



جامعة كالغاري في قطر
UNIVERSITY OF CALGARY IN QATAR

ACWR 303 L06: Discipline-based Academic Writing

Department of Communication, Media, and Film

COURSE OUTLINE

WINTER 2022

| | |
|--------------------------|-----------------------------|
| Course | Academic Writing 303 |
| Class Days /Time: | Sundays 3:30-6:30 pm |
| Dates: | January 9 – April 21, 2022 |
| Classroom: | F11 |
| Instructor: | Sophia Mohammed |
| Office: | TBD |
| Email: | sophia.mohammed@ucalgary.ca |
| Office phone: | TBD |
| Office hours: | TBD |

Course description:

An intermediate level course in the writing styles, genres and modes of evidence and reasoning appropriate to academic writing in a specific discipline or disciplines. Emphasis on connections between reading, writing, critical reasoning and, where appropriate, other discourse forms such as oral and electronic presentation.

Course objectives:

Through weekly in-class tasks, D2L quizzes, and assignments, 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 scholarly sources 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**, developing arguments, and structuring papers effectively
6. competence in writing with **clarity, precision, conciseness, and a professional tone**, and skill in editing to eliminate common writing errors.

Textbook:

The course materials and related readings are available online on the course Desire2Learn (D2L) site.

COURSE REQUIREMENTS

Grades will be awarded as follows. Grading criteria and rubrics will be provided as we discuss each assessment.

| | Type of Assignment | Weight (%) |
|---|--|-------------------|
| 1 | In-Class Activities (weekly) | 15 |
| 2 | Quizzes (3) | 15 |
| 3 | Evaluating Sources Assignment | 15 |
| 4 | Research Paper Outline | 10 |
| 5 | Peer Review and Research Paper Draft 1 | 5 |
| 6 | Research Paper Draft 2 | 10 |
| 7 | Research Paper Draft 3 | 25 |
| 8 | In-Class Reflection | 5 |

In-class activities: Graded in-class activities will be completed during class time. Note: The lowest score will be dropped. The **In-class Reflection** on the last day of class is worth 5% of the total grade and will not be dropped. It will require students to reflect on their learning in this course.

Quizzes: All quizzes will be completed on Desire2Learn (D2L). Question types will include multiple choice, matching, fill in the blanks and short answer. Students have two hours to complete each quiz. Students may use class notes and materials to complete quizzes.

Assignments: Detailed information about each assignment will be given in class. There are two writing assignments:

- 1) **Evaluating Sources Assignment** (1 ½ - 2 pages [excluding title page] double-spaced, Times New Roman 12 pt font)
- 2) **Research Paper** on an issue related to learning and being a university student (4 – 5 pages [excluding title page and References] double-spaced, Times New Roman 12 pt font)
 - The Research Paper **Outline** and **Peer Review** assignments will help you to complete your Research Paper. Instructions will be given a week prior to the task due date.

Assignment Due Dates and Late Penalties:

Written assignments are due at 11:59 pm at the times listed below. Work submitted late will be deducted 10% each day late, including weekends. Beyond that, the maximum grade that can be received for late work is 50%. It is the student’s responsibility to keep a copy of all assignments submitted.

Quizzes are due before class on the due date. Quizzes cannot be completed late; students will not have an opportunity to complete missed quizzes (except in the event of a verifiable medical or family emergency). Missed quizzes will earn a grade of zero.

Grading System & Grade Scale

GRADING SCALE

The following grade scale percentage equivalents are used in the Department of Communication, Media and Film:

Translations of marks to Letter Grade:

This course uses a **Final Percentage Calculation** converted to a letter grade. Evaluative components will receive numerical scores converted based on the weight of the assignment. The numerical scores are added to achieve a total percentage score out of 100. This percentage is then converted to a letter grade for the course (see above **Grading Scale**). Sample: midterm exam is 20%, paper 30%, in-class activities 20%, and final exam 30%. The student scored 15/20; 25/30; 20/20; and 28/30 for a final course total score of 88/100, which is a final course grade of “A-”.

