construction.

Course Objectives

- To read and think critically
- To defend academic positions with confidence and logic
- To write cohesive sentences and paragraphs
- To construct compelling argumentative essays
- To use proper citations

Internet and electronic communication device information

The use of cellular phones, computers, and other such devices is prohibited in class.

Required Textbooks and Readings

- ♦ *ACWR 201 Course Pack* (U of C Bookstore)
- ♦ *Sentence-Combining Workbook 4th Edition:*
(Pam Altman, Mari Caro, Lisa Metge-Egan, Leslie Roberts) Wadsworth Cengage Learning
- ♦ *Weekly readings (as noted on D2L)*

Assignments and Evaluation

Grades in ACWR 201 are dependent upon assignments and exams completed in class; thus, consistent attendance is strongly encouraged. In order to earn a passing grade in this course, students must complete and submit all assignments and exams as noted: the mid-term exam (23%), writing skills exam (22%), final exam (25%), and at least 8 of 10 *complete* in-class assignments (30%).

* Please note: A 1% bonus point (up to a total of 13%) will be allotted for full attendance and submission of non-graded worksheet(s)/paragraph(s) during each of 13 tutorials, including the first tutorial session on Wednesday, September 10th.

1. 10 In-class Assignments (weekly): closed and/or open book (30% = 10 x 3% each)

- ◆ In-class assignments will be completed at the beginning and/or end of most classes. 8 out of 10 assignments must be written and submitted during class to pass the course. (For assignments consisting of more than one part, all sections must be completed for a grade.)

** Students who turn in all 10 assignments will have their 2 lowest assignment grades replaced by their next highest assignment grade; those submitting 9 or fewer assignments will receive zero on their missing assignment(s). Those who submit documented excuses (i.e. doctors' notes) for missed classes will receive the average grade of their completed assignments; these will be posted at the end of the semester. (Documents can be submitted to the instructor or to Cate Hanington in the Native Centre.) There will be no make-up sessions for any missed assignments.*

2. Mid-term Exam, October 22nd: 2 hours, open book (23%)

- ◆ Critical Reading and Thinking: Students will be asked to summarize and respond to readings.
- ◆ Argumentative Essay: Students will read and examine short Internet articles or quotes to determine their credibility as cited sources. Using selected readings, quotes, and/or statistics, they will be asked to write thesis statements, outlines, and supporting paragraphs for argumentative essays.

3. Writing Skills Exam, November 12th: 2 hours, open book (22%)

- ◆ This exam will be based on grammar and sentence-combining elements featured in the Course Pack and the Sentence-Combining Workbook (Altman).

4. Final Exam -- date and location to be scheduled by the Registrar: 3 hours, open book (25%)

- ◆ Argumentative Essay: Students will be required to write an argumentative essay on a given topic.
- ◆ Sentence Building: Students will be asked to complete grammar and sentence-combining exercises.

5. Tutorial Worksheets – one-hour weekly sessions (1% bonus point for each tutorial up to a possible 13% points)

- ◆ A 1% bonus point will be awarded for full attendance and the submission of non-graded worksheets/paragraphs during each of 13 sessions. (No points will be awarded for missed tutorials regardless of the reasons for non-attendance.)

It is the student's responsibility to keep a copy of each (returned) assignment and (returned) exams.

Note: Please hand in your essays directly to your tutor or 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: Yes

All assignments and exams must be completed or a course grade of F may be assigned at the discretion of the instructor.

Submission of Assignments: Please hand in your essays directly to your tutor or 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.

Please include your name and ID number on all assignments, and be prepared to provide picture ID to pick up assignments or look at final exams in SS 320 after classes have ended. Personal information is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. For more information, see <http://www.ucalgary.ca/secretariat/privacy>

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

For courses in which assignments are submitted electronically, it is the student's responsibility to ensure that the correct copy of the assignment is submitted. (Including the version date or version number in your file name may help you avoid submitting the wrong version of your written assignments.)

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.

Students with Disabilities

If you are a student with a disability who might require academic accommodation, it is your responsibility to register with the Student Accessibility Services (220-8237, <http://www.ucalgary.ca/access/>) and discuss your needs with your instructor no later than 14 days after the start of the course.

