

University of Calgary
Department of Communication, Media and Film

Academic Writing (ACWR) 203 – Lecture 01
Academic Writing for Specialized Audiences I (Introductory)
Winter 2015
January 14th – April 15th (excluding February 18th)
Wednesdays: 12:00pm – 2:45pm Tutorial: T.B.A. (1 hour)

Instructor: Dr. Nancy Ginzer
Office: 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

In ACWR 203, students will respond critically to academic and literary readings, conduct inquiry-based research on assigned topics, and work on argumentative essay content and format. Ample class time will be given to practice writing skills and more advanced sentence/paragraph building techniques.

Objectives of the Course

- to read and write critically
- to write effective sentences and paragraphs using basic good grammar
- to conduct research and use proper citation methods (APA and MLA formats)
- to create strong thesis statements, research questions, and outlines
- to write and revise well-constructed argumentative and literary essays

Additional Information

Although tutorials are optional, students are strongly encouraged to attend each week for bonus points. Tutorial work will help students improve their writing through more focused study.

Textbooks and Readings

- *ACWR 203 Course Pack*
- *Sentence-Combining Workbook 4E (Pam Altman, Caro, Egan, Roberts) Wadsworth Cengage Learning (this is the same textbook used in 201, Fall 2014)*
- *Weekly readings (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: Writing Skills Exam (35%), Argumentative Essay (25%), Final Exam (35%), and at least 8 of 10 *complete* in-class assignments (5%). In addition, a $\frac{1}{2}$ % bonus point will be allotted for tutorial attendance and submission of each tutorial worksheet (up to a total of 5%).

Please note: Only students with documented excuses (i.e. doctors' notes) will be permitted to write missed exams. There will be no re-writes of missed assignments.

1. 10 In-Class Assignments: closed and/or open book (5% = $\frac{1}{2}$ % each assignment)

Dates: All classes except: Jan 14th, March 4th, March 25th

Each short In-Class Assignment will include one or two segments: Part A, to be completed and submitted at the beginning of class, and/or Part B, to be finished and 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. *Students who turn in all 10 assignments will have their 2 lowest assignment grades replaced by their next highest assignment grade; those submitting fewer than 10 assignments will receive zero on their missing assignment(s).* Please note: At least 8 out of the 10 assignments must be completed for a passing grade in this course.

2. Writing Skills Exam, March 4th: 2 hours, open book (35%)

Students will be asked to respond to academic readings and exercises using sentence/paragraph building techniques and specific essay elements studied in class.

3. Argumentative Essay, due at the beginning of class, March 25th (25%)

A 1200 word essay will be assigned on a specific topic; details will be announced in class and posted on D2L. (Some class time will be allotted for writing this essay.)

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

Students will be asked to write a short argumentative essay and to respond to readings and exercises.

5. Tutorial Bonus Points: ($\frac{1}{2}$ % each session for a total up to 5%)

At tutorial sessions, students will respond to brief readings and complete review exercises. Bonus credit points will be awarded for attendance at 10 sessions.

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.

Policy for Late Assignments

Except by arrangement with the instructor, assignments submitted after the deadline will 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 may 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 & Department 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 (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	http://elearn.ucalgary.ca/desire2learn/home/students

<ul style="list-style-type: none"> • IT help line 	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
SU WELLNESS CENTRE <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 <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>