



SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

Writing Programme
WRIT101: Writing English
Trimester 1, 28 February to 2 July 2011

Trimester dates

Teaching dates: 28 February to 3 June 2011

Mid-trimester break: 18 April to 1 May 2011

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 Derek Wallace

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Tel: 463 5630

E-mail: derek.wallace@vuw.ac.nz

Office Hour: Friday 1-2 pm

Course Administrator

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

Class times and locations

Workshop CRN 4690: Mondays 9-12 in Murphy 402

Workshop CRN 8786: Mondays 9-12 in Murphy 403

Workshop CRN 15110: Mondays 12-3 in Murphy 402

Workshop CRN 19708: Mondays 3-6 in Murphy 402

Workshop CRN 19709: Tuesdays 9-12 in Murphy 403

Workshop CRN 19706: Tuesdays 9-12 in Murphy 402

Workshop CRN 15108: Tuesdays 12-3 in Murphy 402

Workshop CRN 19702: Tuesdays 3-6 in Murphy 402

Workshop CRN 15111: Wednesdays 9-12 in Murphy 402

Workshop CRN 15109: Wednesdays 1-4 in Murphy 402

Workshop CRN 19703: Wednesdays 1-4 in Murphy 403
Workshop CRN 19704: Thursdays 1-4 in Murphy 402
Workshop CRN 19705: Thursdays 9-12 in Murphy 402
Workshop CRN 15112: Fridays 9-12 in Murphy 403
Workshop CRN 15117: Fridays 9-12 in Murphy 402
Workshop CRN 19707: Fridays 9-12 in Murphy 303

Note: Where more than one workshop is meeting at exactly the same time, classes might be amalgamated if numbers warrant.

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

This course is designed to improve the academic writing and general communication of students from all disciplines. During the course, students practise techniques for generating, drafting and revising a variety of written texts; they also develop research and referencing skills.

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

The expected workload for a 20 point course is 200 hours spread over the trimester, including the mid trimester break. It is difficult to estimate the time you will spend on your assignments, since individuals vary in their writing processes and speeds.

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 Vicbooks. **Note:** Do not use second hand copies of the first book listed unless it is completely unused, as it is a workbook that you write in.)

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.

Hughes, J. and Wallace, D. (2010) Fit to Print: The Writing and Editing Style Guide for Aotearoa New Zealand, Wellington: Dunmore.

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

(All texts are available from Vicbooks.)

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 7 February to 11 March 2011, 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 of the trimester all undergraduate textbooks and student notes will be sold from Vicbooks on Level 3 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 nominated collection points at each campus. 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. **It is imperative that all assignments be original, and written specifically for WRIT 101. Using content from assignments submitted in other courses is not allowed.**

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)	08 April
Assignment 2 (Persuasion) (700-900 words)	13 May
Annotated Bibliography (300 words approx.)	Specified by tutor
Assignment 3 (Research Inquiry) (1500 words approx.)	13 June
Assignment 4 (Reflection) (500-700 words)	13 June

Note

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 meet the mandatory course requirements, 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. **You must submit a hard copy as well as an electronic copy of each assignment.**
- 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>

WHERE TO FIND MORE DETAILED INFORMATION

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study. Find out how academic progress is monitored and how enrolment can be restricted at www.victoria.ac.nz/home/study/academic-progress. Most statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the *Calendar* webpage at www.victoria.ac.nz/home/study/calendar.aspx (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at www.victoria.ac.nz/home/about_victoria/avcacademic.