



جامعة كالغاري في قطر  
UNIVERSITY OF CALGARY IN QATAR

***ACWR 303: Discipline-based Academic Writing***

**Department of Communication, Media, and Film**

**COURSE OUTLINE**

**FALL 2020**

<b>Course</b>	ACWR 303, Section 1
<b>Class Days /Time:</b>	Thursday, 8 am – 11 am
<b>Dates:</b>	September 20 – December 3 (excluding Nov. 08-12)
<b>Classroom:</b>	Online – D2L & Zoom
<b>Instructor:</b>	Angela Unger Waigand
<b>Office:</b>	G25D
<b>Email:</b>	<a href="mailto:auwaigan@ucalgary.ca">auwaigan@ucalgary.ca</a>
<b>Office phone:</b>	4406 5335
<b>Office hours:</b>	TBD

**Course description:**

An intermediate level course in the writing styles, genres and modes of evidence and reasoning appropriate to academic writing in a specific discipline or disciplines. Emphasis on connections between reading, writing, critical reasoning and, where appropriate, other discourse forms such as oral and electronic presentation.

**Course objectives:**

Through weekly in-class tasks, D2L quizzes, and assignments, this course is intended to help students to develop

1. an understanding of the **purposes, genres, and conventions of academic writing**;
2. an effective **writing process**, with strategies for developing research questions, finding information, exploring and organizing ideas, revising, and editing;
3. skill in the **information search (research) process**, including competence in using specialized online databases and other search tools to locate relevant scholarly sources and skill in assessing the relative value of various kinds of research materials and sources;
4. competence in critically **analyzing, using, and citing sources** using APA format;
5. competence in **writing academic papers**, developing arguments, and structuring papers effectively
6. competence in writing with **clarity, precision, conciseness, and a professional tone**, and skill in editing to eliminate common writing errors.

**Textbook:**

*Publication Manual of the American Psychological Association (APA) (7<sup>th</sup> ed., 2019).*

The course materials and related readings are available online on the course Desire2Learn (D2L) site.

**COURSE REQUIREMENTS**

Grades will be awarded as follows. Grading criteria and rubrics will be provided as we discuss each assessment.

	<b>Type of Assignment</b>	<b>Weight (%)</b>
<b>1</b>	In-Class Activities (weekly)	10
<b>2</b>	Quizzes	10
<b>3</b>	Assignment 1: Reflective Paper	15
<b>4</b>	Information Search & Article Analysis (group)	10
<b>5</b>	Research Paper Outline (group)	10
<b>6</b>	Assignment 2: Research Paper Draft 1	5
<b>7</b>	Peer Review	5
<b>8</b>	Assignment 2: Research Paper Final Draft	35

### Schedule Winter 2020

<b>Week</b>	<b>Class</b>	<b>Topic</b>	<b>Assignments</b>
<b>1</b>	<b>Sept 24</b>	Introduction to course The writing process Reflective writing	
<b>2</b>	<b>Oct 1</b>	Introduction to the research paper Writing a research question	Assignment 1: Reflective Writing In-class Activity 1
<b>3</b>	<b>Oct 8</b>	Conducting an information search	Quiz 1: Academic Writing
<b>4</b>	<b>Oct 15</b>	Reading critically Note-taking	Information Search & Article Analysis In-class Activity 2
<b>5</b>	<b>Oct 22</b>	Structuring papers Building an argument	In-class Activity 3
<b>6</b>	<b>Oct 29</b>	Documenting sources in APA	Research Paper Outline In-class Activity 4
<b>7</b>	<b>Nov 5</b>	Using sources effectively	Quiz 2: Documenting Sources In-class Activity 5
	<b>Nov 8-Nov 12</b>	Winter Study Break	
<b>8</b>	<b>Nov 19</b>	Peer review (in class)	Research Paper Draft 1 Peer review (uploaded by midnight on the day of class)
<b>9</b>	<b>Nov 26</b>	Eliminating writing errors Writing with style	Quiz 3: Grammar & Style (due by midnight on the day of class) In-class Activity 6
<b>10</b>	<b>Dec 3</b>	Course review	Research Paper Final Draft

\*This schedule may be changed by the instructor to meet the needs of the class.

