

University of Calgary
Department of Communication, Media and Film
ACWR 303 (L03) Discipline-based Academic Writing
Winter 2022 – ONLINE (entirely asynchronous)
January 10 to April 12 (excluding February 20-26)

IMPORTANT NOTE FOR ONLINE COURSE DELIVERY

This is a fully online course with no scheduled class meetings or synchronous components.
Students will find materials for the course on the course D2L website.

Instructor: Dr. Monique Solomon
Email: solomonm@ucalgary.ca
Web Page: D2L (access via MyUofC portal)
Office Hours: Wednesdays 11-1 and by appointment via Zoom

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.

Additional Information

Students are responsible for reading and following all course and university policies discussed in this outline. This is a fully online course with no scheduled class meetings or synchronous components (except for requested office hour appointments). To do well in the course, students should schedule at least five (5) hours a week to complete readings and module tasks and to work on the major assignments. The detailed schedule of topics and readings will be posted on D2L.

To ensure you get course updates please do the following before the course begins:

1. Email yourself from D2L and check that your sent email appears in your inbox.
2. Update your 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 you did not receive the email you sent to yourself in step 1.
 - 4) Click the following options to ensure that you receive course news postings and reminders 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.

Course Objectives

This course is intended to help students develop

- an understanding of the purposes, genres, and conventions of academic writing;
- an effective writing process, with strategies for developing research questions, finding and assessing sources, notetaking, organizing ideas and synthesizing information, writing and revising;
- skill in the information search (research) process, including competence in using specialized online databases and other search tools to locate relevant scholarly sources;
- skill in critically analyzing, using, and citing sources in APA format;
- competence in developing arguments and structuring papers effectively in a range of academic genres including proposals, summaries and critical analyses, reflective pieces, and research papers;
- competence in writing with clarity, conciseness, and a professional tone;
- skill in editing to eliminate common writing errors.

Textbooks and Readings

Publication Manual of the American Psychological Association (APA) (7th ed., 2020).

Earlier versions of the manual are not acceptable.

Weekly course module readings (some with links to additional readings) will be posted to D2L. You will find detailed assignment guidelines and links to course resources on D2L.

Learning Technologies and Requirements

For online or blended courses, students are required to have reliable access to the following:

- A computer with a supported operating system, as well as the latest security and malware updates, with current antivirus software enabled;
- Broadband internet connection, and a current and updated web browser;
- A webcam (built-in or external);
- A microphone and speaker (built-in or external), or headset with microphone.
- **Technical difficulties?** Visit: <https://www.ucalgary.ca/pubs/calendar/current/student-campus-services-informationtechnologies-it.html>
- **Resources for D2L**, visit <http://elearn.ucalgary.ca/desire2learn/home/students>.

Instructor Intellectual Copyright

Please review the University's policy on the recording of lectures and sharing of course materials, which are outlined at <https://www.ucalgary.ca/pubs/calendar/current/e-6.html>, and carefully review the Instructor Copyright section in this outline.

Email Policy

- **Include the course number in the subject line of all email sent to your professor.** Include your name in the body of the email *as it appears* in your university registration.
- Email will usually be answered M-F between 11am – 6pm. You can generally expect an answer within 48 hours. Email will not be answered weekends or holidays.
- **Email is best used for short specific inquiries.** If you have detailed questions about the course material or assignments make an appointment during office hours.
- Regularly check your @ucalgary.ca email. Ensure email is not in spam or junk folders.
- Email sent to your professor and fellow students must be courteous and professional.

