

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

**Writing Programme
2010_1_WRIT101**

1 March to 4 July 2010

Trimester dates

Teaching dates: 1 March 2010 to 4 June 2010

Mid-trimester break: 5 April to 18 April 2010

WRIT 101 has no examination.

Withdrawal dates

Information on withdrawals and refunds may be found at

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Names and contact details

Course Coordinator

Dr Sky Marsen

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Tel: 463 5629

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Office Hours: tba

Course Administrator

Vivien.Trott Tel: 463 5894, Fax: 463 5604, Vivien.Trott@vuw.ac.nz

Class times and locations

Workshop CRN 15108: Tuesdays 3-6 in Kirk 204 or Murphy 301

Workshop CRN 15109: Mondays 101 in Kirk 204 or Murphy 301

Workshop CRN 15111: Tuesdays 2-5 in CO 216

Workshop CRN 15111: Fridays 2-5 in MY 303

Workshop CRN 15112: Tuesdays 10-1 in Kirk 204 or Murphy 301

Workshop CRN 15117: Wednesdays 9-12 in Kirk 204 or Murphy 301

Workshop CRN 8786: Wednesdays 9-12 in Hunter 113

Workshop CRN 4690: Thursdays 2-5 in KP 24, 202 or KP 24, 203

Where two rooms are listed, students will be notified by e-mail and on Blackboard which class to attend.

Course delivery

WRIT 101 has writing workshops. Students are expected to participate in class discussions, practical writing activities and analyses of texts.

Communication of additional information

Additional information will be communicated through e-mail and Blackboard, www.blackboard.vuw.ac.nz

Course content

WRIT 101 is designed to help students of any subject to communicate competently and appropriately in writing at university level. The course will focus on developing effective writing techniques and styles for academic essay writing, but in the process will also provide instruction and practice that will provide you with a foundation for writing effectively in any situation. You will also learn to revise your own writing and respond to the writing of others.

Learning objectives

Specifically the course should enable you to:

- 1 Employ efficient and effective techniques for drafting and revising a range of written texts for different purposes and audiences.
- 2 Reflect clearly on your own writing development.
- 3 Respond effectively to, and evaluate, the writing of others.
- 4 Carry out and document research according to the conventions of academic essay writing.

Expected workload

It is difficult to estimate the time you will spend on your assignments, since individuals vary in their writing processes and speeds. Generally, you should allow 10-12 hours' preparation (thinking, reading, and writing) outside of class each week.

Readings

Essential texts:

Wallace, D. (2008) Becoming an Effective Writer, Auckland: Pearson.

Sword, H. (2007) The Writer's Diet, Auckland: Pearson.

(Both texts can be purchased as a single discounted package at Victoria University Bookshop.)

Recommended:

Peck, J. and Coyle, M. (1999) The Student's Guide to Writing, Basingstoke: Palgrave.
Mounsey, C. (2002) Essays and dissertations, Oxford: Oxford University Press.

Kane, T. (1988). New Oxford Guide to Writing. Oxford University Press.

A good dictionary and thesaurus (such as Oxford, Collins or Macquarie)

(All texts are available from Victoria University Bookshop.)

Other reading material to be distributed in class

For the first two weeks of trimester all undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer, while postgraduate textbooks and student notes will be available from the top floor of VicBooks in the Student Union Building, Kelburn Campus. After week two all undergraduate textbooks will be sold from VicBooks and student notes from the Student Notes Distribution Centre on the ground floor of the Student Union Building.

Customers can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from the shop. Customers will be contacted when they are available.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

Materials and equipment

Required:

1. Writing material, such as a writing pad, a pen and a pencil (for editing activities)
2. A folder to keep handout material

Assessment requirements

WRIT 101 has no final examination. Your final assessment will be based on the completion of the following texts:

Explanation	25%
Persuasion	25%
Annotated Bibliography	5%
Inquiry	35%
Reflection	10%

With the exception of the annotated bibliography and the reflective text, you will develop these texts gradually through peer and tutor response followed by revision. You will be graded only on the final revision of each assignment.

Criteria for Assessment

The specific criteria you will need to meet to pass this course are:

- A demonstrated ability to use and synthesize other texts in your own written work – i.e. summarise, paraphrase, quote, and correctly document relevant sources.
- A demonstrated ability to structure and organise a complete text in a way that is appropriate to the situation, purpose, and designated audience.
- Sufficient independent control over the basic mechanics of writing (vocabulary, sentence structure, grammar and punctuation, etc.) so that meaning and readability are not impeded by errors.

(Note that it is necessary to demonstrate a basic competence in all three areas.)

ASSIGNMENT DATES

	Final version on or before
Assignment 1 (Explanation) (700-900 words)	26 March
Assignment 2 (Persuasion) (700-900 words)	07 May
Annotated Bibliography (300 words approx.)	14 May
Assignment 3 (Research Inquiry) (1500 words approx.)	11 June
Assignment 4 (Reflection) (500-700 words)	11 June
<i>Note</i>	
For late assignments you will be penalised by 2% for each day that you are late (including weekends). Unless you have made special arrangements with your tutor, an assignment will not be marked if submitted two weeks after the deadline.	

Return of Final Assignments

Please enclose a stamped addressed envelope with your final research and reflection pieces if you wish them to be returned to you. As you will be handing them in after workshops finish you should bring them to LALS reception (see first page of this outline for details), or make arrangements with your tutor.

Victoria University Grades

Marks	85+	80-84	75-79	70-74	65-69	60-64	55-59	50-54	40-49	<40
Grades	A+	A	A-	B+	B	B-	C+	C	D	E

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

Penalties

Assignments submitted late without permission are penalised by 2% per late day, including weekends. An assignment that is more than two weeks late will be refused a grade.

Mandatory course requirements

In order to qualify for grade assessment at the end of the course, you must:

- 1 Submit the first THREE assignments (Explanation, Persuasion, and Inquiry) by their due dates, including drafts for peer review, first tutor review, and final grading
- 2 Attend ALL workshops. If absence from a workshop is unavoidable, due to sickness or exceptional circumstances, **you must contact your tutor** (or failing that, the course coordinator), preferably **in advance** of the class you cannot attend, or if that is not possible, **before the next meeting** of the class so that you can be informed of how to come prepared. **Students who miss more than six hours of class contact time without satisfactory explanation will fail the mandatory course requirements.** This policy might seem harsh, but WRIT 101 is not an ordinary course. That is, it is not an information-based course that allows you to catch up through borrowing of notes or obtaining lecture handouts, etc. It is a course that revolves around activities carried out in a small cooperative class, and therefore non-attendance is disruptive for everybody as well as discourteous.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The

class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

Academic Integrity and Plagiarism

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

GENERAL UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* or go to the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

The AVC(Academic) website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates. This website can be accessed at:

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx