

University of Calgary
Department of Communication, Media and Film

Academic Writing (ACWR) 303 - Lecture 01 & 02
Intermediate Academic Writing

Winter 2019 – ONLINE

Virtual THURSDAYS: Thurs., Jan. 10 to Thurs., Jan. 11 (excluding Feb. 21)

Instructor: Jo-Anne Andre, M.A.
Office Location: Social Sciences 300 (*Send campus mail to SS 320*)
Office Phone: (403) 220-7429
E-Mail: andre@ucalgary.ca (*Please put ACWR in the e-mail subject line*)
Office Hours: Thursdays 1:30 to 3:30 pm (or 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.

This is an online course. You must have reliable access to a computer and to the Internet in order to complete this course. While there are no regularly scheduled class meetings or online chats, this course requires a lot of reading and writing; expect it to be as much (or more) work than your other courses

Before the course begins, please do the following:

1. Send yourself an email from within D2L to check that course emails to you are not getting filtered into a spam, junk, or clutter folder.
2. Update your email and notification settings in D2L. To do so,
 - 1) Click on your name on the top right-hand corner of the course page on D2L.
 - 2) Click on NOTIFICATIONS in the drop-down menu that appears.
 - 3) In the Notifications area, change your email to an email you check frequently if your @ucalgary.ca email is not one you frequently check.
 - 4) In the Notifications area, click the following options to ensure that you receive news postings and reminders of quiz due dates either by email or instant messaging:
 - News – item updated
 - News – new item available
 - Quizzes – quiz due date or end date is 2 days away
 - 5) Click SAVE.

To do well in this course, you should do the following:

- Read this course outline and course materials carefully, especially the sections on plagiarism and the APA resources provided.
- Schedule 5 or 6 hours a week to complete course readings and assignments.
- Review all your marked assignments; these will be posted on D2L (except for the emailed feedback you will receive on the Module 1 discussion board task).
- Take advantage of office hours if you need additional help. In drop-in office hours or in scheduled appointments 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
 - get questions answered and chat about your progress in the course.

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

You will be assigned to one of three marking groups; you will find out who your marker is when you get emailed feedback on your Module 1 task (a discussion board posting):

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

For questions about the course or assignments, please contact the instructor. For questions about a marked assignment, please contact your marker.

Textbook & Materials

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

The main course material consists of modules posted to D2L. Many of the modules contain links to additional readings, which will be posted to D2L along with additional resources and links.

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 and synthesizing information, writing and revising;
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 in a range of genres including proposals, summaries and critical 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

As this is an online course delivered via D2L, students must have access to a reliable computer and to the internet. If you have technical problems, please contact itsupport@ucalgary.ca

Assignments, Readings, & Due Dates

Note: the first page of each course module posted on D2L lists readings for the week. Detailed assignment guidelines for the proposal, comparative summary, and final are provided on D2L.

4%	Module 1: Intro to Academic Writing. Task 1	Thurs., Jan. 17
4%	Module 2: Writing a Research Proposal. Task 2	Thurs., Jan. 24
4%	Module 3: Conducting an Information Search. Task 3	Thurs., Jan. 31
4%	Module 4: Eliminating 12 Common Errors. Task 4	Thurs., Feb. 7
4%	Module 5: Documenting Sources in APA Style. Task 5 Quiz 1	Thurs., Feb. 14
15%	RESEARCH PAPER PROPOSAL* (incl. 5% for APA documentation)	Thurs., Feb. 14
4%	Module 6: Building good arguments & Using sources & Module 7: Managing the Writing Process. Task 6/7 Quiz 2	Thurs., Feb. 28
4%	Module 8: Writing with Style. Task 8	Thurs., March 7
4%	Module 9: Reading and Writing Critically. Task 9/ Quiz 3	Thurs., March 14
15%	COMPARATIVE ARTICLE SUMMARY & CRITIQUE*	Thurs., March 14
4%	Module 10: Structuring Papers Effectively. Task 10/ Quiz 4	Thurs., March 21
	No readings this week; work on your research paper	(Thurs., March 28)
34%	RESEARCH PAPER WITH ABSTRACT*	
	Draft for peer review	Thurs., April 4
	& Response to peer review (4%)	Mon., April 8
	Final revised RESEARCH PAPER (30%)	Thurs., April 11
(3%)	BONUS mark (optional): To earn a 3% bonus on your final grade, submit your personal editing checklist as the last page of your proposal, comparative summary, and final paper. See D2L for instructions and a template to use for the checklist.	