Assignments, Readings, and Due Dates

Readings		Assignment	Due by 11:59 pm
5%	Module 1: Intro to Academic Writing & the Writing Process	Module 1 Task	January 18
5%	Module 2: Writing Research Questions & Proposals	Module 2 Task	January 25
5%	Module 3: Conducting an Information Search	Module 3 Task	February 1
5%	Module 4: Editing for 12 Common Writing Errors	Module 4 Task	February 8
5%	Module 5: Using Sources & APA Citation Style Effectively	Module 5 Quiz	<i>open February 8 to 15</i>
15%	Research Proposal		February 15
5%	Module 6: Writing with Style	Module 6 Task	March 1
5%	Module 7: Building Good Arguments & Reading and Writing Critically	Module 7 Quiz	<i>open March 1 to 8</i>
15%	Literature Review		March 15
5%	Module 8: Structuring Papers Effectively	Module 8 Quiz	<i>open March 22 to 29</i>
5%	Peer Review Task (of DRAFT research paper) Send draft paper to assigned peer by 11:59 pm → Send comments to peer on their draft by 11:59 pm →		April 5 April 8
25%	Research Paper		April 12

Assignment Descriptions: Detailed assignment instructions will be available under the CONTENT tab on D2L.

Module Tasks (5 x 5% each = 25%)

Modules are posted on D2L under the CONTENT tab and may include additional assigned readings. Instructions for written module tasks are provided at the end of each module reading. Module tasks are short written assignments that may involve brainstorming, finding and assessing sources, reflection, revising, or editing.

Quizzes (3 x 5% each = 15%)

The online quizzes can be accessed on D2L under the ASSESSMENTS tab.

- Quizzes are open book and consist of 10 to 20 multiple-choice questions.
- Quizzes will not be timed. Students may save partially finished quizzes and complete and submit them later. Important: If you do not click on SUBMIT to submit a quiz before the deadline (even if you have saved a copy), you will earn a zero on the quiz.
- Quizzes will be open for seven (7) full days. Once closed, quizzes will not be reopened unless there are extenuating circumstances.

Research Proposal (15%)

Students to outline a topic and research method for the final research paper (600-750 words). The proposal should explain the context, significance, and secondary methods proposed for a small research project. Note: In this course, students must not conduct primary research with people (i.e., surveys or interviews). The proposal will include a research question, thesis statement, overview of topic, proposed research method, and an APA-style reference list. The proposal should be based on new original work, not reused topics from other courses. See the detailed assignment guidelines on D2L.

Literature Review (15%)

Students draft a literature review section for the final paper (750-1000 words). The literature review should summarize and draw connections between minimum three studies relevant to the final paper. The review must include proper in-text citations and a reference list in APA format. See the detailed assignment guidelines on D2L.

Research Paper (25%) plus Peer Review Task (5%)

Students prepare a research paper describing and explaining their small-scale research assignment (2200-2400 words). The research paper will develop from previous assignments in the course. As indicated in the chart of assignments above, there is a **Peer Review Task** associated with the final paper. The three major assignments in this course are intended to build upon each other. The paper must include minimum five (5) scholarly sources. It must include a title page, an abstract, informative headings, and a reference list. See the detailed assignment guidelines on D2L.

Registrar-scheduled Final Examination: No

Submission of Assignments

- **You must complete all assignments worth 15% or more to earn a passing grade.**
- Submit all assignments to the designated D2L Dropbox (except discussion board posts).
- Submit assignments in Word format (.doc or .docx) (except discussion board posts).
- *Include your name in the file name of all documents submitted (e.g., ACWR Proposal Jones.docx). Include your name on the first page of all your assignments.*
- If there are technical issues (D2L, computer, internet) or you miss an assignment or quiz contact the professor as soon as possible. If you require an extension, email the professor before the assignment due date.
- *Do not email assignments, unless you have been directed to do so by the professor.*
- Be sure to keep a copy of each submitted assignment and to submit the proper version.
- Personal information is collected in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act.

Policy for Late Assignments: Assignments submitted after due dates may be penalized with the loss of a partial letter grade for each day late (e.g.: A- to B+ to B).

