

Academic Writing (ACWR) 201 – Lecture 01
Academic Writing for Specialized Audiences I (Introductory)
Fall 2013: Wednesdays 12:00pm – 2:45pm

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 needed for writing successfully at the university level, including thinking critically and creating logical arguments. Students will analyze articles and essays—popular and academic—and will learn how to compose effective sentences, paragraphs, and an argumentative essay. A brief review of grammar will be included. Writing well requires a curious mind (reading deeply) and putting pen to paper (practice). Come prepared to write!

Course Objectives

- To read and think critically
- To defend ideological positions with confidence and reason
- To write effective sentences and paragraphs
- To construct a compelling argumentative essay
- To use proper citations

Internet and electronic communication device information

The use of cellular phones, computers, and other such devices is prohibited in class.

Required Texts

- ♦ *ACWR 201 Course Pack* (U of C Bookstore)
- ♦ *Paragraphs for High School: A Sentence-Composing Approach* (Don and Jenny Killgallon)
- ♦ *A Pocket Style Manual: Sixth Edition, 2011* (Diana Hacker and Nancy Sommers)

Assignments and Evaluation

* Please note: In order to earn a passing grade in ACWR 201, students must complete and submit all assignments and exams in class, as noted below (1 through 5). This includes the mid-term exam, the grammar quiz, the final exam, the self-evaluated grade, and 6 of 8 *complete* in-class assignments. (These guidelines will be posted on Blackboard.)

1. 8 In-class assignments (32%), closed and/or open book, T.B.A.

♦ Each in-class assignment includes 2 segments: Part A, to be completed and submitted at the beginning of class, and Part B, to be completed and submitted at the end of class. Both parts A *and* B must be submitted during class for the assignment to be considered complete.

* *Students who turn in all 8 assignments will have their lowest 2 assignment grades dropped from grading calculation, to be replaced with the next two higher grades in their place (counted twice); those submitting only 6 or 7 assignments will receive zero on their missing assignment(s). Only students with doctors' notes will be permitted to make up any of the other 6 assignments, if missed (dates: T.B.A.).*

2. Mid-term Exam, October 16th: (20%) 2 hours, open book

- ♦ *Critical Reading and Thinking*: Students will be asked to annotate, summarize, and respond to questions about a new reading.
- ♦ *Argumentative Essay*: Students will be asked to examine short Internet articles to determine their credibility as cited sources. Using selected readings, quotes, and/or statistics, they will also be asked to write an outline and an introduction (with thesis statement) for an argumentative essay.

3. Grammar/Writing Skills Quiz, November 13th: (13%) 1 hour, open book

- ♦ The quiz will be based on the 5 basic grammar skills reviewed during the semester.

4. Final Exam - location and date to be scheduled by the Registrar: (25%) 3 hours, open book

- ♦ *Sentence Building (1 hour)*: Students will be asked to complete exercises based on the Killgallon and other sentence-composing techniques.
- ♦ *Argumentative Essay (2 hours)*: Students will be asked to write an introduction and supporting paragraphs for an argumentative essay.

5. Professionalism Grade: (10%)

- ♦ At least twice during the semester, students will self-evaluate (grade) their own participation, attitude, effort, attendance, conduct, adherence to classroom guidelines, and working relationships with—and respect for—others. This grade is meant to encourage the high level of self-motivation expected at university and beyond.

All assignments must be completed or a grade of F might be assigned at the discretion of the instructor.

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

Please note: If your class is held in the evening, the Registrar's Office will make every attempt to schedule the final exam during the evening; however, there is NO guarantee that the exam will NOT be scheduled during the day.

Policy for Late Assignments

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

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). As one consequence, **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 picture identification in order to pick up an assignment or look at a final exam from SS320 after classes have ended.**

For more information see also <http://www.ucalgary.ca/secretariat/privacy>.

Writing Skills Statement

Department policy directs that all written assignments (including, although 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. 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

The following grading system is used in the Department of Communication and Culture:

	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

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 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. 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 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 fourteen (14) days after the start of the course.

Students' 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 Ombudsman's Office see <http://www.ucalgary.ca/provost/students/ombuds>

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/ethics/cfreb>