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

Registrar-schedule Final Exam: No

Module Tasks

There is a module task associated with each course module; instructions for written module tasks are provided at the end of each module. The module tasks are of three types:

- A discussion board posting (for Module 1 only)

- Five written module tasks, which are short tasks typically involving brainstorming, research, critical analysis or reflection, or editing. These are to be uploaded to the designated dropbox under the ASSESSMENT tab in D2L.
- Four online quizzes, which you will access under the ASSESSMENT tab in D2L. A news item will be posted to let you know when quizzes become available; quizzes will normally become available at least 14 days before they are due. 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.

Research Paper Proposal (10%, due Thus., Feb. 14) (+ 5% for APA citation & reference list)

Length: **600 to 1000 words** (not counting the reference list), double-spaced

This proposal for research for your final paper should include

- an informative title and your name at the top of page 1. (Do not include a title page)
- section headings (as in the Module 2 examples)
- the research question for your final research paper
- a tentative answer to your research question in 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. Material taken word for word from a source must be in quotation marks. (Note: Your APA-style in-text citations and reference list will be marked separately, out of 5%)
- a brief paragraph describing your proposed research method and strategies, indicating the kinds of sources you will search for and what search tools and search terms you will use. (Write this section in the future tense, even if you have already done your research.)
NOTE: any proposed research involving interviews or surveys must be pre-approved by the instructor at least one week before the submission of the proposal.
- an APA-style reference list (double-spaced in hanging indent format) including entries for all sources cited in the proposal as well as entries for any other sources you expect to use in completing your final paper. Put an asterisk(*) before any entries you plan to use in your final paper but have not cited in your proposal.

Note: The proposal should be for a paper based on new original work; please do not reuse topics from other courses (e.g., PHIL 249, 259, 313, or 347, or KNES 260).

Comparative Article Summary-Critique (15%, due Thurs., March 14)

Length: **850 to 1200 words** (not counting the reference list). Double-spaced.

In this paper, you will summarize, critique, and draw connections between two journal articles that you will use in your final paper. The paper must include proper in-text citations and a reference list in APA format. Further details will be provided on D2L.

Note: in developing this paper, you may reuse material from your proposal. The three major assignments in this course are intended to build upon each other.

Research Paper with Abstract (37%, due Thurs., April 11)

Length: **2200 to 2800 words** (not counting the reference list). Double-spaced.

This final paper will be based on your research question as outlined in your proposal. It will include a title page, an abstract (worth 2%), and a reference list. See D2L for more information.

As indicated above, there is a 5% peer review task associated with the final paper. Your draft must be sent to your designated peer for review on Thurs., April 4, and you must provide feedback on your peer's draft by Mon., April 8.

Note: The paper may include material originally used in your proposal and summary critique assignments; however, when reusing sections from previous assignments, you will need to edit carefully to ensure that the material fits logically and grammatically into your final paper.

Assignment Due Dates & Late Penalties

Written assignments are due at 9:00 pm MST on the due date; late written assignments will normally have one grade level deducted for each day late (e.g., B to B-), including weekends.

Quizzes will close at 11:59 pm on the due date. Missed quizzes will earn a grade of zero. Please ensure that you have set notifications in D2L to receive quiz reminders (as explained on page 1).

Assignment Submission:

- **Submit all assignments in Word format (.doc or .docx); .rtf files may also work. Do not use .pdf or pages formats.**
- **Include your name in the file name** (e.g., ACWR Proposal Jones.docx) **and on page 1 of all assignments.** Your markers may download all the assignments in your section, and it gets confusing if all the files downloaded have the same file name (e.g., Proposal).
- **Except as instructed in the Module Task descriptions, submit all written assignments to the designated DROPBOX in D2L** (under the ASSESSMENTS tab).

