

UNIVERSITY OF CALGARY
DEPARTMENT OF COMMUNICATION, MEDIA AND FILM

Academic Writing ACWR 201—Lecture 01
Academic Writing for Specialized Audiences I (Introductory)
Fall 2015: September 9th - December 2
Wednesdays: 12:00 to 2:45
(plus Tutorial—one hour weekly: T.B.A.)

Instructor: Dr. Nancy Ginzer
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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, essay format, and grammar basics. Students will read and analyze articles and essays—popular and academic—and will work to improve their sentence, paragraph, and argumentative essay construction.

Course Objectives

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

Required Textbooks, Readings, and Supplies

- *Essay Writing for Canadian Students Plus My Writing Lab:* (Roger Davis, Laura K. Davis) Pearson Education Canada, 2015
- *ACWR 201 Course Pack (F2015 version)*
- *Weekly readings (as noted on D2L)*

Internet and electronic communication device information

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

Assignments and Evaluation

Grades in ACWR 201 are mainly dependent upon assignments and exams completed in class; thus, consistent attendance is strongly encouraged. In order to earn a passing grade in the course, students must complete and submit all assignments and exams as noted: 3 Writing Skills Quizzes (30%), Mid-Term Exam (30%), Final Exam (35%), and at least 5 of 7 *complete* In-Class Assignments (5%). In addition, a ½ % bonus point will be allotted for each tutorial attended (up to a total of 5%).

Please note: Only students with documented excuses (i.e. doctors' notes) will be permitted to write missed quizzes and exams; missed quizzes must be written before the next class. There will be no re-writes of missed In-Class Assignments.

1. 7 In-Class Assignments: closed and/or open book—½ % for each assignment (a 1½ % point will be awarded to those who turn in all 7 assignments) (5%)

Each assignment will include one or two segments: Part A, to be completed at the beginning of class, and/or Part B, to be submitted at the end of class. (If the assignment consists of two parts, both parts must be submitted during class for the assignment to be considered complete.)

Dates: September 16, 23, 30, October 14, 21, November 4, 25

***Please note: 5 of the 7 assignments must be completed in class for a passing grade in this course.**

2. Writing Skills Quiz A, October 7: 45 minutes, open book (10%)

Quiz B, November 18: 45 minutes, open book (10%)

Quiz C, December 2: 90 minutes, open book (10%)

Writing skills quizzes will be based on grammar and sentence-combining elements featured in the Course Pack and the Davis textbook. Short essay components might also be included.

3. Mid-term Exam, October 28: 2 hours, open book (30%)

Critical Reading and Thinking: Students will be asked to respond to readings.

Argumentative Essay: Students will be asked to read and examine short 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 and supporting paragraphs for argumentative essays.

4. Final Exam – date and location to be scheduled by the Registrar: 3 hours, open book (35%)

Students will be asked to respond to readings and to write a short argumentative essay on a selected topic.

5. Bonus Points for attendance at tutorials: (½ % each session to a maximum of 5%)

Tutorials will review current material.

KEY DATES

September 16, 23, 30	In-Class Assignment(s)
October 7	QUIZ A
October 14, 21	In-Class Assignment(s)
October 28	MID-TERM EXAM
November 4	In-Class Assignment
November 18	QUIZ B
November 25	In-Class Assignment
December 2	QUIZ C
T.B.A.	FINAL EXAM

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, Media and Film Grade Scale

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

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 (ASC)	SS 102 403-220-3580 artsads@ucalgary.ca
<p>CAMPUS SECURITY</p> <ul style="list-style-type: none"> • Calgary Police Service • Emergency Text Messaging • Emergency Evacuation & Assembly • Safewalk Program 	<p>http://www.ucalgary.ca/security/ 403-220-5333 403-266-1234 Emergency: call 911</p> <p>http://www.ucalgary.ca/emergencyplan/textmessage http://www.ucalgary.ca/emergencyplan/assemblypoints</p> <p>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/</p>
DESIRE2LEARN (D2L) Support	http://elearn.ucalgary.ca/desire2learn/home/students

<ul style="list-style-type: none"> • IT help line 	403-220-5555 or itsupport@ucalgary.ca
<p style="text-align: center;">STUDENT SUCCESS CENTRE</p> <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
<p style="text-align: center;">STUDENTS' UNION CONTACTS</p> <ul style="list-style-type: none"> • Faculty of Arts Reps • Student Ombudsman 	https://www.su.ucalgary.ca/about/who-we-are/elected-officials/ http://www.ucalgary.ca/provost/students/ombuds
<p style="text-align: center;">SU WELLNESS CENTRE</p> <ul style="list-style-type: none"> • Counselling Services • Health Services • Distress centre 24/7 CRISIS LINE • Online resources and tips 	403-210-9355 (MSC 370), M-F, 9:00–4:30 pm http://ucalgary.ca/wellnesscentre/counselling http://ucalgary.ca/wellnesscentre/health 403-266-HELP (4357) http://ucalgary.ca/wellnesscentre/healthycampus If you're concerned about a friend's 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.

Schedule of Lectures and Readings

Please log onto D2L for a copy of the ACWR 201 Syllabus.