

University of Calgary – Department of Communication and Culture

**Academic Writing (ACWR) 303 - Lecture 02**  
**Academic Writing for Specialized Audiences (Intermediate)**  
**Winter 2014: January 8 to April 14, 2014**

*An online class on the Blackboard system*

**Instructor:** Jo-Anne Andre, M.A., Department of Communication and Culture  
**Office Location:** Social Sciences 350 (*Send campus mail to SS 320*)  
**Office Phone:** (403) 220-7429 [fax: (403) 282-6716]  
**E-Mail:** [andre@ucalgary.ca](mailto:andre@ucalgary.ca) (*Please put ACWR in the e-mail subject line*)  
**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](mailto:itsupport@ucalgary.ca)  
**Office Hours:** Tuesdays 2:00 to 5:00 pm (or other times 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, Community Rehabilitation and Disability Studies, or Social Work.

**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 randomly assigned to one of three marking groups:

- Group 1 – marker Jo-Anne Andre (andre@ucalgary.ca)*
- Group 2 – marker Andrea Hanslip (andreamarker@mac.com)*
- Group 3 – marker Christine Sopczak (cmsopcza@ucalgary.ca)*

**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)* (6<sup>th</sup> ed., 2010).

- Other course materials and reading links are available online on the course Blackboard site.

## ACWR 303 Assignments

## Due dates (2014)

2%	Module 1 task – Intro to Academic Writing	Wed., Jan. 15
2%	Module 2 task – Writing a Research Paper Proposal	Wed., Jan. 22
2%	Module 3 task – Conducting an Information Search	Wed., Jan. 29
2%	Module 4 task -- Eliminating 12 Common Errors	Wed., Feb. 5
	Module 5 quiz -- Documenting Sources in APA Style	(see Mod. 6: combined quiz)
4%	Module 6 quiz – Building good arguments & Using sources effectively	Wed., Feb. 12 (Mod. 5 & 6 quiz)
<b>20%</b>	<b>Research paper proposal*</b>	<b>Wed., Feb. 26</b>
2%	Module 7 quiz – Managing the Writing Process	Wed., March 5
2%	Module 8 task – Writing with Style	Wed., March 12
2%	Module 9 quiz – Reading and Writing Critically	Wed., March 19
<b>24%</b>	<b>Comparative article summary &amp; critique*</b>	<b>Wed., March 19</b>
2%	Module 10 quiz – Structuring Papers Effectively	Wed., March 26
2%	Peer review of draft of final paper	Mon., April 7 draft to peer Wed., April 9 peer review
<b>34%</b>	<b>Research paper with abstract*</b>	<b>Mon., April 14</b>

\* **IMPORTANT:** *The proposal, comparative summary, and final paper must be submitted to pass the course. There is no registrar-scheduled final exam.*

**Appointments with the Instructor:** Please don't hesitate to drop in to see the instructor during office hours or email her to set up an appointment time that works for you. In an appointment, you can

- go over course concepts that you are unsure about (e.g., APA style)
- you can get hands-on help with library research or Blackboard functions
- review assignment drafts or marked papers, or
- chat about your progress in the course.

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

**Assignment Due Dates, Grace Period, & Late Penalties:** Assignments are due at 7:00 pm MST, but **there is an automatic 48-hour grace period** (with no late penalty) on all assignments excluding the peer review and final report. In other words, if an assignment or quiz is due at 7:00 pm Wednesday, you may submit it up to 7:00 pm Friday with no penalty. To request a further extension, please email the instructor.

Assignments submitted after the grace period will have one grade level deducted for each day late (e.g., B to B-), including weekends, to a minimum D grade. It is the student's responsibility to keep a copy of all assignments submitted.

**Assignment Information, Submission, and Revisions:** Click on ASSIGNMENTS in Blackboard to access assignment guidelines, links to the online quizzes, and links for submitting the major assignments. Please **include your name in the file name** (e.g., ACWR Proposal Jones.docx) and on page 1 of all submissions.

Proposals and comparative summaries earning C minus or lower (before late penalties) may be revised and resubmitted. Successful revisions may earn a grade

increase of up to two levels, to a maximum of C+. Please e-mail all revisions to the instructor at [andre@ucalgary.ca](mailto:andre@ucalgary.ca) by March 31 at the latest.

**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, please visit <http://www.ucalgary.ca/writingsupport/>

**Grading System:** Except where noted in the assignment guidelines, all assignments except for the quizzes will be given a letter grade. The following grading system is used in the Department of Communication and Culture:

	<b>Grading Scale</b>	<b>Will calculate as</b>
<b>A+</b>	96 – 100 %	98.0%
<b>A</b>	90 - 95.99	93.0%
<b>A -</b>	85 - 89.99	87.5%
<b>B+</b>	80 - 84.99	82.5%
<b>B</b>	75 - 79.99	77.5%
<b>B-</b>	70 - 74.99	72.5%
<b>C+</b>	65 - 69.99	67.5%
<b>C</b>	60 - 64.99	62.5%
<b>C-</b>	55 - 59.99	57.5%
<b>D+</b>	53 - 54.99	54.0%
<b>D</b>	50 - 52.99	51.5%
<b>F</b>	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%, as shown in the table 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. Please be aware that if you are in a program for which ACWR 303 is a required course (e.g., Nursing), failure in the course owing to plagiarism could cost you an entire year of study as ACWR is offered only in the winter term.

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 5, 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.

### **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>

### **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 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.

**Research Ethics:** This course will not involve research with human participants. However, if you want to interview someone as part of the research for your final paper, you must consult the instructor before submitting your proposal, and you must follow the research ethics guidelines outlined at <http://arts.ucalgary.ca/research/research/research-ethics>. Failure to comply with these requirements could result in failure on your final paper.

**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.