

**University of Calgary**  
**Department of Communication, Media and Film**

**Academic Writing (ACWR) 303 - Lecture 01 & 02**  
**Intermediate Academic Writing**

**Winter 2018 – ONLINE**

**Virtual FRIDAYS: January 12 to April 13 (excluding Feb. 23 & Mar. 30)**

**Instructor:** Jo-Anne Andre, M.A.  
**Office Location:** Social Sciences 300 (*Send campus mail to SS 320*)  
**Office Phone:** (403) 220-7429  
**E-Mail:** [andre@ucalgary.ca](mailto:andre@ucalgary.ca) (*Please put ACWR in the e-mail subject line*)  
**Office Hours:** Fridays 1:30 to 3:30 pm (or other times by appointment)  
**Course Site:** <https://d2l.ucalgary.ca/>

**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**

**This is an online course.** There are no regularly scheduled class meetings or online chats. You must have reliable access to a computer and to the Internet in order to complete this course.

This online course is a reading- and writing-intensive course and will require just as much (or more) work than your other courses. You should set aside 5 or 6 hours a week for course work.

Students will be assigned to one of three marking groups:

- Group 1 – marker Andrea Hanslip -- [arhansli@ucalgary.ca](mailto:arhansli@ucalgary.ca)*
- Group 2 – marker Christine Sopczak -- [cmsopcza@ucalgary.ca](mailto:cmsopcza@ucalgary.ca)*
- Group 3 – marker Jo-Anne Andre -- [andre@ucalgary.ca](mailto:andre@ucalgary.ca)*

If you have questions about the course or assignments, please contact the instructor. Contact your marker directly only if you have questions about a marked assignment. In a drop-in visit during office hours or scheduled appointment with the instructor, you can

- go over course concepts that you are unsure about (including APA style)
- get hands-on help with library research or D2L functions
- review assignment drafts or marked papers
- get questions answered and chat about your progress in the course.

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

## Textbook

*Publication Manual of the American Psychological Association (APA)* (6<sup>th</sup> ed., 2010).

All course modules and additional readings will be available on the D2L course site.

## Course Objectives

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, notetaking, organizing ideas and synthesizing information, writing and revising;
3. skill in the information search (research) process, including competence in using specialized online databases and other search tools to locate (and assess) relevant scholarly sources;
4. skill in critically analyzing, using, and citing sources using APA format;
5. competence in developing arguments and structuring papers effectively in a range of genres including proposals, summaries and critical reviews and analyses, reflective pieces, and research papers;
6. competence in writing with clarity, conciseness, and a professional tone, and skill in editing to eliminate common writing errors.

## Internet and electronic communication device information

As this is an online course delivered via D2L, students must have access to a reliable computer and to the internet. Furthermore, students are responsible for

- Sending themselves an email from within D2L in order to check that course messages (emails) do not get filtered into spam or junk folders or get rejected by their mail server.
- Setting their notification preferences by clicking on their name in D2L and clicking on *notifications* in the drop-down menu to get to the options.
- Checking the course D2L site and their ucalgary email at least twice a week.
- Contacting [itsupport@ucalgary.ca](mailto:itsupport@ucalgary.ca) if they have problems with D2L.

## Assignments, Readings, & Due Dates

*Note: the first page of each course module posted on D2L lists readings for the week. Detailed assignment guidelines for the proposal, comparative summary, and final paper (plus the bonus tasks) will be provided on D2L.*

|    |   |                      |
|----|---|----------------------|
| 4% | Module 1: Intro to Academic Writing. <b>Task 1</b>        | <b>Fri., Jan. 19</b> |
| 4% | Module 2: Writing a Research Proposal. <b>Task 2</b>      | <b>Fri., Jan. 26</b> |
| 4% | Module 3: Conducting an Information Search. <b>Task 3</b> | <b>Fri., Feb. 2</b>  |
| 4% | Module 4: Eliminating 12 Common Errors. <b>Task 4</b>     | <b>Fri., Feb. 9</b>  |

4% Module 5: Documenting Sources in APA Style.  
(The Module 5 task is integrated with the proposal assignment)

**15% RESEARCH PAPER PROPOSAL\*** **Fri., Feb. 16**

3% Module 6: Building good arguments & Using sources  
& Module 7: Managing the Writing Process. **Quiz 1 online** **Fri., March 2**

