

University of Calgary  
Department of Communication, Media and Film  
**Academic Writing (ACWR) 303 - Lecture 01**  
**Academic Writing for Specialized Audiences (Intermediate)**  
**Winter 2015 – ONLINE**  
**Virtual WEDNESDAYS: January 14 to April 15 (excluding Feb. 18)**

**Instructor:** Jo-Anne Andre, M.A., Department of Communication and Culture

**Office Location:** Social Sciences 300 (*Send campus mail to SS 320*)

**Office Phone:** (403) 220-7429 [fax: (403) 282-6716]

**E-Mail:** [andre@ucalgary.ca](mailto:andre@ucalgary.ca) (*Please put ACWR in the e-mail subject line*)

**Office Hours:** Mondays 2:00 to 4:30 pm (or other times by appointment)

**Course Site:** <http://elearn.ucalgary.ca/desire2learn/log>

**Course description:**

This inquiry-based course is intended to help students develop skill in academic writing. The course focuses on the writing styles, genres, evidence, and reasoning that characterize academic writing in health and human service fields. The course will emphasize connections between reading, writing, research, reflection, and critical reasoning. The course is open only to students in Nursing, Community Rehabilitation and Disability Studies, and Social Work.

**Additional Information**

**This is an online course.** There will be no regularly scheduled class meetings or online chats. You must have reliable access to a computer and to the Internet in order to complete this course. Students will be assigned to one of three marking groups:

*Group 1 – marker Andrea Hanslip (arhansli@ucalgary.ca)*

*Group 2 – marker Jo-Anne Andre (andre@ucalgary.ca)*

*Group 3 – marker Christine Sopczak (cmsopcza@ucalgary.ca)*

All questions about the course should go to the instructor, who will be available during office hours, in scheduled appointments, and any time by email. In a drop-in visit or scheduled appointment with the instructor, you can

- go over course concepts that you are unsure about (e.g., APA style)
- you can get hands-on help with library research or D2L functions
- review assignment drafts or marked papers, or
- chat about your progress in the course.

If you are studying at a distance, you can get instructional support via phone or email.

**Course objectives:**

Through weekly module tasks and a set of three major 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; genres will include proposals, summaries and critical reviews and analyses, reflective pieces, and research papers;
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) (6<sup>th</sup> ed., 2010).*

The course modules and related readings are available online on the course D2L site.

<b>ACWR 303 Assignments</b>	<b>Due dates (2015)</b>
2% Module 1 – Intro to Academic Writing. Task 1	Wed., Jan. 14
2% Module 2 – Writing a Research Proposal. Task 2	Wed., Jan. 21
2% Module 3 – Conducting an Information Search. Task 3	Wed., Jan. 28
2% Module 4 -- Eliminating 12 Common Errors. Task 4	Wed., Feb. 4
2% Module 5 -- Documenting Sources in APA Style.	(Feb. 25, with proposal)
2% Module 6 – Building good arguments & Using sources effectively. Mod 5&6 quiz 1	Wed., Feb. 11
<b>18% RESEARCH PAPER PROPOSAL*</b>	<b>Wed., Feb. 25</b>
2% Module 7 – Managing the Writing Process. Quiz 2	Wed., March 4
2% Module 8 – Writing with Style. Task 5	Wed., March 11
2% Module 9 – Reading and Writing Critically. Quiz 3	Wed., March 18
<b>25% COMPARATIVE ARTICLE SUMMARY &amp; CRITIQUE*</b>	<b>Wed., March 18</b>
2% Module 10 – Structuring Papers Effectively. Quiz 4	Wed., March 25
Peer review of draft of final paper. Send draft to peer.	Wed., April 1
2% Task 6 – Return completed review to peer	Wed., April 8
<b>35% RESEARCH PAPER WITH ABSTRACT*</b>	<b>Wed., April 15</b>

\* **IMPORTANT:** *The proposal, comparative summary, and final paper must be submitted to pass the course.*

**Registrar-schedule Final Exam: No**

**Assignment Information for Major Assignments:**

**Research Paper Proposal (18%):**

*In this 2- to 3-page single-spaced proposal, you will*

- *include an informative title at the top of page 1 and use section headings. (See the examples in Module 2.)*
- *present the research question that you will pursue for your final research paper.*
- *provide 2- or 3-paragraph overview of your topic, establishing its importance, defining key terms as needed, and using and citing at least THREE relevant sources.*
- *briefly outline your proposed research methods and strategies (i.e., what kinds of sources you will look for and what online databases and search terms you will use to locate relevant, scholarly information.) Note: any research involving interviews or surveys must be pre-approved by the instructor at least 1 week prior to the submission of the proposal.*