Student Accommodations

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 information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation based on a protected ground other than disability should communicate this need in writing to their Instructor. For the full policy on Student Accommodations, see <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Students seeking accommodation for transient illnesses (e.g., the flu) or another legitimate reason should contact their instructors. Whenever possible, students should provide supporting documentation to support their request; however, instructors may not require a medical note. For information on the use of a statutory declaration, see the *University Calendar*: <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>

Expectations for Writing

Department policy directs that all written assignments and, to a lesser extent, written exam responses 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 and proper documentation of research sources. For further information, please refer to the *University of Calgary Calendar* section on writing across the curriculum: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Grading & Department of Communication, Media and Film Grade Scale

The following table outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film. Final grades are reported as letter grades. For components graded using percentages or numerical scores, those values will be used directly in calculating the final course grade, while for components graded using letter grades, the letter grades will be converted to the midpoint values listed in the final column of the table below in calculating the final course grade.

In this course, all written assignments and tasks will earn a letter grade, and quizzes will be marked using percentage grades.

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%

* Column 4: If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades. Column 5: These percentage equivalents will be used for calculating final grades unless an alternative method of final grade calculation is outlined above.

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. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media. 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.

For information on citation and documentation styles (MLA, APA, Chicago, IEEE, etc.), visit the Student Success Centre resource links at <https://ucalgary.ca/student-services/student-success/writing-support> or the Purdue Online Writing Lab (OWL) Research and Citation Resources at https://owl.purdue.edu/owl/research_and_citation/resources.html. If you need help with your writing or have questions about citing sources, consult your instructor or visit the Student Success Centre, Taylor Family Digital Library. To book an appointment, go to <https://ucalgary.ca/student-services/student-success/writing-support>

Instructor Intellectual Property & Copyright Legislation

All course materials created by the instructor (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. You may NOT reproduce, redistribute or copy course materials without explicit consent of the instructor. Posting course materials to third party websites such as note-sharing sites is prohibited. Sharing extracts of course materials with other students enrolled in the same course section and term may be allowed under fair dealing. Check with the instructor if you have questions about sharing materials with classmates.

Students are not permitted to audio or video-record lectures and discussions or take pictures/screen shots during this class. All statements and interactions during class time are a matter of group privacy and cannot be publicized.

To ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes & electronic versions of textbooks), all students are required to read the *University of Calgary Policy on Acceptable Use of Material Protected by Copyright* at <https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy> and the requirements of the *Copyright Act* (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>). Students using material protected by copyright in violation of the policy may be disciplined under the Non-Academic Misconduct Policy.

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, including surveys, interviews, or observations as part of your university studies, you are responsible for obtaining research ethics approval and for following university research ethics guidelines. In some cases, your instructors may apply for course-based research ethics approval for certain assignments, and in those cases, they must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, please see <https://arts.ucalgary.ca/research/arts-researchers/resources-researchers-and-instructors/ethics>.

In your proposal assignment, do not propose to do research involving surveys or interviews as no course-based research ethics approval is in place for such methods.

Deferrals of Course Work and Requests for Reappraisal

For university regulations and procedures related to deferral of term work, see

<https://www.ucalgary.ca/pubs/calendar/current/g-7.html>

For information about deferrals of final examinations, see

<https://www.ucalgary.ca/pubs/calendar/current/g-6.html>

For information about requesting a reappraisal of course work or of a final grade, see

<https://www.ucalgary.ca/pubs/calendar/current/i.html>

Student Support Services and Resources

Please see <https://www.ucalgary.ca/registrar/registration/course-outlines> for information about student support services and resources, including Wellness and Mental Health Resources, Student Success programs and services, the Student Ombuds Office, the Student Union, and Safewalk. For resources on D2L, Zoom, Yuja, etc., see <https://elearn.ucalgary.ca/resources-for-students/>. (Find the topic menu under the icon to the left of the ELEARN banner.)

Schedule of Lecture Topics and Readings

A schedule of topics, readings and detailed assignment instructions will be available on D2L.