4% Module 8: Writing with Style. **Task 6** **Fri., March 9**

3% Module 9: Reading and Writing Critically. **Quiz 2 online** **Fri., March 16**

**20% COMPARATIVE ARTICLE SUMMARY & CRITIQUE\*** **Fri., March 23**

3% Module 10: Structuring Papers Effectively. **Quiz 3 online** **Fri., April 6**

**32% RESEARCH PAPER WITH ABSTRACT\*** **Fri., April 13**

**5% BONUS mark (optional):** You may earn a 5% bonus on your course grade if you do all of the following:

- a) Submit your editing checklist as the last page of your proposal, comparative summary, and final paper assignments **Feb. 16, Mar. 23, April 13**
- b) Submit your draft final paper to a peer for peer review by **Fri., April 6**
- c) Provide comments on your peer's draft final paper by **Mon., April 9**

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

**Registrar-schedule Final Exam: No**

**Research Paper Proposal (15%, due Fri., Feb. 16) (+ 4% for Module 5 task)**

Length: **700 to 1000 words** (not counting the reference list), double-spaced

This double-spaced proposal for research for your final paper should include

- an informative title at the top of page 1
- section headings (as in the Mod. 2 examples)
- the research question that you will pursue for your final research paper
- a tentative answer to your research question in a 1- to 3-sentence thesis statement
- a 1- or 2-paragraph overview of your topic, putting it into context, establishing its importance, defining key terms as needed, and using and citing **at least three sources** in proper APA citation format. (Note: Your APA-style in-text citations and reference list will be marked separately, as the 4% Module 5 task.)
- a brief description of your proposed research methods and strategies, indicating the kinds of sources you will search for, and what search tools and search terms you will use. (Write this section in the future tense, even if you have already done your research.) *NOTE: any proposed research involving interviews or surveys must be pre-approved by the instructor at least one week before the submission of the proposal.*
- an APA-style reference list (double-spaced in hanging indent format) including entries for all sources cited in the proposal (plus sources you expect to use in completing your final paper)

- Further details will be provided on D2L. *Note: The proposal should be for a paper based on new original work; please do not reuse topics from other courses (e.g., PHIL 249, 259, 313, or 347, or KNES 260).*

### **Comparative Article Summary-Critique (20%, due Fri., March 23).**

Length: **900 to 1200 words** (not counting the reference list). Double-spaced.

In this paper, you will summarize, critique, and draw connections between two journal articles that you will use in your final paper. The paper must include a reference list in APA format.

Further details will be provided on D2L.

### **Research Paper with Abstract (32%, due Fri., April 13).**

Length: **2400 to 2900 words** (not counting the reference list). Double-spaced.

This final paper will be based on your research question as outlined in your proposal. The paper may include material originally used in your proposal and summary critique assignments; however, when reusing sections from previous assignments, you will need to edit carefully to ensure that the material fits logically and grammatically into your final paper.

### **Module Tasks & Quizzes**

The Module tasks are outlined at the end of each module. They may involve short reflective writing tasks posted to a discussion board, short editing tasks, or other short tasks submitted to the D2L dropbox. Three of the Module tasks involve quizzes administered online through the ASSESSMENTS (Quizzes) area of D2L.

### **Assignment Due Dates, Grace Period, & Late Penalties**

Assignments are due at 11:59 pm MST on the due date indicated; however, you will have a 12-hour no-late-penalty grace period to noon on Saturday (the next day). Quizzes will all remain open until Sunday 11:59 pm following the due date; in other words, you will have two-day grace period for the quizzes. Missed quizzes will normally earn a grade of zero. Written assignments submitted after the grace period may have one grade level deducted for each day late (e.g., B to B-), including weekends.

### **Assignment Submission:**

- Submit all assignments in Word format (.doc or .docx); .rtf files may also work. **Do not use .pdf or pages formats.**
- Use a 12-point font and 1" (2.54 cm) margins all round for all assignments.
- **Include your name in the file name** (e.g., ACWR Proposal Jones.docx) and on page 1 of all written assignments. Your markers may download all the assignments in your section, and it gets confusing if all the files downloaded have the same file name (e.g., Proposal).
- Except as instructed in the Module Task descriptions, all written assignments should be submitted to the designated DROPBOX for your marking group on D2L. You can access the dropboxes via the ASSESSMENTS tab on the red navigation bar in D2L.
- To access the online quizzes, click on the ASSESSMENTS tab on the red navigation bar in D2L and then click on QUIZZES in the drop-down menu. You may save partially finished quizzes and submit them later, but if you do not click on SUBMIT before the quiz deadline, you will

earn a zero on the quiz. When quizzes become available for completion, a news announcement will be posted to D2L.