**In-class activities:** Class will meet on Zoom at your scheduled class time. Graded in-class activities will be completed during that time. If you are unable to attend, it is your responsibility to find out what you missed. To receive a grade for in-class activities, you submit your own individual work within 24 hours of the scheduled class.

**Quizzes:** All quizzes will be completed on Desire2Learn (D2L). Question types will include multiple choice, matching, fill in the blanks and short answer.

Quizzes open one week prior to the due date and are due by midnight the day prior to class. Students have two hours to complete each quiz. Students may use class notes and materials to complete quizzes.

**Tasks:** Instructions for information search & article analysis, outline, and peer review will be given a week prior to the task due date. All tasks will help you with writing your research paper.

**Assignments:** Detailed information about each assignment will be given in class. There are two writing assignments:

- 1) Reflective Writing Paper (2 pages, double-spaced, Times New Roman, excluding title page)
- 2) Research Paper on an issue related to learning and being a university student. (3-4 pages, double-spaced, Times New Roman, excluding title page and references)

### **Assignment Due Dates and Late Penalties:**

**Written assignments submitted late will have one grade level deducted for each day late** (e.g., B to B-), including weekends, to a minimum D grade. It is the student's responsibility to keep a copy of all assignments submitted.

**Quizzes are due by midnight the day prior to class. Quizzes cannot be completed late;** students will not have an opportunity to complete missed quizzes (except in the event of a verifiable medical or family emergency). Missed quizzes will earn a grade of zero.

### **Grading System & Grade Scale**

#### **GRADING SCALE**

Work in this course will be graded using letter grades, except for the quizzes, which will use percentages. The following grade scale percentage equivalents are used in the Department of Communication, Media and Film:

<b>Grade Point Value</b>	<b>Grade</b>	<b>Department grade scale equivalents</b>	<b>Letter grade % equivalent for calculations</b>
<b>4.00</b>	<b>A+</b>	96 - 100%	98.0%
<b>4.00</b>	<b>A</b>	90 - 95.99%	93.0%
<b>3.70</b>	<b>A -</b>	85 - 89.99%	87.5%
<b>3.30</b>	<b>B+</b>	80 - 84.99%	82.5%

<b>3.00</b>	<b>B</b>	75 - 79.99%	77.5%
<b>2.70</b>	<b>B-</b>	70 - 74.99%	72.5%
<b>2.30</b>	<b>C+</b>	65 - 69.99%	67.5%
<b>2.00</b>	<b>C</b>	60 - 64.99%	62.5%
<b>1.70</b>	<b>C-</b>	55 - 59.99%	57.5%
<b>1.30</b>	<b>D+</b>	53 - 54.99%	54.0%
<b>1.00</b>	<b>D</b>	50 - 52.99%	51.5%
<b>0.00</b>	<b>F</b>	00 - 49.99%	0%

**Minimum passing grade for this course is D.**

### 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. This course will not involve research with human participants. However, if you want to interview someone as part of the research for your final paper, you must consult the instructor before submitting your proposal, and you must follow the research ethics guidelines outlined at <http://arts.ucalgary.ca/research/research/research-ethics>. Failure to comply with these requirements could result in failure on your final paper.

### WITHDRAWAL DEADLINE

The last day to withdraw from this course without financial penalty is **September 17, 2020**.  
The last date to withdraw from this course is **December 10, 2020**.

### WHERE TO GO FOR ASSISTANCE

<b>Academic &amp; Personal Help</b>		<b>Administrative Help</b>	<b>Sponsorship Concerns</b>
<ul style="list-style-type: none"> <li>• Study Skills</li> <li>• Managing Stress</li> <li>• Interpersonal difficulties</li> <li>• Difficulties at home</li> </ul>	<ul style="list-style-type: none"> <li>• Research Skills</li> <li>• Writing Skills</li> <li>• Reading Skills</li> <li>• Understanding course materials</li> <li>• Support from Peer Mentors</li> </ul>	<ul style="list-style-type: none"> <li>• Advice on academic regulations</li> <li>• Assistance with registration</li> </ul>	<ul style="list-style-type: none"> <li>• Consequences of non-attendance</li> <li>• Contractual obligations</li> </ul>
<b>Counselling Services</b>	<b>Learning Commons</b>	<b>Student Services</b>	<b>Your Sponsor</b>

### POLICIES

## ATTENDANCE

Course material is extensive; for optimal learning, students should make every effort to attend classes. Students may be refused entry into class once lectures have commenced.