| Grade Point Value | Grade | Department grade scale equivalents | Letter grade % equivalent for calculations |
|--------------------------|--------------|---|---|
| 4.00 | A+ | 96 - 100% | 98.0% |
| 4.00 | A | 90 - 95.99% | 93.0% |
| 3.70 | A - | 85 - 89.99% | 87.5% |
| 3.30 | B+ | 80 - 84.99% | 82.5% |
| 3.00 | B | 75 - 79.99% | 77.5% |
| 2.70 | B- | 70 - 74.99% | 72.5% |
| 2.30 | C+ | 65 - 69.99% | 67.5% |
| 2.00 | C | 60 - 64.99% | 62.5% |
| 1.70 | C- | 55 - 59.99% | 57.5% |
| 1.30 | D+ | 53 - 54.99% | 54.0% |
| 1.00 | D | 50 - 52.99% | 51.5% |
| 0.00 | F | 00 - 49.99% | 0% |

Minimum passing grade for this course is D.

POLICIES

ACADEMIC ACCOMMODATIONS POLICY

The Student Accommodation Policy and the Procedure for Accommodations for Students with Disabilities or medical conditions sets out the University's obligation to provide reasonable accommodation to students when they have requested such an accommodation. More information about this policy can be found in the University of Calgary 2021-2022 Academic Calendar:

<https://www.ucalgary.ca/pubs/calendar/current/b-6.html>

ACADEMIC INTEGRITY

Academic integrity is a commitment to, and the demonstration of, honest and responsible scholarship. As a student, you maintain academic integrity by adhering firmly to a set of values. These fundamental values are foundational to the International Center for Academic Integrity, which defines academic integrity as, "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage." More information on Academic Integrity can be found in the Academic Integrity Student Handbook:

<https://ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/9/AI-Student-handbook-1.pdf>

ACADEMIC MISCONDUCT

The Academic Conduct Policy describes acts or attempted acts by students that leads to or can lead to their unfair academic advantage. These acts include plagiarism (students submit or present work as if it were the student's own work when it is not), cheating, and other academic misconduct such as tampering with exams, Information not authorized by the instructor, or falsifying clinical information. More information about this policy can be found in the University of Calgary 2021-2022 Academic Calendar: <https://www.ucalgary.ca/pubs/calendar/current/k-3.html>

NON-ACADEMIC MISCONDUCT

The Non-Academic Conduct Policy describes student behaviours that are considered prohibited or forbidden. These behaviours include respect for the dignity of all, fair treatment of individuals, respect for academic freedom, and respect for the University resources and the property of individuals. More information about this policy can be found in the University of Calgary 2021-2022 Academic Calendar: Non-Academic Misconduct

<https://www.ucalgary.ca/pubs/calendar/current/k.html>

REAPPRAISAL OF GRADES

The Reappraisal of Grade policies guide students who wish to challenge a decision about academic policy, graded term work (e.g., term paper, test, etc.), or final grade (i.e., the grading of the final assessment that makes up the final marks). Information about this policy can be found in the University of Calgary 2021-2022 Academic Calendar:

<http://www.ucalgary.ca/pubs/calendar/current/i.html>

STUDENT STANDING

The Student Standing policy defines the Academic performance of students registered in the Faculty of Nursing. More information about this policy can be found in the University of Calgary 2021-2022 Academic Calendar:

<http://www.ucalgary.ca/pubs/calendar/current/ucg-3-4.html>

COMMUNICATION AND RESPONSIBILITIES

The email policy describes the ways that students must communicate with their instructors. Email related to this course will be directed through Desire2Learn (D2L). All students **MUST** use their University of Calgary email address throughout their nursing program to communicate. Students are accountable for communicating in a professional and responsible manner. When sending an email to your course instructor, **please write the name of the course in the subject line and include your first and last name in the email message.** More information about this policy can

be found in the University of Calgary 2021-2022 Academic Calendar:
<https://www.ucalgary.ca/pubs/calendar/current/n.html>

Whats App will not be used to correspond with instructors about academic matters. E-mails will be responded within 24 hours and instructors are not expected to respond to students on weekends and holidays.