Writing Skills Statement

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

Grading System & Dept. of Communication and Culture Grade Scale

Work in this course will be graded using letter grades. The following grade scale percentage equivalents are used in Communication and Culture:

Grade Point Value	Description	Grade	Department grade scale equivalents	Letter grade % equivalent for calculations
--------------------------	--------------------	--------------	---	---

4.00	Outstanding	A+	96 - 100%	98.0%
4.00	Excellent—superior performance, showing comprehensive understanding of subject matter.	A	90 - 95.99%	93.0%
3.70		A -	85 - 89.99%	87.5%
3.30		B+	80 - 84.99%	82.5%
3.00	Good--clearly above average performance with knowledge of subject matter generally complete.	B	75 - 79.99%	77.5%
2.70		B-	70 - 74.99%	72.5%
2.30		C+	65 - 69.99%	67.5%
2.00	Satisfactory—basic understanding of the subject matter.	C	60 - 64.99%	62.5%
1.70		C-	55 - 59.99%	57.5%
1.30	Minimal pass—marginal performance; generally insufficient preparation for subsequent courses in the same subject	D+	53 - 54.99%	54.0%
1.00		D	50 - 52.99%	51.5%
0.00	Fail – unsatisfactory performance or failure to meet course requirements.	F	00 - 49.99%	0%

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. In-text citations must be provided, and readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. Wording taken directly from a source must be enclosed within quotation marks (or, for long quotations, presented in the format prescribed by the documentation style you are using). Paraphrased information must not follow the original wording and sentence structure with only slight word substitutions here and there. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

For information on citation and documentation styles (including APA, Chicago, IEEE, MLA, and others), visit the links provided at <http://www.ucalgary.ca/ssc/node/208> . If you have questions about how to document sources, please consult your instructor or the Writing Centre (3rd Floor TFDL, <http://www.ucalgary.ca/ssc/writing-support>).

Academic Misconduct

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

Research 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

<http://arts.ucalgary.ca/research/research/research-ethics>

Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
ARTS PROGRAM ADVISING (PIC)	SS 102 403-220-3580 picarts@ucalgary.ca
CAMPUS SECURITY <ul style="list-style-type: none"> • Calgary Police Service • Emergency Text Messaging • Emergency Evacuation & Assembly • Safewalk Program 	http://www.ucalgary.ca/security/ 403-220-5333 403-266-1234 Emergency: call 911 http://www.ucalgary.ca/emergencyplan/textmessage http://www.ucalgary.ca/emergencyplan/assemblypoints If you feel uncomfortable walking alone at any time, call Campus Security for an escort (220-5333). For more information, see http://www.ucalgary.ca/security/
DESIRE2LEARN (D2L) Support <ul style="list-style-type: none"> • IT help line 	http://elearn.ucalgary.ca/desire2learn/home/students 403-220-5555 or itsupport@ucalgary.ca
STUDENT SUCCESS CENTRE <ul style="list-style-type: none"> • Writing Support Services • Student Services Mobile App 	http://ucalgary.ca/ssc http://www.ucalgary.ca/ssc/writing-support http://ucalgary.ca/currentstudents
STUDENTS' UNION CONTACTS <ul style="list-style-type: none"> • Faculty of Arts Reps • Student Ombudsman 	http://www.su.ucalgary.ca/governance/elections/home.html http://www.ucalgary.ca/provost/students/ombuds

<p>SU WELLNESS CENTRE</p> <ul style="list-style-type: none"> • Counselling Services • Health Services • Distress centre 24/7 CRISIS LINE • Online resources and tips 	<p>403-210-9355 (MSC 370), M-F, 9:00–4:30 pm</p> <p>http://ucalgary.ca/wellnesscentre/counselling</p> <p>http://ucalgary.ca/wellnesscentre/health</p> <p>403-266-HELP (4357)</p> <p>http://ucalgary.ca/wellnesscentre/healthycampus</p> <p>If you're concerned about a friend or your own well-being, it is important to seek help early. Call or visit the SU Wellness Centre or the 24-hour crisis line.</p>
---	---

Schedule of Lectures and Readings

Please log onto D2L (see above) for a copy of the ACWR 201 Syllabus.