## EMAIL

Emails are welcomed. Email is a convenient way for instructors and students to communicate quickly and easily. Often emails related to this course will be directed through Desire2Learn. *Note: if you are using webmail accounts such as “yahoo” “Gmail” or “Hotmail” you may not receive the emails sent through D2L as often they are recognized as “junk”.*

The University of Calgary Electronic Communications Policy (2009) states:

4.25 Authorized Users shall not use personal e-mail accounts to conduct official University business.

4.26 Authorized Users shall communicate with students on matters relating to the business of the University using the student’s University assigned e-mail account.

<http://www.ucalgary.ca/policies/files/policies/Electronic%20Communications%20Policy.pdf>

Therefore, the Faculty of Nursing requests all students to use a University of Calgary email address throughout their Nursing program. **All university business will be directed to this address.**

When sending an email to your course instructor, **please write the name of the course in the subject line and include your first and last name in the email message.** Students can expect that emails will be answered within 24 hours on working days. Remember to check your email regularly for course and program/advisory related correspondence. It is a student responsibility to keep up to date with course/class information.

## USE OF TECHNOLOGY IN THE CLASSROOM

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube).

## STUDENT MISCONDUCT

**Plagiarism** is the act of using someone else’s words and passing them off as your own. It is a serious offence which will result in the following penalty and application:

1. In cases in which the Dean and/or instructor is satisfied that a student has plagiarized, cheated or engaged in other academic misconduct in circumstances that suggest a clear intention to deceive or otherwise commit an academic offence, the normal penalty will be either suspension or expulsion from the Faculty.
2. In cases in which the Dean and/or instructor is satisfied that an offence has been committed, but doubt is left as to the existence of a clear intention to deceive or otherwise commit an academic offence, the normal penalty will be academic probation.

3. In cases where a student is found guilty of more than a single offence, the normal penalty will be expulsion from the Faculty, and in the most serious cases, expulsion from the University.

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 not only when direct quotations are taken from a source without specific acknowledgement, but also when original ideas or data from the source are not properly referenced.

For further information on Student Misconduct Policies, please refer to the official online University of Calgary Calendar, Academic Regulations, K: *Student Misconduct*.  
<http://www.ucalgary.ca/pubs/calendar/current/k.html>

### **Intellectual honesty is viewed most seriously at the University of Calgary and compliance with standards of intellectual honesty is an expectation**

#### **Turnitin**

Turnitin is an online program that is available to all UCQ students. It identifies possible plagiarism problems, which helps students become better writers by producing an Originality Report. Students can use this report to improve their paraphrasing and summarizing skills.

Instructors at UCQ may require the submission of a Turnitin Originality Report along with a writing assignment. Before submitting the report to their instructor, students will have the opportunity to submit and revise multiple drafts of an assignment in order to resolve any issues with paraphrasing and summarizing.

When a UCQ student's work is submitted to Turnitin, it is submitted to the Turnitin database. The database is confidential; students retain the copyright to their work, and student work cannot be viewed by other students or instructors. However, students' work will be stored and compared to future student submissions.

**Note: If a UCQ student has concerns about his or her work being stored in the Turnitin database, it is his or her responsibility to discuss these concerns with his or her instructor or the Associate Dean (Academic).**

#### **ACADEMIC WRITING**

The University supports the belief that throughout their University careers, students should be taught how to write well; therefore, written assignments in this course will be evaluated based on the required elements as well as quality academic writing.

For further information, please refer to the official online University of Calgary Calendar, Academic Regulations, E. Course Information, E.2: *Writing Across the Curriculum*: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

At the University of Calgary in Qatar, academic support can be found at the **Learning Commons (G58)** to provide students with:

- 1) **Writing support** – For advice and guidance at any stage of the writing process, make an

appointment or drop into the **Writing Center (G67)**. This includes understanding assignment requirements, developing a plan, revising and improving your grammar, and APA-style referencing.

