

Academic Writing (ACWR) 201 – Lecture 01
Academic Writing for Specialized Audiences I (Introductory)
Fall 2012: Wednesdays 12:00pm – 2:50pm

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 for successful writing at the university level, including critical thinking and constructing persuasive arguments. Along with studying essays and stories, we will review concepts and skills used in analysis, research, and effective essay writing. (A brief review of grammar will be included.) Good writing takes technique and the desire to put pen to paper. Come prepared to write with both mind and heart.

Course Objectives

- To read and think critically
- To create logical, persuasive arguments
- To write effectively
- To understand essay genres and literary terms
- To use citations properly
- To complete assignments on time

Internet and electronic communication device information

Laptop computers may be used in class for note taking, but their use for other course work or social media purposes is unacceptable. The use of cellular phones and other such devices in class is strictly prohibited.

Required Texts

- ♦ ACRW 201: Selected Readings (Course Package at U of C Bookstore)
- ♦ Pocket Style Manual Sixth Edition, 2011 (Diana Hacker and Nancy Sommers)
- ♦ Writing Academic English 4th Edition (Oshima & Hogue)

Assignments and Evaluation

1. 8 Portfolio Assignments (16%)

♦ Assignments will be collected at the beginning of each class and graded on timely completion, content, format, sentence structure, and grammar. (Please bring the number of copies specified on the course outline.) Guidelines will be presented in class and posted on Blackboard.

2. Argumentative Essay (22%)

♦ The argumentative essay is required to be a minimum of 5 pages (maximum 7 pages), and submitted in hard copy on 8 ½ X 11” paper (double spaced in 12pt font) on **October 10th**. At least five references, including three separate library (non-Internet) sources, are required. Guidelines will be presented in class

beforehand and posted on Blackboard.

3. Narrative Essay (22%)

- ◆ The narrative essay is required to be a minimum of 4 pages, (maximum 5), and submitted in hard copy on 8 ½ X 11” paper (double spaced in 12pt font) on **November 7th**. Guidelines will be presented in class beforehand and posted on Blackboard.

4. Writing Skills and Comprehension Quiz, November 14, 60 minutes (15%)

- ◆ Grammar/writing skills quiz based on writing skills tip sheets handed out in classes, 30 minutes
- ◆ Comprehension Q & A - short answers analyzing 2 brief excerpts handed out during the quiz, 30 minutes

5. Final Essay Exam (25%) - Location and Date to be scheduled by the Registrar

- ◆ You will be asked to write a 5 - 7 page (literary) comparative analysis of 2 stories previously discussed in class. Your essay should prove your analytical ability, use of effective writing, use of quotations and original ideas, and skills in organization. Details will be presented in class beforehand and posted on Blackboard.

Note: It is your responsibility to keep a copy of all submitted assignments and essays. Please hand in your essays to the instructor at the beginning of class. If this is not possible, please use the daytime drop box, available in SS320, or The Native Centre (MacEwan Student Centre); a date stamp is provided for your use. A night drop box is also available for after-hours submission in SS320. Assignments will be removed the following morning, stamped with the previous day's date, and placed in the instructor's mailbox. Essays and assignments turned in late might be returned later than the following class.

Registrar- scheduled Final Examination - Yes

Policy for Late Assignments

Assignments are due at the beginning of each class and will be considered late after that time. Those submitted after the deadline time and date will be penalized with the loss of a grade (e.g.: A- to B+) for each day late. If illness prevents you from handing in an essay or taking an exam or quiz, please submit a certified doctor's note and communicate with the instructor or The Native Centre. No assignments will be accepted after December 5th.

Freedom of Information and Protection of Privacy Act

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). Students should identify themselves on all written work by placing their name on the front page and their ID number. Also, you will be required to provide a piece of photo identification in order to pick up graded assignments or exams after classes have ended. For more information see <http://www.ucalgary.ca/secretariat/privacy>.

Writing Skills Statement

Department policy directs that all written assignments and exams will be assessed at least partly on writing skills, in addition to intellectual content. For details see <http://www.comcul.ucalgary.ca/needtoknow>. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc.) but also general clarity and organization. Research papers must be properly documented using elements discussed in class.

All students are urged to make use of the Writing Support Services, Student Success Centre, 3rd Floor TFDL,
U of C. Telephone: 403-220-5881 (Fax 403-220-0068), Email: wonline@ucalgary.ca (Although WS

instructors respond to students' general questions about assignments in progress, they do not engage in detailed reviews or editing of drafts. Writing Support is *not* a proofreading service, but instructors can answer questions and help guide you towards better writing. Appointments can be made up to 3 weeks in advance.)

Grading System

The following grading system is used in the Department of Communication and Culture:
(Revised, effective September 2008)

	Grading Scale
A+	96-100
A	90-95.99
A -	85-89.99
B+	80-84.99
B	75-79.99
B-	70-74.99
C+	65-69.99
C	60-64.99
C-	55-59.99
D+	53-54.99
D	50-52.99
F	0-49

Grading System - *continued*

Where a grade on a particular assignment is expressed as a letter grade, it will normally be converted to a number using the midpoint of the scale. That is, A- would be converted to 87.5 for calculation purposes. F will be converted to zero.

Plagiarism

Using any source whatsoever without clearly documenting it is a serious academic offence. 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 of your paper, when assigned, 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.

Please consult your instructor or the Writing Centre (3rd Floor Taylor Family Digital Library, <http://www.ucalgary.ca/ssc/writing-support>) if you have any questions regarding how to document sources.

Academic Misconduct

For information on academic misconduct and the consequences thereof please see the current University of Calgary Calendar at the following link: <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Students with Disabilities

If you are a student with a disability who could require academic accommodation, you are required to register with the Disability Resource Centre (220-8237) and to discuss your needs with me no later than fourteen (14) days after the start of the course.

Student Union

For details about the current Students' Union contacts for the Faculty of Arts see <http://www.su.ucalgary.ca/governance/elections/home.html>

Student Ombudsman

For details on the Student Ombudsmans' Office see <http://www.su.ucalgary.ca/services/student-services/student-rights.html>

University Health Services

<http://www.ucalgary.ca/uhs/>

Emergency Evacuation and Assembly points

For information on the emergency evacuation procedures and the assembly points see <http://www.ucalgary.ca/emergencyplan/assemblypoints>

"SAFEWALK" Program -- 220-5333

Campus Security will escort individuals day or night -- call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot booths.

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

The Department of Communication and Culture Research Ethics site:

<http://www.comcul.ucalgary.ca/ethics>

or the University of Calgary Research Ethics site:

<http://www.ucalgary.ca/research/cfreb>