- *include APA-style in-text citations and a reference list with at least FIVE sources that you will use in your final paper. (Only 3 of the 5 sources need to be cited in the proposal itself, but in your final paper, all sources in your reference list must be used in the paper itself.)*

### **Comparative Article Summary and Critique (25%):**

*In this 3- to 4-page single-spaced assignment, you will summarize, critique, and draw connections between two journal articles that you will be using for your final paper in the course. More information on this assignment will be posted on D2L. The paper must include APA-style in-text citations and reference list.*

### **Research Paper with Abstract (35%):**

*This 10- to 12-page single-spaced paper will be based on your proposal; the page count includes a combination title page with abstract (1 page) and a reference list (1 page), with the body of the paper comprising 8 to 10 pages. Longer papers will be allowed only if they include illustrations or reference lists over one page. More detailed assignment guidelines will be available on D2L. Note: The final paper may include material originally used in your proposal and summary critique assignments; however, you will need to edit any recycled material to ensure that the material fits logically into your final paper.*

**Assignment Due Dates, Grace Period, & Late Penalties:** Assignments are due at 7:00 pm MST, but **there is an automatic 48-hour grace period** (with no late penalty) on all assignments except for the peer review and final report. In other words, if an assignment is due at 7:00 pm Wednesday, you may submit it up to 7:00 pm Friday with no penalty. To request a further extension, please email the instructor.

Written assignments submitted after the grace period 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 have a grace period to Friday, but they will close at midnight on the Friday following the Wednesday due date. 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.

### **Assignment Submission:**

- To access the discussion board for the Module 1 task posting, click on the COMMUNICATIONS tab on the red navigation bar in D2L and then click on DISCUSSIONS in the drop-down menu. Be sure to do your posting in the discussion board for your marking section.
- To access the online quizzes, click on the ASSESSMENTS tab on the red navigation bar in D2L and then click on QUIZZES in the drop-down menu. You may save partially finished quizzes and submit them later, but if you do not click on SUBMIT before the quiz deadline, you will earn a zero on the quiz.
- To submit all other written assignments (including written module tasks), click on the ASSESSMENTS tab in the red navigation bar in D2L and then click on DROPBOX the drop-down menu. Be sure to submit your assignment to the correct dropbox.

**Please include your name in the file name** (e.g., ACWR Proposal Jones.docx) **and on page 1 of all written assignments.** 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.)

### Assignment Revisions:

If you earn a C- (C minus) or lower (before late penalties) on your proposal or comparative summary critique, you may revise those assignments and resubmit them by email directly to the instructor (at [andre@ucalgary.ca](mailto:andre@ucalgary.ca)). Successful revisions may earn a grade increase to a maximum of C+. Revisions must be submitted by April 8 at the latest.

### 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 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 & Grade 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:

Grade Point Value	Description (for Graduate Program)	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	Very good performance	A -	85 - 89.99%	87.5%
3.30	Good performance	B+	80 - 84.99%	82.5%
3.00	Satisfactory performance	B	75 - 79.99%	77.5%
2.70	Minimum pass	B-	70 - 74.99%	72.5%
2.30	All grades below B- (B minus) are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.	C+	65 - 69.99%	67.5%
2.00		C	60 - 64.99%	62.5%
1.70		C-	55 - 59.99%	57.5%
1.30		D+	53 - 54.99%	54.0%
1.00		D	50 - 52.99%	51.5%
0.00		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 possible suspension or expulsion from the university. Please be aware that if you are in a program for which ACWR 303 is a required course (e.g., Nursing), failure in the course owing to plagiarism could cost you an entire year of study as ACWR is offered only in the winter term.

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. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources.

Feel free to discuss your ideas with others and to have someone review your written work to point out weaknesses and typos. These practices do not constitute plagiarism as long as you do the corrections and rewriting. All of the following, however, constitute plagiarism:

- passing off the work of others as your own
- submitting work that you have done previously (or that you are now doing for another course) as if it were new work done for this course
- borrowing wording from published material without using quotation marks (or formatting a long quoted passage according to a standard documentation format)
- using wording, ideas, information, or graphics from published material or from the internet without acknowledging the source.