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 assignments.)

Assignment Revisions (for Proposal only):

If you earn a C- (C minus) or lower (before late penalties) on your proposal, you may revise and resubmit it to the instructor (at andre@ucalgary.ca). Successful revisions may earn a grade increase to a maximum of C+. Revised proposals must be submitted by 9:00 pm March 14.

Student Accommodations and Deferrals:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); 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.pdf>.

Students seeking accommodation for transient illnesses (e.g., the flu) or for another legitimate reason should contact their instructors. Whenever possible, students should provide supporting documentation to support their request; however, instructors may not require that a medical note be presented. For the policy on supporting documentation the use of a statutory declaration, please see the following:

- Section N.1, *University Calendar*: <https://www.ucalgary.ca/pubs/calendar/current/n-1.html>
- FAQs for Students at <https://www.ucalgary.ca/registrar/registration/appeals/student-faq>

When accommodations are granted, they may take forms other than make-up tests or assignments (e.g., the weight of a missed grade may be added to that of another assignment or test.)

For information on deferrals, see the following sections in the *University Calendar*:

- G.7 Deferral of Term Work at <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>
- G.6 Deferral of Final Exam at <http://www.ucalgary.ca/pubs/calendar/current/g-6.html>

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. 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 support services in the Student Success Centre (3rd floor, Taylor Family Digital Library). Visit the website for more details:

<http://www.ucalgary.ca/ssc/writing-support>

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 (APA, Chicago, IEEE, MLA, and others), visit the links provided at <https://ucalgary.ca/ssc/resources/writing-support/436>. Research and citation resources are also available on the website of the Purdue Online Writing Lab (OWL) at <https://owl.english.purdue.edu/owl/section/2/>. If you have questions about how to document sources, consult your instructor or visit the writing support services in the Student Success Centre (3rd floor, Taylor Family Digital Library, at <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>

Grading & Department of Communication, Media and Film Grade Scale

In this course, all written assignments will earn a letter grade. Quizzes and the bonus will be marked using percentage grades. Final grades are reported as letter grades. The following chart outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film. In calculating final grades in this course, letter grades will be converted to the midpoint of the percentage range, as shown in the final column of the table.

Grade Point Value	Description	Grade	Dept of CMF grade scale equivalents*	Letter grade % equivalent for calculations* *
4.00	Outstanding performance	A+	96 - 100%	98.0%
4.00	Excellent performance	A	90 - 95.99%	93.0%
3.70	Approaching excellent performance	A -	85 - 89.99%	87.5%
3.30	Exceeding good performance	B+	80 - 84.99%	82.5%
3.00	Good performance	B	75 - 79.99%	77.5%
2.70	Approaching good performance	B-	70 - 74.99%	72.5%
2.30	Exceeding satisfactory performance	C+	65 - 69.99%	67.5%
2.00	Satisfactory performance	C	60 - 64.99%	62.5%
1.70	Approaching satisfactory performance	C-	55 - 59.99%	57.5%
1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	D+	53 - 54.99%	54.0%
1.00	Minimal pass. Insufficient preparation for subsequent courses in the same subject	D	50 - 52.99%	51.5%
0.00	Failure. Did not meet course requirements.	F	0 - 49.99%	0%

* If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades.

** These percentage equivalents will be used for calculating final grades unless an alternative method of final grade calculation is outlined above.

Research Ethics

Whenever you perform research with human participants (e.g., surveys, interviews, or observations) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, see <http://arts.ucalgary.ca/research/resources/ethics>

Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
ARTS PROGRAM ADVISING (ASC)	SS 102 403-220-3580 artsads@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 <ul style="list-style-type: none"> • IT help line 	http://elearn.ucalgary.ca/desire2learn/home/students 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 	https://www.su.ucalgary.ca/about/who-we-are/elected-officials/ 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 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 Lecture Topics and Readings

See the Assignments section above for a list of the weekly readings (by assigned modules).