

School of Linguistics and Applied Language Studies

Writing programme
WRIT 151, Writing in English as a Second Language

Trimester 1, 2011
28 February – 2 July

1. Trimester dates

Teaching dates: 28 February – 3 June
Mid-trimester break: 18 April – 1 May 2011

2. Withdrawal dates

Information on withdrawals and refunds may be found at
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

3. Staff:

Names and Contact Details

Jean Parkinson, Course Coordinator

Von Zedlitz (VZ) 315
Tel: 463 5233 ext 8009
Email: jean.parkinson@vuw.ac.nz
<http://www.victoria.ac.nz/lals>
Office hours: By appointment



Tutors:

Tutors' names, rooms and office hours will be posted on Blackboard once workshop groups have been established.

4. Class times and rooms:

The course will be delivered through tutorials/workshops. There are no lectures.

Tutorials/Workshops: Three (3) hours per week

You are expected to attend all your workshop sessions. If for any reason you are unable to attend a session, you should explain your absence to your tutor. **Note that there is an attendance requirement for the workshops** (see the **Mandatory Course Requirements**).

NB: It is important that you are able to attend **all three hours** listed for your workshop group.

Workshop groups

Your workshop time will be determined by the CRN in which you have enrolled. In 2011 the following CRNs are offered.

CRN 13056 Tue 4:10 – 6:00 & Thurs 4:10 – 5:00
CRN 13057 Mon 4:10 – 5:00 & Wed 4:10 – 6:00

CRN 13058	Wed 9:00 – 10:50 & Fri 9:00 – 9: 50
CRN 13059	Tue 4:10 – 5: 00 & Thur 4:10 – 6:00
CRN 19721	Wed 2:10 – 4:00 & Fri 2:10 – 3:00
CRN 19722	Mon 12:00 – 1:50 & Wed 12:00 – 12:50
CRN 19723	Tue 12:00 – 13:50 & Thurs 12:00 – 12:50
CRN 19724	Tue 1:10 – 3:00 & Thurs 1:10 – 2:00
CRN 19725	Mon 2:10 – 4:00 & Wed 2:10 – 3:00

The workshop groups will be posted on the notice board and on Blackboard on Monday 28 February at 9 a.m. Workshops begin in the first week of the trimester.

5. Announcements:

Noticeboard

Additional information concerning this course will be displayed on Blackboard.

Assignments

All student assignments are to be placed in the Assignments Box opposite the elevators on the second floor of the von Zedlitz building. It is situated on the wall of the School office, which is VZ210.

Language Learning Centre

You are encouraged to make use of the University's Language Learning Centre (Floor 0, von Zedlitz). Most of the books listed on page 3, and a number of additional resources and texts relating to second language writing, including grammar, spelling and punctuation, are available in the Self-Access Centre (VZ007). The Centre also has a wide range of listening materials in general and academic English.

6. LALS main office:

VZ210, 2nd floor Von Zedlitz Building, Kelburn Parade

7. WRIT 151 Course Administrator:

Vivien Trott, Undergraduate administration
Tel: 463 5600/463 5255/472 1000 ext 5255

8. Aims:

The course is designed to improve the writing of students for whom English is a second or other language. During the course, students practice techniques for generating, drafting and revising writing for a range of purposes, with an emphasis on addressing problems faced by second language writers. The course comprises three hours of workshop attendance per week.

You are expected to participate actively in the workshops. The workshops provide an opportunity to clarify your understanding of the writing process and to work on a range of language tasks aimed at practising and refining writing and reading skills. A regular feature of workshop tasks will be your preparation of successive drafts of written text on which your tutor and peers will provide feedback.

9. Learning objectives:

A student that has successfully completed WRIT 151 should be able to:

- solve some of the problems faced when writing and reading in a second language
- demonstrate increased richness and accuracy of their English when expressing complex ideas
- demonstrate strategies for writing and reading texts effectively
- demonstrate a critical awareness of their own strengths and weaknesses when writing in English.

10. Content:

- Introduction to the course. Critical thinking.
- Setting writing development goals. Planning and writing the first draft.
- Hierarchies of ideas in text.

- Integrating sources in your writing.
- Coherence and cohesion in texts.
- Introductions and conclusions.
- Understanding and using feedback.
- Selecting and notetaking from sources. Paraphrasing.
- Revising and editing your final draft.
- Writing under time constraints in tests and examinations.
- Applying principles presented on the course to reading and writing tasks in other subjects.

11. Texts:

Required:

- WRIT 151 Coursebook. (Available from Student Notes Distribution Centre at an estimated cost of approx. \$15)

You should buy this resource before workshops begin.

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.

Recommended:

(Note: Most of the following books are on 3-day loan in the VUW Library. You should also check under Course Reserve on the Library website.)

Braine, G. (1996). *Writing from Sources: A Guide for ESL Students*. Mountain View, California: Mayfield.

Clanchy, J. & Ballard, B. (1991). *Essay Writing for Students*. (2nd ed.). Melbourne: Longman Cheshire.

Coxhead, A. (1998). *An Academic Word List*. Wellington: School of LALS, Victoria University of Wellington.

Gardner, P.S. (2005). *New Directions: Reading, Writing, and Critical Thinking*. Cambridge: Cambridge University Press.

McCarthy, M. & O'Dell, F. (2002). *English Vocabulary in Use (Advanced)*. Cambridge: Cambridge University Press.

Murphy, R. (1985). *English Grammar in Use*. Cambridge: Cambridge University Press.

Raimes, A. (1992). *Exploring through Writing: A Process Approach to ESL Composition*. New York: St Martins Press.

Rountree, K. (1991). *Writing for Success: A Practical Guide for New Zealand Students*. Auckland: Longman Paul.

