



## SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

### Writing Programme WRIT 101: Writing English

#### TRIMESTER 3 2011

14 November 2011 to 25 February 2012

Teaching dates: 28 November 2011 to 30 January 2012

Mid-trimester break: 19 December 2011 to 8 January 2012

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

Office: VZ 319

Tel: 463 5630

E-mail: [derek.wallace@vuw.ac.nz](mailto:derek.wallace@vuw.ac.nz)

Office Hours: tba

##### ***Course Administrator***

Vivien.Trott Tel: 463 5894, Fax: 463 5604, [Vivien.Trott@vuw.ac.nz](mailto:Vivien.Trott@vuw.ac.nz)

#### **Class times and locations**

Workshop CRN 6929: Tuesdays and Fridays 9-12 in MY403

Workshop CRN 15449: Mondays, Wednesdays and Fridays 9-11 in KK 204

Workshop CRN 15450: Mondays, Wednesdays and Fridays 2-4 in MY404

Workshop CRN 15451: Mondays, Wednesdays and Fridays 9-11 in KK 203

Workshop CRN 19718 Tuesdays and Thursdays 6-9 in MY404

Workshop CRN 19719 Mondays, Wednesdays and Fridays 2-4 in KK106

Workshop CRN 19720: Tuesdays and Thursdays 6-9 in KK106

Workshop CRN 19734: Mondays and Thursdays 2-5 in KK202

Workshop CRN 19735: Tuesdays and Fridays 9-12 in MY107

Workshop CRN 19860: Mondays and Thursdays 2-5 in KK203

Workshop CRN 20034: Mondays and Thursdays 2-5 in VS204

Note: Students in classes that meet on Mondays will have a final class on Monday 30 January to replace Monday 23 January which is a holiday.

## 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](http://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 textbooks and student notes for Trimester 3 will be available from vicbooks on Level 4, Student Union Building. Customers can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto: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 an essay submitted in another course is not acceptable, though you may draw on content from another course.**

### **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 no later than
Assignment 1 (Explanation) (700-900 words)	16 December
Annotated Bibliography (300 words approx.)	17 January
Assignment 2 (Persuasion) (700-900 words)	20 January
Assignment 3 (Research Inquiry) (1500 words approx.)	03 February
Assignment 4 (Reflection) (500-700 words)	03 February
<p><i>Note</i></p> <p><b>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.</b></p>	

### 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

### Grading

**Excellent (A+, A, A-):** Independent learning taking place with some consistency to an exceptionally high standard of proficiency. Submitted writing is exceptional: it has something of substance to say and says it with some originality, clarity, purpose and voice; a variety of strategies are tried and commented on in feedback to the tutor; evidence is provided of insightful observations and reflections on writing and learning; there is thoughtful engagement with other students, both orally and in written responses; and there is clear evidence of an emerging professionalism in relation to own and others' writing.

**Very good (B+, B):** Evidence of independent learning to a high standard of proficiency. Submitted writing is of a high standard: convincing in style and presentation, clearly and consistently achieving "competency" in substance and clarity, though not to an exceptional

degree; evident commitment and thought in peer response work; some attempt to try different strategies and reflect on these.

**Good (B-, C+):** Some evidence of competent proficiency, without being exceptional in any way. Conscientious completion of tasks; writing is reasonably competent and clear, but without significant substance or originality; it may be pedestrian, or inconsistent. Independent learning is not markedly obvious. Revision is largely superficial.

**Satisfactory (C):** A minimally acceptable level of proficiency. Work may be flawed, but writing is definitely communicative and there is evidence of commitment, understanding of what is required to achieve competency, and ability to improve. All course requirements are met.

**Unsatisfactory (D, E)** Unsatisfactory level of proficiency demonstrated, based on the submitted work. A Fail in WRIT 101 is intended to signal to the University that the student is unlikely to succeed in university studies without undertaking remedial work in writing and study skills.

### **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:

Submit the main THREE assignments (Explanation, Persuasion, and Inquiry) by their due dates, including drafts for peer review, first tutor review, and final grading.

### **Attendance**

Attendance at all workshops is expected. Note that WRIT 101 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. And with a draft due at nearly every class, students who are absent can quite easily fall behind and end up dropping out.

### **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](http://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](http://www.victoria.ac.nz/home/study/academic-progress). Most statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://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](http://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](http://www.victoria.ac.nz/home/about_victoria/avcacademic).