

Academic Writing (ACWR) 203 – Lecture 01
Academic Writing for Specialized Audiences II (Introductory)
Winter 2014: 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

In this course, students will respond critically to academic and literary readings, conduct inquiry-based research on assigned topics, and work on argumentative essay content and format. Ample class time will be given to practice writing skills and the more advanced sentence/paragraph building techniques featured in the two assigned textbooks.

Objectives of the Course:

- to read and write critically
- to write effective sentences and paragraphs using essential good grammar
- to conduct valid research and use proper citation methods (APA and MLA formats)
- to create strong thesis statements, research questions, and outlines
- to construct and revise clear, cohesive, and well-defended essays

Internet and electronic communication device information

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

Required Texts and Readings

- *ACWR 203 Course Pack* (U of C Bookstore)
- *Paragraphs for High School: A Sentence-Composing Approach* (Don and Jenny Killgallon)
- *The Least You Should Know About English: Writing Skills* (Paige Wilson and Teresa Ferster Glazier)

Assignments and Evaluation

****Please note:** In order to earn a passing grade in ACWR 203, students must complete and submit all in-class assignments and exams in class, as noted below (1 through 6). Unless otherwise arranged with the instructor, only students with documented excuses (i.e. doctors' notes) will be permitted to submit missed assignments, exams, and late essays. Following an absence (unless arranged otherwise), in-class assignment re-writes, exam re-writes, and/or late essays must take place or be submitted *before* the next class.

Assignment due dates:

20%	t.b.a.	7 Short In-Class Assignments
10%	Feb 5 th	Research Assignment
20%	Feb 12 th	Writing Skills Test
20%	March 19 th	Argumentative Essay
25%	April	Final Exam
5%	t.b.a.	Professionalism grade (self-evaluation)

1. **7 Short In-class Assignments (20%), closed and/or open book, T.B.A.**

Each short in-class assignment will include two segments: Part A, to be completed and submitted at the beginning of class, and Part B, to be finished 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 seven assignments will have their two lowest assignment grades replaced by their two highest assignment grades (thus, counted twice); those submitting only five or six assignments will receive zero on their missing assignment(s).* In total, at least five out of the seven in-class assignments must be completed for a passing grade in this course.

2. **Research Assignment, Feb 5th (10%)**

Students will collect source material and write an outline for a short essay on an assigned topic. (Some class time will be allotted for this.)

3. **Writing Skills Test, Feb. 12th (20%): 2 hours, open book**

Students will be asked to respond to academic readings and exercises using sentence/paragraph building techniques and specific essay elements studied in class.

4. **Argumentative Essay, March 19th (20%)**

A 1200 word essay will be assigned on a specific topic; details will be announced in class and posted on Blackboard. (Some class time will be allotted for this.)

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

Students will be asked to respond to academic or literary readings and exercises in sentence, paragraph, and/or longer formats.

6. **Professionalism Grade, T.B.A. (5%)**

Responding to short questions, students will evaluate and self-grade their own participation, effort, attitude, attendance, and working relationships with others in the class. This grade is meant to encourage the high level of self-motivation expected at university and beyond.

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>