

University of Calgary
Department of Communication, Media and Film
Academic Writing (ACWR) 303 - Lecture 01 & 02
Academic Writing for Specialized Audiences (Intermediate)

Winter 2016 – ONLINE

Virtual WEDNESDAYS: January 13 to April 13 (excluding Feb. 20)

Instructor: Jo-Anne Andre, M.A.
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E-Mail: andre@ucalgary.ca (*Please put ACWR in the e-mail subject line*)
Office Hours: Tuesdays 2:00 to 4:30 pm (or other times by appointment)
Course Site: <https://d2l.ucalgary.ca/>

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, Health Sciences, 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.

Please be aware that this online course is a reading- and writing-intensive course and will require just as much (or more) work than your other courses. You should set aside 5 or 6 hours a week for course work.

Students will be randomly assigned to one of three marking groups:

- Group 1 – marker Andrea Hanslip -- arhansli@ucalgary.ca*
- Group 2 – marker Christine Sopczak -- cmsopcza@ucalgary.ca*
- Group 3 – marker Jo-Anne Andre -- andre@ucalgary.ca*

You may contact your marker directly if you have questions about a marked assignment; however, all other questions about the course and assignments should go to the instructor. In a drop-in visit or scheduled appointment with the instructor, you can

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

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

Textbook

Publication Manual of the American Psychological Association (APA) (6th ed., 2010).

All course modules and additional readings will be available on the D2L course site.

Course Objectives

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, notetaking, organizing ideas, writing, revising, and editing;
3. skill in the information search (research) process, including competence in using specialized online databases and other search tools to locate (and assess) relevant scholarly sources;
4. skill in critically analyzing, using, and citing sources using APA format;
5. competence in 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, conciseness, and a professional tone, and skill in editing to eliminate common writing errors.

Internet and electronic communication device information

Students must have frequent, regular access to the Internet and email. Students are responsible to

- Check the course D2L site and their ucalgary email at least twice a week.
- Check their system's compatibility in D2L by going to My Tools > System Check.
- In the event of problems with D2L, contact itsupport@ucalgary.ca
- Send themselves an email from within D2L in order to check that course messages (emails) do not get filtered into spam or junk folders or get rejected by their mail server.
- Set their notification preferences by clicking on their name in D2L and clicking on *notifications* in the drop-down menu to get to the options.

Assignments & due dates:

3%	Module 1: Intro to Academic Writing. Task 1	Wed., Jan. 20
3%	Module 2: Writing a Research Proposal. Task 2	Wed., Jan. 27
3%	Module 3: Conducting an Information Search. Task 3	Wed., Feb. 3
3%	Module 4: Eliminating 12 Common Errors. Task 4	Wed., Feb. 10
3%	Module 5: Documenting Sources in APA Style. Task 5	Wed., Feb. 10
	Module 6: Building good arguments & Using sources...	(quiz 1, March 2)
15%	RESEARCH PAPER PROPOSAL*	Wed., Feb. 24
3%	Module 7: Managing the Writing Process. Quiz 1(Mod 6&7)	Wed., March 2
3%	Module 8: Writing with Style. Task 6	Wed., March 9
3%	Module 9: Reading and Writing Critically. Quiz 2	Wed., March 16
20%	COMPARATIVE ARTICLE SUMMARY & CRITIQUE*	Wed., March 23
3%	Module 10: Structuring Papers Effectively. Quiz 3	Wed., March 30
3%	Peer review of draft of final paper--2 parts:	
	• Send draft to your designated peer	Wed., April 6 (8 pm)
	• Return completed review to peer. Task 7	Sat., April 9 (noon)
35%	RESEARCH PAPER WITH ABSTRACT*	Wed., April 13

***NOTE:** The proposal, comparative summary, & final paper must be submitted to pass the course.

Registrar-schedule Final Exam: No

Assignment Information (word counts include the reference list):

Research Paper Proposal (15%, due Wed., Feb. 24). Length: 700 to 1100 words

This double-spaced proposal for research for your final paper in this course should include

- an informative title at the top of page 1 & section headings (as in the Mod. 2 examples)
- the research question that you will pursue for your final research paper
- a tentative answer to your research question in the form of a 1- to 3-sentence thesis statement
- a 1- or 2-paragraph overview of your topic, putting it into context, establishing its importance, defining key terms as needed, and using and citing at least THREE sources in proper APA citation format
- a brief description of your proposed research methods and strategies, indicating the kinds of sources you will search for and the online search tools (databases) and search terms you will use. (Although you may already have completed your research prior to writing your proposal, you should write this section in the future tense, implying that you still have research to complete.)

NOTE: any proposed research involving interviews or surveys must be pre-approved by the instructor at least one week prior to the submission of the proposal.