Note: It is the student's responsibility to keep a copy of each submitted assignment. For courses in which assignments are submitted electronically, it is the student's responsibility to ensure that the correct copy of the assignment is submitted. (Including the version date or version number in your file name may help you avoid submitting the wrong version of your written assignments.)

### **Assignment Revisions:**

If you earn a C- (C minus) or lower (before late penalties) on your proposal or comparative summary critique, you may revise those assignments and resubmit them by email directly to the instructor (at [andre@ucalgary.ca](mailto:andre@ucalgary.ca)). Successful revisions may earn a grade increase to a maximum of C+. Revisions must be submitted by 8:00 pm April 1.

### **Student Accommodations**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/).

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

- Students seeking accommodation for transient illnesses (e.g., the flu) should contact their instructors. Whenever possible, students should advise their instructors in advance if they will be missing quizzes, presentations, in-class assignments, or group meetings.
- When accommodations are granted, they may take forms other than make-up tests or assignments. For example, the weight of a missed grade may be added to another assignment or test.
- For information on Deferrals of Final Exams and Term Work, see sections G.6 and G.7 of the *University Calendar* at <http://www.ucalgary.ca/pubs/calendar/current/g-6.html> and <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>

### **Writing Skills Statement**

Department policy directs that all written assignments (including, to a lesser extent, written exam responses) will 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. Sources used in research papers must be properly documented. If you need help with your writing, you may use the writing support services in the Student Success Centre (3<sup>rd</sup> floor, Taylor Family Digital Library). Visit the website for more details:

<http://www.ucalgary.ca/ssc/writing-support>

## Grading & Department of Communication, Media and Film Grade Scale

In this course, all written assignments will earn a letter grade. Quizzes and the bonus will be marked using percentage grades. Final grades are reported as letter grades.

The following chart outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film. In calculating final grades in this course, letter grades will be converted to the midpoint of the percentage range, as shown in the final column of the table.

| Grade Point Value | Description  | Grade      | Dept of CMF grade scale equivalents* | Letter grade % equivalent for calculations* * |
|-------------------|--|------------|--------------------------------------|---|
| <b>4.00</b>       | Outstanding performance  | <b>A+</b>  | 96 - 100%                            | 98.0%   |
| <b>4.00</b>       | Excellent performance  | <b>A</b>   | 90 - 95.99%                          | 93.0%   |
| <b>3.70</b>       | Approaching excellent performance  | <b>A -</b> | 85 - 89.99%                          | 87.5%   |
| <b>3.30</b>       | Exceeding good performance   | <b>B+</b>  | 80 - 84.99%                          | 82.5%   |
| <b>3.00</b>       | Good performance   | <b>B</b>   | 75 - 79.99%                          | 77.5%   |
| <b>2.70</b>       | Approaching good performance   | <b>B-</b>  | 70 - 74.99%                          | 72.5%   |
| <b>2.30</b>       | Exceeding satisfactory performance   | <b>C+</b>  | 65 - 69.99%                          | 67.5%   |
| <b>2.00</b>       | Satisfactory performance   | <b>C</b>   | 60 - 64.99%                          | 62.5%   |
| <b>1.70</b>       | Approaching satisfactory performance   | <b>C-</b>  | 55 - 59.99%                          | 57.5%   |
| <b>1.30</b>       | Marginal pass. Insufficient preparation for subsequent courses in the same subject | <b>D+</b>  | 53 - 54.99%                          | 54.0%   |
| <b>1.00</b>       | Minimal pass. Insufficient preparation for subsequent courses in the same subject  | <b>D</b>   | 50 - 52.99%                          | 51.5%   |
| <b>0.00</b>       | Failure. Did not meet course requirements.   | <b>F</b>   | 0 - 49.99%                           | 0%  |

\* If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades.

