University of Calgary – Department of Communication and Culture

Academic Writing (ACWR) 303 - Lecture 01
Academic Writing for Specialized Audiences (Intermediate)
Winter 2013: January 8 to April 16, 2013

An online class on the Blackboard system

Instructor:	Jo-Anne Andre, M.A., Department of Communication and Culture
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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:	Thursdays 3:30 – 5:00 pm or by appointment

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. 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. Note that students will be assigned to one of three marking groups:

Group 1 – marker Jo-Anne Andre
Group 2 – marker Andrea Hanslip
Group 3 – marker Christine Sopczak

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 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 specialized online databases and other search tools to locate relevant materials and skill in assessing the relative value of various kinds of research materials and sources;

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

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

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

▪ Other course materials and readings are available online on the course Blackboard site.

ACWR 303 Assignments	Due dates
2% Module 1 task – Intro to Academic Writing	Tues., Jan. 15, 2013
2% Module 2 task – Writing a Research Paper Proposal	Tues., Jan. 22
2% Module 3 task – Conducting an Information Search	Tues., Jan. 29
2% Module 4 task -- Eliminating 12 Common Errors	Tues., Feb. 5
Module 5 task – Building good arguments & Using sources effectively	(covered in March 26 quiz)
2% Module 6 task -- Documenting Sources in APA Style	(APA use in proposal)
20% Research paper proposal*	**Tues., Feb. 26** (& Mod. 6 task)
Module 7 task – Managing the Writing Process	(covered in March 26 quiz)
2% Module 8 task – Writing with Style	Tues., March 12
Module 9 – Reading and Writing Critically	(covered in March 26 quiz)
24% Comparative article summary & critique*	**Tues., March 19**
Module10 task – Structuring Papers Effectively	(covered in March 26 quiz)
6% Online quiz on Modules **5, 7, 9, & 10**	Tues., March 26
2% Peer review of draft of final paper	Tues., April 9 draft to peer
	Fri., April 12 peer review
36% Research paper with abstract*	**Tues., April 16**

There is no registrar-scheduled final exam

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* *IMPORTANT INFORMATION:* The proposal, comparative summary, & final paper must be submitted to pass the course. See the ASSIGNMENTS area of Blackboard for guidelines for these assignments, the online quiz, and the peer review of the final paper. The instructions for the module tasks can be found at the end of each module.

Due Dates, Grace Period, & Late Penalties: Assignments are due at 7:00 pm MST, but **there is an automatic 36-hour grace period** (with no late penalty) on all assignments except for the peer review and final report. In other words, if an assignment or quiz is due on Tuesday, you may submit it anytime to Friday at 7:00 pm with no late penalty.

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 submit-ted 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 may earn a grade increase of up to two levels or C+, the maximum allowed on revisions. Please e-mail all revisions to the instructor at andre@ucalgary.ca by March 31 at the latest.

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). For more information see 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: All assignments except for the quiz will be given a letter grade. 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%

Final grades will be calculated using the midpoints of each grading category. For example, an A grade will be calculated as 93%. Split grades will be calculated at the midpoint of the split values; for example, a 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.

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.

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 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 6, in the APA Manual), and in the resources available at http://www.ucalgary.ca/ssc/node/209
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:

- 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.

- Click on the **IT HELP button** in the course Blackboard website for information and tutorials to help you learn to use the various features and functions in Blackboard.

- **If you are uploading an assignment and get an error message saying "Please enter a valid file," the problem is actually an incompatible browser.** Firefox 4 or higher and Internet Explorer 9 are not supported browsers. Supported browsers for Blackboard 8 are listed here: http://kb.blackboard.com/pages/viewpage.action?pageId=57442326

- To ensure that you receive all important emails about the course, go into Blackboard before the course begins and send yourself an e-mail. If you do not receive the e-mail, you likely need to update your e-mail address in the system. Also note that messages returned because of full e-mailboxes will not normally be resent.

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.ucalgary.ca/provost/students/ombuds

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, available at http://www.comcul.ucalgary.ca/ethics If you plan to interview anyone as part of your research for this course, please see the ETHICS DOCS area of Blackboard for instructions and a template for crafting a letter of consent. Do not carry out any interviews or other research with human participants unless and until your proposal has been approved by your instructor or a marker. 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 for review.

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 module assignments.