EXAMINATION AND TESTS

The examination and tests policies describe student responsibilities related to proof of identity, rules related to final examination, deferral of final examination, and accessing examination results. More information about this policy can be found in the University of Calgary 2021-2022 Academic Calendar:
<http://www.ucalgary.ca/pubs/calendar/current/q.html>

The exam period is posted in the University of Calgary Calendar. A final exam can be scheduled anytime during this period. Students must be available for examinations up to the last day of the examination period. Student Services at the University of Calgary in Qatar will email the final exam schedule to students in advance. The exam schedule will also be posted on campus at the University of Calgary in Qatar.

1. ADDITIONAL COURSE INFORMATION

ADD/DROP COURSES

Add/drop deadlines can be found on the University of Calgary in Qatar Academic Schedule at:
<https://www.ucalgary.edu.qa/sites/default/files/2021-2022%20Academic%20Schedule%20Final.pdf>

Last day to Add/Drop classes (without financial penalty)-Jan 20, 2022
Last day to withdraw from classes (with financial penalty)-April 14, 2022

Additional add/drop information can be found in the University of Calgary Academic Calendar:
<http://www.ucalgary.ca/pubs/calendar/current/b-14.html>
If you have questions you can also visit Student and Enrolment Services.

Turnitin

Turnitin is an online program that is available to all UCQ students. It helps students become better writers by producing an Originality Report that identifies possible plagiarism problems. Students can use this report to improve their paraphrasing and summarizing skills.

Instructors at UCQ may require the submission of a Turnitin Originality Report along with a written assignment. Before submitting the report to their instructor, students will have the opportunity to submit and revise multiple drafts of an assignment in order to resolve any issues with paraphrasing and summarizing.

When a UCQ student's work is submitted to Turnitin, it is submitted to the Turnitin database. The database is confidential; students retain the copyright to their work, and student work cannot be viewed by other students or instructors. However, students' work will be stored and compared to future student submissions.

Note: If a UCQ student has concerns about his or her work being stored in the Turnitin database, it is his or her responsibility to discuss these concerns with his or her instructor or the Associate Dean (Academic).

ATTENDANCE

Regular attendance is advised for students in all courses and there is no regulation that precludes an instructor from taking attendance in the class. The University has directed that attendance will not be considered when assessing a student's grade except in courses where class participation is a required component of the course.

For further information, please refer to the official online University of Calgary 2021-2022 Calendar, Academic Regulations, E. Course Information, E.3: *Attendance*: <https://www.ucalgary.ca/pubs/calendar/current/e-3.html>

[\(UCQ attendance policy will be posted on D2L for students' reference.\)](#)

If a student is absent from a course the student may be asked to provide documentation regarding the absence. Students may be asked to provide supporting documentation for an exemption/special request. This may include but is not limited to, a prolonged absence from a course where participation is required, a missed course assessment, a deferred examination, or an appeal. Students are encouraged to submit documentation that will support their situation.

For additional information on supporting documentation, see section <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>

USE OF TECHNOLOGY IN THE ACWR 303 CLASSROOM

The use of laptop and cell phone devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting during class time for them or their fellow learners (e.g. personal emails, Facebook, YouTube).

INTERNET REQUIREMENT

Students and instructors should ensure that they have a stable and a reliable internet connection and adequate bandwidth to allow for all aspects of synchronous teaching including video, audio projection and live streaming.

ACADEMIC WRITING

The University supports the belief that throughout their University careers, students should be taught how to write well; therefore, written assignments in this course will be evaluated based on the required elements as well as quality academic writing.

For further information, please refer to the official online University of Calgary Calendar, Academic Regulations, E. Course Information, E.2: *Writing Across the Curriculum*: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

At the University of Calgary in Qatar, academic support can be found at the Learning Commons to provide students with:

- 1) Writing support – for advice and guidance at any stage of the writing process, make an appointment or drop into the Writing Center. This includes understanding assignment requirements, developing a plan, revising and improving your grammar, and APA-style referencing
- 2) Research support – for assistance with your research or for answers to your questions related to literature review, make an appointment or ask at the Learning Commons desk.