Information about the APA documentation styles is included in Module 5, in the APA Manual. If you need further guidance about whether or how to document a source, please contact your instructor or an instructor in the Writing Centre.

### **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>

### **D2L technical requirements & support:**

- You must have an IT account in order to access D2L and journal articles through the online university library databases. If you already have an @ucalgary.ca e-mail address, you have the necessary IT account in place.
- For help with D2L, consult resources in the Help for Students area on the opening D2L page. For further technical support, email [itsupport@ucalgary.ca](mailto:itsupport@ucalgary.ca) or call (403) 220-5555.
- Be sure to visit the D2L course site once or twice a week to ensure that you do not miss any important announcements posted by the instructor. And make sure that the your email in the D2L system links to an email that you regularly use.

### **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 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.

## Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
<b>Communication and Culture Graduate Programs</b>	SS 222 <a href="http://comcul.ucalgary.ca/graduate">http://comcul.ucalgary.ca/graduate</a> (403) 220-5623 <a href="mailto:gradprog@ucalgary.ca">gradprog@ucalgary.ca</a>
<b>CAMPUS SECURITY</b> <ul style="list-style-type: none"> <li>• Calgary Police Service</li> <li>• Emergency Text Messaging</li> <li>• Emergency Evacuation &amp; Assembly</li> <li>• Safewalk Program</li> </ul>	<a href="http://www.ucalgary.ca/security/">http://www.ucalgary.ca/security/</a> <b>403-220-5333</b> <b>403-266-1234</b> <b>Emergency: call 911</b> <a href="http://www.ucalgary.ca/emergencyplan/textmessage">http://www.ucalgary.ca/emergencyplan/textmessage</a> <a href="http://www.ucalgary.ca/emergencyplan/assemblypoints">http://www.ucalgary.ca/emergencyplan/assemblypoints</a> If you feel uncomfortable walking alone at any time, call Campus Security for an escort ( <b>220-5333</b> ). For more information, see <a href="http://www.ucalgary.ca/security/">http://www.ucalgary.ca/security/</a>
<b>DESIRE2LEARN (D2L) Support</b> <ul style="list-style-type: none"> <li>• IT help line</li> </ul>	<a href="http://elearn.ucalgary.ca/desire2learn/home/students">http://elearn.ucalgary.ca/desire2learn/home/students</a> 403-220-5555 or <a href="mailto:itsupport@ucalgary.ca">itsupport@ucalgary.ca</a>
<b>STUDENT SUCCESS CENTRE</b> <ul style="list-style-type: none"> <li>• Writing Support Services</li> <li>• Student Services Mobile App</li> </ul>	<a href="http://ucalgary.ca/ssc">http://ucalgary.ca/ssc</a> <a href="http://www.ucalgary.ca/ssc/writing-support">http://www.ucalgary.ca/ssc/writing-support</a> <a href="http://ucalgary.ca/currentstudents">http://ucalgary.ca/currentstudents</a>
<b>STUDENTS' UNION CONTACTS</b> <ul style="list-style-type: none"> <li>• Faculty of Arts Reps</li> <li>• Student Ombudsman</li> <li>• Graduate Students' Association</li> </ul>	<a href="http://www.su.ucalgary.ca/governance/elections/home.html">http://www.su.ucalgary.ca/governance/elections/home.html</a> <a href="http://www.ucalgary.ca/provost/students/ombuds">http://www.ucalgary.ca/provost/students/ombuds</a> <a href="http://www.ucalgary.ca/GSA/">http://www.ucalgary.ca/GSA/</a>
<b>SU WELLNESS CENTRE</b> <ul style="list-style-type: none"> <li>• Counselling Services</li> <li>• Health Services</li> <li>• Distress centre 24/7 CRISIS LINE</li> <li>• Online resources and tips</li> </ul>	<b>403-210-9355</b> (MSC 370), M-F, 9:00–4:30 pm <a href="http://ucalgary.ca/wellnesscentre/counselling">http://ucalgary.ca/wellnesscentre/counselling</a> <a href="http://ucalgary.ca/wellnesscentre/health">http://ucalgary.ca/wellnesscentre/health</a> <b>403-266-HELP (4357)</b> <a href="http://ucalgary.ca/wellnesscentre/healthycampus">http://ucalgary.ca/wellnesscentre/healthycampus</a> 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 Lectures and Readings:** Course modules and associated readings and resources are posted on D2L.