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

For information on citation and documentation styles (including APA, Chicago, IEEE, MLA, and others), visit the links provided at <https://ucalgary.ca/ssc/resources/writing-support/436>. Research and citation resources are also available on the website of the Purdue Online Writing Lab (OWL) at <https://owl.english.purdue.edu/owl/section/2/>. If you have questions about how to document sources, please consult your instructor or visit the writing support services in the Student Success Centre (3<sup>rd</sup> floor, Taylor Family Digital Library, at <http://www.ucalgary.ca/ssc/writing-support>).

### 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 (e.g., surveys, interviews, or observations) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, see <http://arts.ucalgary.ca/research/resources/ethics>

### Important information, services, and contacts for students

| For information about . . .   | Visit or contact . . .  |
|---|---|
| <b>ARTS PROGRAM ADVISING (ASC)</b>  | SS 102 403-220-3580 <a href="mailto:artsads@ucalgary.ca">artsads@ucalgary.ca</a>  |
| <b>CAMPUS SECURITY</b> <ul style="list-style-type: none"> <li>• <b>Calgary Police Service</b></li> <li>• <b>Emergency Text Messaging</b></li> <li>• Emergency Evacuation &amp; Assembly</li> <li>• <b>Safewalk Program</b></li> </ul> | <a href="http://www.ucalgary.ca/security/">http://www.ucalgary.ca/security/</a> <b>403-220-5333</b><br><b>403-266-1234</b> <b>Emergency: call 911</b><br><a href="http://www.ucalgary.ca/emergencyplan/textmessage">http://www.ucalgary.ca/emergencyplan/textmessage</a><br><a href="http://www.ucalgary.ca/emergencyplan/assemblypoints">http://www.ucalgary.ca/emergencyplan/assemblypoints</a><br>If you feel uncomfortable walking alone at any time, call Campus Security for an escort ( <b>220-5333</b> ). For more information, see <a href="http://www.ucalgary.ca/security/">http://www.ucalgary.ca/security/</a> |
| <b>DESIRE2LEARN (D2L) Support</b> <ul style="list-style-type: none"> <li>• <b>IT help line</b></li> </ul>   | <a href="http://elearn.ucalgary.ca/desire2learn/home/students">http://elearn.ucalgary.ca/desire2learn/home/students</a><br>403-220-5555 or <a href="mailto:itsupport@ucalgary.ca">itsupport@ucalgary.ca</a>   |
| <b>STUDENT SUCCESS CENTRE</b> <ul style="list-style-type: none"> <li>• <b>Writing Support Services</b></li> <li>• <b>Student Services Mobile App</b></li> </ul>   | <a href="http://ucalgary.ca/ssc">http://ucalgary.ca/ssc</a><br><a href="http://www.ucalgary.ca/ssc/writing-support">http://www.ucalgary.ca/ssc/writing-support</a><br><a href="http://ucalgary.ca/currentstudents">http://ucalgary.ca/currentstudents</a>   |

|   |  |
|---|--|
| <p><b>STUDENTS' UNION CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Faculty of Arts Reps</li> <li>• Student Ombudsman</li> </ul>  | <p><a href="https://www.su.ucalgary.ca/about/who-we-are/elected-officials/">https://www.su.ucalgary.ca/about/who-we-are/elected-officials/</a></p> <p><a href="http://www.ucalgary.ca/provost/students/ombuds">http://www.ucalgary.ca/provost/students/ombuds</a></p>  |
| <p><b>SU WELLNESS CENTRE</b></p> <ul style="list-style-type: none"> <li>• Counselling Services</li> <li>• Health Services</li> <li>• Distress centre 24/7 CRISIS LINE</li> <li>• Online resources and tips</li> </ul> | <p><b>403-210-9355</b> (MSC 370), M-F, 9:00–4:30 pm</p> <p><a href="http://ucalgary.ca/wellnesscentre/counselling">http://ucalgary.ca/wellnesscentre/counselling</a></p> <p><a href="http://ucalgary.ca/wellnesscentre/health">http://ucalgary.ca/wellnesscentre/health</a></p> <p>403-266-HELP (4357)</p> <p><a href="http://ucalgary.ca/wellnesscentre/healthycampus">http://ucalgary.ca/wellnesscentre/healthycampus</a></p> <p>If you're concerned about a friend or your own well-being, it is important to seek help early. Call or visit the SU Wellness Centre or the 24-hour crisis line.</p> |

### **Schedule of Lecture Topics and Readings**

See the Assignments section above for a list of the weekly readings (by assigned modules).