University of Calgary – Department of Communication and Culture

Academic Writing (ACWR) 303 - Lecture 02
Academic Writing for Specialized Audiences (Intermediate)
Winter 2012: January 09 to April 13, 2012

An online class on the Blackboard system

Instructor:	Jo-Anne Andre, M.A.
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Blackboard Web Page & Tech Support:	https://blackboard.ucalgary.ca/webapps/login/ For Blackboard tech help, phone (403) 220-5555 or e-mail itsupport@ucalgary.ca
Office Hours:	Tuesdays 2:00 – 4:00 or M/W/F by appointment
Markers:	Students will be assigned to one of seven marking groups: 　　*Group 1 & 2 – marker Andrea Hanslip* 　　*Group 3 & 4 – marker Annabelle Fournier* 　　*Group 5 & 6 – marker Jo-Anne Andre* 　　*Group 7　　– marker Christine Sopczak* Please direct all course queries, requests for extensions, and other such matters to instructor Jo-Anne Andre at andre@ucalgary.ca

Course description:

This inquiry-based course is intended to help students develop skill and confidence 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. The course is open only to students enrolled in Nursing, Social Work, and Community Rehabilitation Studies.

This is an online course. There will be no regularly scheduled class meetings or online chats. All course materials and readings will be posted on the course Blackboard site. If you have any questions or would like to schedule an appointment, please email the instructor.

Course objectives:

Through weekly module writing tasks and a set of three major assignments related to an inquiry-based research project, 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 a range of strategies for developing research questions, finding information, exploring and organizing ideas, revising, and editing;

3. skill in the information search (research) process, including competence in using search tools such as specialized online databases to locate relevant materials and skill in assessing the relative value of various kinds of research materials and sources;

4. competence in writing academic papers, including proposals, summaries and critical reviews and analyses, reflective pieces, and research papers;

5. competence in critically analyzing, using, and citing sources using APA format;

6. competence in developing arguments and in structuring papers effectively.

7. skill in conveying a professional tone while writing with clarity, precision, and conciseness and skill in editing to eliminate common writing errors.

Textbook & readings:

- All course materials and required readings are available online on the course Blackboard site.

- *Publication Manual of the American Psychological Association (APA)* (6th ed., 2010) – recommended (not required). Note: nursing students will need this manual for future courses.

ACWR 303 Assignments	Due dates
2% Module 1 – Intro to Academic Writing	Tues., Jan. 17, 2012
2% Module 2 – Writing a Research Paper Proposal	Tues., Jan. 24
2% Module 3 – Conducting an Information Search	Tues., Jan. 31
Module 4 – Building Good Arguments & Using Sources Effectively	*(combined with Mod. 5 task)*
2% Module 5 -- Eliminating 12 Common Errors	Tues., Feb. 7 (Mod. 4/5 task)
2% Module 6 – Documenting Sources in APA Style	*(for APA use in proposal due Feb. 17)*
20% Research paper proposal*	**Fri., Feb. 17** (includes Mod. 6 task)
2% Module 7 – Managing the Writing Process	Tues., Feb. 28
2% Module 8 – Reading and Writing Critically	Tues., March 6
24% Comparative article summary & critique*	**Thurs., March 15**
2% Module 9 – Structuring Papers Effectively	Thurs., March 22
2% Module 10 – Writing with Style	Thurs., March 29
2% Module 11 – Providing Constructive Comments	Thurs., April 5 send draft for peer review
	Tues., April 10 send comments to peer
36% Research paper with abstract*	**Fri., April 13**

There is no registrar-scheduled final exam

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

Due Dates, Grace Period, & Late Penalties: Assignments are due at 7:00 pm MST, but **there is an automatic 24-hour grace period** (with no late penalty) on all assignments. Assignments submitted after the grace period are subject to a one-grade-level late penalty (e.g., B to B-) for each day late, including weekends (to a minimum D grade). It is the student's responsibility to keep a copy of all assignments submitted.

Assignment Information & Submission: For detailed information on assignments and discussion postings, click on ASSIGNMENTS in Blackboard. As explained there, the proposal, comparative summary, peer review, and final paper must be submitted via the link provided on Blackboard system. Please **include your name in the file name** (e.g., ACWR Proposal Jones.docx) and on page 1 of all submissions.

Revisions: Proposals and comparative summaries earning C minus or lower (exclusive of late penalties) may be revised and resubmitted. Successful revisions will earn a two-level grade increase up to a maximum of C+. Please e-mail revisions to andre@ucalgary.ca

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: All assignments will be assessed at least partly on writing skills, including surface correctness (grammar, punctuation, sentence structure, etc), general clarity and organization, and proper documentation of research sources. To book an appointment with a writing tutor or to access additional writing resources. visit http://www.ucalgary.ca/writingsupport/

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

	Grading Scale	**Will calculate as**
A+	96 – 100 %	98.0%
A	90 - 95.99	93.0%
A -	85 - 89.99	87.5%
B+	80 - 84.99	82.5%
B	75 - 79.99	77.5%
B-	70 - 74.99	72.5%
C+	65 - 69.99	67.5%
C	60 - 64.99	62.5%
C-	55 - 59.99	57.5%
D+	53 - 54.99	54.0%
D	50 - 52.99	51.5%
F	00 - 49.99	0.01%

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, as shown above. Split grades will be calculated at the midpoint of the split values; for example, a split B+/A- grade will count as 85%.

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.

As explained in Module 6, you must document not only direct quotations but also para-phrases 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.

Feel free to discuss your ideas with others and to have someone review your written work to point out weaknesses and typos. These practices are common in the workplace and do not constitute plagiarism as long as you do the corrections and the rewriting. All of the following, however, constitute plagiarism:

- passing off the work of others as your own

- submitting work that you have done previously (or that you are now doing for another course) as if it were new work done for this course

- borrowing wording from published material without using quotation marks (or formatting a long quoted passage according to the conventions of a standard documentation format)

- using wording, ideas, information, or graphics from published material or from the internet without acknowledging the source.

Information about the APA documentation styles is included in Module 5 and is also available at http://efwr.ucalgary.ca   If you need further guidance about whether or how to document a source, please contact your instructor or an instructor in the Writing Centre.

Technical requirements & support:

If you are new to BlackBoard, please visit the IT student help page:
http://elearn.ucalgary.ca/elearn/blackboard/students for helpful resources plus links to information about obtaining an IT account, changing your password, and updating your e-mail address in the system.

Note that you must have an IT account in order to access Blackboard. If you already have an **…** @*ucalgary.ca* e-mail address, you have the necessary IT account in place. Look under the HELP menu button in Blackboard for other helpful resources, including an FAQ (frequently asked questions) section.

TO DO: Before the course begins, go into Blackboard and send yourself an e-mail. If you do not receive the e-mail, please update your e-mail address in the system (at the link on the e-learn page). If you do not do so, you will miss important messages related to this course. Messages returned because of full e-mailboxes will not normally be resent.

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 Disability Resource Centre (220-8237) and discuss your needs with your instructor no later than fourteen 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.su.ucalgary.ca/services/student-services/student-rights.html

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.

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 will submit a request for a course-based ethics approval. However, she must review and approve of your research plans and supervise your research. If she has any concerns, she may direct your proposal to the faculty research ethics committee. Ethics forms and information specific to ACWR 303 will be posted on the course Blackboard site. For more information about your research ethics responsibilities, see the Dept. of Communication and Culture Research Ethics site:
http://www.comcul.ucalgary.ca/ethics

Schedule of Lectures and Readings
Course modules and associated readings and resources are posted on the Blackboard course website. Readings must be done prior to submitting the weekly module assignments.