STUDENTS IN RESEARCH

Please include whether students in the course may be expected to participate as research subjects or researchers when research on human subjects may take place

SUPPLEMENTARY FEES

If applicable, please list and describe approved optional and mandatory supplementary fees for this course. E.g., course fees for external courses

UNIVERSAL STUDENT RATINGS OF INSTRUCTION (USRI)

The USRI provides a forum for student feedback to instructors, department heads, and deans about the overall quality of instruction. Information gathered from the surveys is used by instructors, department heads, and deans to improve instruction at the University of Calgary and in performance feedback. Students can access previous results to assist them in their course selection. For more information, visit

<https://live-provost.ucalgary.ca/provost/teaching-learning/quality-teaching-and-learning/universal-student-ratings-instruction>

PROGRAM EVALUATION

Students are requested to complete year end evaluations for each year of the nursing program. These evaluations are conducted to identify strengths in the curriculum and to assess opportunities for improvement. The evaluation assumes that the curriculum is continually evolving, requiring annual review and appropriate revision. All evaluations will be conducted at the end of the academic year during course time and/or independently.

EMERGENCY EVACUATION MEETING PLACE

As part of the University of Calgary in Qatar Emergency Evacuation plan, students, faculty, and staff should locate the closest Assembly Point in case of Fire Alarm. Safety signage is posted throughout the campus showing the locations and the possible route to these locations. All students, faculty, and staff are expected to promptly make their way to the nearest Assembly Point if the Fire Alarm is activated. No one is to return into campus facilities until an all clear is given to the warden in charge of the Assembly Area.

FREEDOM OF INFORMATION AND PROTECTION FOR PRIVACY (FOIPP)

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary in Qatar. For further information about the collection and/or use of student information, please contact Student Services at +974 4406 5222.

Schedule Fall 2022

| Week | Class | Topic | Assignments |
|------|-------------------------|--|--|
| 1 | January 9 | <ul style="list-style-type: none"> • Introduction to course • The writing process • Audience awareness | In-class Activity 1 |
| 2 | January 16 | <ul style="list-style-type: none"> • Introduction to the Research Paper • Writing a research question | In-class Activity 2 Quiz 1 opens |
| 3 | January 23 | <ul style="list-style-type: none"> • Evaluating sources • Conducting an information search | In-class Activity 3 Quiz 1 – due January 22 nd at 11:59 pm |
| 4 | January 30 | <ul style="list-style-type: none"> • Reading critically | In-class Activity 4 |
| 5 | February 6 | <ul style="list-style-type: none"> • Structuring papers 1 | In-class Activity 5 DUE: Evaluating Sources Assignment – due February 5 th at 11:59 pm |
| 6 | February 13 | <ul style="list-style-type: none"> • Building an argument 1 • Using sources effectively 1 • APA 1 | In-class Activity 6 DUE: Research Paper Outline – due February 12 th at 11:59 pm |
| | February 20-February 24 | <ul style="list-style-type: none"> • Winter study break | |
| 7 | February 27 | <ul style="list-style-type: none"> • Academic integrity • Building an argument 2 • Using sources effectively 2 • APA 2 | In-class Activity 7 Quiz 2 opens |
| 8 | March 6 | <ul style="list-style-type: none"> • Structuring papers 2 | In-class Activity 8 Quiz 2 – due March 5 th at 11:59 pm |
| 9 | March 13 | <ul style="list-style-type: none"> • Peer review • Writing with style | DUE: Research Paper Draft 1- due March 12 th at 11:59 pm Peer review (in class) |
| 10 | March 20 | <ul style="list-style-type: none"> • Writing with style | In-class Activity 9 DUE: Research Paper Draft 2 – due March 19 th at 11:59 pm |
| 11 | March 27 | <ul style="list-style-type: none"> • Eliminating writing errors | In-class Activity 10 Quiz 3 opens |
| 12 | April 3 | <ul style="list-style-type: none"> • Reflection • Course Review | Quiz 3 – due April 2 nd at 11:59 pm In-class Reflection |
| 13 | April 10 | | DUE: Research Paper Draft 3 – due April 9 th at 11:59 pm |

*This schedule may be changed by the instructor to meet the needs of the class.