- an APA-style reference list with at least FIVE sources that you will use in your final paper, three of which should be used and cited in the proposal. Note: For the proposal assignment, do not start your reference list on a new page. Be sure to double space the entries and to use hanging indent format.

Note: This paper should be based on new original work; please do not use topics from any other courses you have completed or are currently taking (including Philosophy 249, 259, 313, or 347, or Kinesiology 260.

Comparative Article Summary-Critique (20%, due Wed., March 23). Length: 1000 to 1500 words

In this double-spaced assignment, you will summarize, critique, and draw connections between two journal articles that you will use in your final paper in the course. See D2L for detailed assignment guidelines.

Research Paper with Abstract (35%, due Wed., April 13). Length: 2600 to 3200 words

This double-spaced paper will be based on your research question as outlined in your proposal. Please see D2L for detailed assignment guidelines. 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 and grammatically into your final paper.

Module Tasks & Quizzes

The Module tasks are outlined at the end of each module. They may involve short reflective writing tasks posted to a discussion board, short editing tasks, or other short tasks submitted to a dropbox for marking. Three of the Module tasks involve quizzes administered through the ASSESSMENTS (Quizzes) area of D2L.

Assignment Due Dates, Grace Period, & Late Penalties

Assignments are due at 8:00 pm MST on the due date indicated. For all written assignments except Task 7 (the peer review components), we will not take a late penalty if your assignment is submitted within 24 hours of the due date. Quizzes will all remain open until Sunday midnight following the due date; in other words, you will have four-day grace period for the quizzes. Missed quizzes will normally earn a grade of zero.

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 grade of D.

Assignment Submission:

- All written assignments should be in Word format (never .pdf) and should have 1" margins all round. (In Word, to quickly set 1-inch margins, click on Page Layout on the Tool Bar, click on Margins, and click on Normal.) Use an 11- or 12-point font for all elements.
- Please **include your name in the file name** (e.g., ACWR Proposal Jones.docx) and on page 1 of all written assignments. Your markers may download all the assignments in your section, and they should not have to deal with assignments without students' names in the file names and on page 1.
- Except as instructed in the Module Task descriptions, all written assignments should be submitted to the designated DROPBOX for your marking group on D2L. You can access the dropboxes via the ASSESSMENTS tab on the red navigation bar in D2L.
- 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. When quizzes become available for completion, a news announcement will be posted to D2L.

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). Successful revisions may earn a grade increase to a maximum of C+. Revisions must be submitted by Friday, April 1 at the latest.

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_0.pdf.

Please note:

1. Students seeking accommodations for transient illnesses (e.g., the flu) should contact their instructors directly. Whenever possible, students should advise their instructors in advance if they will be missing quizzes, presentations, in-class assignments, or group meetings.
2. 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.
3. 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 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 be scored using 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>

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.

If you wish to undertake any interviews as part of your research for your final paper in ACWR 303, you must contact the instructor at least one week before the proposal assignment is due as such research may require a full research proposal for the ethics review committee.

Schedule of Lectures and Readings

See the schedule of assignments above for module and assignment due dates. All readings are including in or listed with the weekly modules.

NOTE: See the next page for a list of important contact numbers.

Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
<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</p> <p>403-266-1234 Emergency: call 911</p> <p>http://www.ucalgary.ca/emergencyplan/textmessage</p> <p>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>
<p>DESIRE2LEARN (D2L) Support</p> <ul style="list-style-type: none"> • IT help line 	<p>http://elearn.ucalgary.ca/desire2learn/home/students</p> <p>403-220-5555 or itsupport@ucalgary.ca</p>
<p>STUDENT SUCCESS CENTRE</p> <ul style="list-style-type: none"> • Writing Support Services • Student Services Mobile App 	<p>http://ucalgary.ca/ssc</p> <p>http://www.ucalgary.ca/ssc/writing-support</p> <p>http://ucalgary.ca/currentstudents</p>
<p>STUDENTS' UNION CONTACTS</p> <ul style="list-style-type: none"> • Faculty of Arts Reps • Student Ombudsman • Graduate Students' Association 	<p>http://www.su.ucalgary.ca/governance/elections/home.html</p> <p>http://www.ucalgary.ca/provost/students/ombuds</p> <p>http://www.ucalgary.ca/GSA/</p>
<p>SU WELLNESS CENTRE</p> <ul style="list-style-type: none"> • Counselling Services • Health Services • Distress centre 24/7 CRISIS LINE • Online resources and tips 	<p>403-210-9355 (MSC 370), M-F, 9:00–4:30 pm</p> <p>http://ucalgary.ca/wellnesscentre/counselling</p> <p>http://ucalgary.ca/wellnesscentre/health</p> <p>403-266-HELP (4357)</p> <p>http://ucalgary.ca/wellnesscentre/healthycampus</p> <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>