

University of Calgary
Department of Communication, Media and Film

Academic Writing ACWR 201—Lecture 01
Academic Writing for Specialized Audiences I (Introductory)
Fall 2016: September 12 - December 9

Lecture: Wednesday 12:00 - 12:50 SA015 and 13:00 - 14:45 SS018
Tutorial: Tuesday 12:30 - 13:20 SS012

Instructor: Caroline Banner
Office: SS307
Office Phone: NA
E-Mail: cnbanner@ucalgary.ca
Web Page: Desire2Learn
Office Hours: Tuesday 1:30 - 2:30 or by appointment.

Course Description

This course is an introduction to academic reading, language, and writing skills. Emphasis will be placed on reading critically, developing arguments, and writing effective essays.

Additional Information

Tuesdays: Grammar and discussion of readings
Wednesdays: Theory and writing in the lab

Objectives of the Course

By the end of this course, students will learn to:

- read and think critically
- write cohesive sentences and paragraphs
- construct compelling essays
- use proper citations

Textbooks and Readings

Lipschutz, G., Scarry, S., Scarry, J. (2016). *The Canadian Writer's Workplace, Eighth Canadian Edition*. Toronto: Nelson.

Internet and electronic communication device information

Please be courteous. Cell phones must be put away at the start of class. There will be no texting, twittering, emailing, and so on during this class. Please respect your classmates' right to hear class material.

Laptop computers may be used for course work.

Recording any part of any lecture in any form without permission is not permitted. Lecture slides will not be posted on the web. Photographing lecture slides is not permitted. These restrictions are due to copyright and intellectual property issues and are strictly enforced.

Assignments and Evaluation

Just as learning to play a sport well requires practice, commitment, and coaching, so too does learning to write well. In this class, you should:

- attend all classes
- keep an editing checklist to learn from your errors and improve your editing skills
- engage in as much reading and writing outside of class as you can

Although students will be required to do further work outside of classroom time, all in-class assignments will be worked on during class and submitted to the instructor at the end of the class.

In-class tutorial grammar assignments: 10% (10 x 1%)

September 20 to November 22

These assignments will help you practice your grammar. Every Tuesday, you will complete and hand in a grammar assignment at the end of class. These cannot be made up at a later date.

In-class lab assignments: 30% (6 x 5%)

September 28, October 5, 19, November 2, 9, 16

These assignments will help you apply the course material: creating sentences, writing paragraphs, revising and editing material. They are done in the lab and must be handed in at the end of the lab session. In-class assignments cannot be made up at a later date.

Tests: 25%

October 12: 10%, November 23: 15%

Students will be asked to respond to readings and to write coherent paragraphs.

Essays: 35%

Essay 1: Due October 26 (15%) Narration

Essay 2: Due November 30 (20%) Argumentation

Registrar-scheduled Final Examination: No

You do not need to complete all assignments and exams in order to receive a passing grade in the course.

Submission of Assignments:

All in-class assignments are due at the end of class. Essays are to be handed in, in hard copy, on the due date. Please do not send email attachments: assignments will not be accepted in this form. Please hand in your assignments directly to your instructor. 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 marked final exams in SS 320. 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 and to ensure that the proper version is submitted.

Policy for Late Assignments

If you are worried that you might not be able to complete an essay on time, please contact me at least one class period before the assignment is due so that we may attempt to resolve the problem. It is bad manners and poor strategy to ask for an extension on or after the due date. Such requests will not be granted.

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

Student Accommodations:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

- Students seeking accommodation for transient illnesses (e.g., the flu) should contact their instructors. Whenever possible, students should advise their instructors in advance if they will be missing quizzes, presentations, in-class assignments, or group meetings.
- When accommodations are granted, they may 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 Deferrals of Final Exams and Term Work, see sections G.6 and G.7 of the *University Calendar* at <http://www.ucalgary.ca/pubs/calendar/current/g-6.html> and <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>

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. 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 & Grade Scale of the Department of Communication, Media and Film

Except for the in-class tutorial grammar quizzes, work in this course will be graded using letter grades (or the percentage equivalents indicated below). Final grades are reported as letter grades. The following chart outlines the grade scale percentage equivalents used in

the Department of Communication, Media and Film. In calculating final grades in this course, letter grades will be converted to corresponding GPA values.

Grade Point Value	Description	Grade	Dept of CMF 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	0- 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 <https://ucalgary.ca/ssc/resources/writing-support/436> . 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 (e.g., surveys, interviews, or observations) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, see <http://arts.ucalgary.ca/research/resources/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
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	https://www.su.ucalgary.ca/about/who-we-are/elected-officials/ http://www.ucalgary.ca/provost/students/ombuds
SU WELLNESS CENTRE <ul style="list-style-type: none">• Counselling Services• Health Services• Distress centre 24/7 CRISIS LINE	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)

- **Online resources and tips**

<http://ucalgary.ca/wellnesscentre/healthycampus>

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.

Schedule of Topics

Sept. 14	Introduction to course Understanding What You Read The Four Stages of Writing	Chapter 14 Chapter 18
Sept 21:	Answering Questions Topic Sentences and Paragraphs	Chapter 17 Chapter 19
Sept. 28:	Paragraphs	Chapter 19
Oct. 5:	The Essay Narration	Chapter 20 Chapter 32
Oct. 12:	Test	
Oct. 19:	Revising and Editing	Chapter 22
Oct. 26:	Argumentation Style	Chapter 25 Chapter 21
Nov. 2:	Style Quoting	Chapter 21 Chapter 16
Nov. 9:	Quoting Documentation	Chapter 16 Chapter 24
Nov. 16:	Description	Chapter 30
Nov 23:	Test	
Nov. 30:	Essay due	
Dec. 7:	Review	