Reserve an appointment for a specific time by visiting: [www.ucalgary.mywconline.com](http://www.ucalgary.mywconline.com)

Falina Norred Email: [fnorred@ucalgary.edu.qa](mailto:fnorred@ucalgary.edu.qa)

Daniel Forgrave Email: [daniel.forgrave@ucalgary.edu.qa](mailto:daniel.forgrave@ucalgary.edu.qa)

2) **Research support** – For assistance with your research or for answers to your questions related to literature review, make an appointment or ask at the **Learning Commons** desk.

Learning Commons Email: [ucqlib@ucalgary.edu.qa](mailto:ucqlib@ucalgary.edu.qa)

Inesia Adolph Email: [imeadolp@ucalgary.edu.qa](mailto:imeadolp@ucalgary.edu.qa)

Lulu Jalal (Turnitin) Email: [lulu.jalal@ucalgary.ca](mailto:lulu.jalal@ucalgary.ca)

## EXAMINATION AND TESTS

For detailed information regarding Examinations and Tests, please refer to the official online University of Calgary Calendar Academic Regulations, G. Examinations and Tests: <http://www.ucalgary.ca/pubs/calendar/current/g.html>

### 1. Final examinations are scheduled by Student Services, University of Calgary in Qatar

The exam period is posted in the University of Calgary Calendar. A final exam can be scheduled anytime during this period. Students must be available for examinations up to the last day of the examination period. Student Services at the University of Calgary in Qatar will email the final exam schedule to students in advance. The exam schedule will also be posted on campus at the University of Calgary in Qatar.

### 2. Deferred Examinations

A student who becomes ill for a scheduled exam and is unable to write the exam at the scheduled time must notify the course instructor **in advance** of the scheduled exam. Please contact the course instructor, via University of Calgary email or telephone, and state your reason for missing the scheduled examination and a phone number where you can be reached so that arrangements can be made for you to write a deferred examination. You may be expected to submit a doctor's certification priority to writing the deferred examination.

For further information regarding Deferral of Final Examinations Policies, please refer to the official online University of Calgary Calendar Academic Regulations, G. Examinations and Tests, G.6 Deferral of Final Examinations: <http://www.ucalgary.ca/pubs/calendar/current/g-6.html>

## REAPPRAISALS AND APPEALS

For information on reappraisals and appeals, refer to the official online University of Calgary Calendar, Academic Regulations, I: *Reappraisal of Grades and Academic Appeals*: <http://www.ucalgary.ca/pubs/calendar/current/i.html>

Please note the 15-day timeline from the receipt of a mark and a request for reappraisal



and/or appeal to the Associate Dean Academic, Undergraduate Programs.

### **UNIVERSAL STUDENT RATINGS OF INSTRUCTION (USRI)**

The USRI provides a forum for student feedback to instructors, department heads, and deans about the overall quality of instruction. Information gathered from the surveys is used by instructors, department heads, and deans to improve instruction at the University of Calgary and in performance feedback. Students can access previous results to assist them in their course selection. For more information, visit [www.ucalgary.ca/usri/welcome/about](http://www.ucalgary.ca/usri/welcome/about)

### **FREEDOM OF INFORMATION AND PROTECTION FOR PRIVACY (FOIPP)**

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 in Qatar. For further information about the collection and/or use of student information, please contact Student Services at +974 4406 5222.

### **EMERGENCY EVACUATION MEETING PLACE**

As part of the University of Calgary in Qatar Emergency Evacuation plan, students, faculty, and staff should locate the closest Assembly Point in case of Fire Alarm. Safety signage is posted throughout the campus showing the locations and the possible route to these locations. All students, faculty, and staff are expected to promptly make their way to the nearest Assembly Point if the Fire Alarm is activated. No one is to return into campus facilities until an all-clear is given to the warden in charge of the Assembly Area.

For more information, see <http://www.ucalgary.ca/emergencyplan/node/55>