Sinclair, J. (ed.) (1995). *Collins Cobuild English Dictionary*. London: Collins.

Swan, M. (1995). *Practical English Usage*. (2nd ed.). Oxford: Oxford University Press.

Wilhoit, S. (1997). *A Brief Guide to Writing from Readings*. Needham Heights, MA: Allyn and Bacon.

You may need to buy a grammar book to refer to during the course. Ask your tutor for advice.

12. Any other relevant material/equipment:

There are a large number of useful websites which can help you with your grammar; many of these include quizzes which you can use to test your knowledge of grammar. Try visiting some of the following:

“Guide to Grammar and Writing” (<http://ccc.commnet.edu/grammar/>)

“Online Resources for Writers” (<http://webster.commnet.edu/writing/writing.htm>)

“The Purdue University On-Line Writing Lab (OWL)” (<http://owl.english.purdue.edu/>)

“Sentence Sense” (<http://webster.commnet.edu/sensen/>)

“My Words” (<http://mywords.ust.hk/>)

You need to take responsibility for working on your grammatical weaknesses by using practice materials available on websites or in the VUW Language Learning Centre. Your tutor will help you identify your weaknesses.

A site that can help you with study skills is: www.skills4study.com

13. Assessment:

WRIT 151 is an in-term assessed course. The final grade will be based on:

	<u>Learning objective</u>	<u>Length</u>	<u>%</u>	<u>Due date and time</u>
Essay 1	a, b, c	1000 -1200 words	20%	Friday 1 April, 12 noon
Revision Task 1	a, b, c		10%	Friday 15 April, 12 noon
Essay 2	a, b, c	1000 - 1200 words	20%	Friday 13 May, 12 noon
Test	a, b, c		20%	Tuesday 24 May 6.00-6.50pm
Revision Task 2	a, b, c		10%	Friday 3 June, 12 noon
Portfolio	d	1000 words	20%	Friday 3 June, 12 noon

The Essays

You will be guided through a process approach to writing the essays. The process includes pre-writing tasks, drafting, revising, and editing. This will involve discussing your writing with members of your workshop group, and giving each other feedback on writing drafts. The process also includes integrating reading from different sources, and using appropriate referencing conventions.

Word limits

You must ensure that your essays meet the word limit requirements.

The Revision Tasks

When you submit each essay, your tutor will write comments on it, and return it to you with specific suggestions for improving the essay. The Revision tasks require you to reflect and act on the feedback from your tutor. In addition to working through the specific suggestions from your tutor, you are expected to identify other areas needing improvement, and plan and make changes to these. You will then submit the revised essay and revision notes to your tutor. Your ability to make effective changes to the essay both independently and in response to tutor feedback will then be assessed for 10% of your final grade.

Portfolio Reflection

You are required to keep all your written work for the course in a portfolio – a loose leaf folder – during the trimester. At the end of the course you will submit an 800-word written Reflection on your development as a writer during the course, along with a selection of your work during the trimester. Your tutor will provide guidance on compiling the portfolio in workshops. The portfolio will contribute 20% of your final grade.

Please supply your tutor with a stamped self-addressed envelope, so that we can return your portfolio to you at the end of the course.

The Test

The test is worth 20% of the final assessment for WRIT 151. It will be held on Tuesday 24 May 6 - 6.50pm. You will be advised of the room/s in workshops. It is ***your responsibility*** to ensure you are present at this time.

14. Penalties:

You must complete essays by the deadlines. If you have strong personal reasons for needing an extension (such as illness or bereavement), you must get explicit permission before the due date from Jean Parkinson, the course co-ordinator, to hand in work late. Work handed in late without prior permission to do so may not be eligible for assessment.

15. Relationship between assessment and course objectives:

The skills outlined in the course objectives will be assessed in two written essays and a test. Your critical awareness will be assessed in the two revision tasks. You will also have an opportunity to reflect critically on your writing development in your portfolio reflection.

16. Workload:

In line with faculty workload guidelines, you are expected to spend 200 hours (including 3 hours of class time) working on WRIT 151, in order to maintain satisfactory progress.

17. Mandatory Course Requirements:

In order to pass this course you must:

- attend a minimum of 30 hours of workshops.
- complete all assessment tasks and workshop tasks.
- submit a portfolio reflection of 1000 words by 12 noon Friday 3 June.

18. Attendance:

You must attend a minimum of 30 hours of workshops. You should only miss workshops for strong reasons such as illness or bereavement.

19. 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.

20. 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>

21. 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.

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.

WRIT 151 Course Outline

The following outline summarises the topics to be covered during the workshop sessions.

Week beginning

- 28 February** Introduction to the course. Critical thinking. Setting writing development goals.
- 7 March** Hierarchies of ideas in text.
- 14 March** Planning and writing the first draft.
- 21 March** Integrating sources in your writing.
- 28 March** Introductions.

Essay 1 (20%) due by 12 noon, Friday, 1 April.

- 4 April** Understanding and using feedback
- 11 April** Coherence and cohesion in texts.
Revision task 1 due by 12 noon, Friday 15 April

Mid-trimester break 16 April – 1 May

- 2 May** Selecting and notetaking from sources. Paraphrasing.
- 9 May** Conclusions. Revising and editing your final draft.
Essay 2 (20%) due by 12 noon Friday 13 May
- 16 May** Writing under time constraints in tests and examinations.
- 23 May** Portfolio guidance.
TEST, 24 May, beginning at 1800 sharp.
- 30 May** Becoming an independent writer

Portfolio reflection (20%) and revision of Essay 2 (10%) due by 12 noon Friday 3 June

The workshop programme will provide opportunities for practising relevant skills and receiving feedback on them. Towards the end of the course the workshops will focus on applying the principles you have met and practised in WRIT 151 to your other subjects, and developing independence as a writer.