



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES (LALS)

**WRITING PROGRAMME
WRIT101: WRITING ENGLISH**

**TRIMESTER 3 2012
3 December to 3 February 2013**

Trimester dates

Teaching dates: 3 December 2012 to 28 January 2013
Pre Xmas: 3 December to 22 December 2012
Xmas break: 22 December 2012 to 6 January 2013
Post Xmas: 7 January to 25 January 2013

WRIT 101 has no examination

Withdrawal dates

Information on withdrawals and refunds may be found at
www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds

Names and contact details

Course Coordinator

Dr Sky Marsen
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Phone: 463 5629
Office Hours: tba

Course Administrator

Dayna Taramai Tel: 463 5255, Fax: 463 5604, dayna.taramai@vuw.ac.nz

Class times and locations

Workshop CRN 6929: Tuesday and Friday 9am-11.50am in Von Zedlitz 103
Tuesday and Friday 9am-11.50am in Von Zedlitz 108
Tuesday and Friday 9am-11.50am in Von Zedlitz 509 (Tuesday)
and Von Zedlitz 710 (Friday)
Workshop CRN 15450: Monday, Wednesday and Friday 2.10pm-4pm in Von Zedlitz 101
Workshop CRN 19718: Tuesday and Thursday 6.10pm-9pm in Von Zedlitz 101
Workshop CRN 19719: Monday, Wednesday and Friday 2.10pm-4pm in Von Zedlitz 103
Workshop CRN 19720: Tuesday and Thursday 6.10pm-9pm in Von Zedlitz 103
Workshop CRN 19734: Monday and Thursday 2.10pm-5pm in Von Zedlitz 108
Workshop CRN 19735: Tuesday and Friday 9am-11.50am in Von Zedlitz 101

Workshop CRN 19860: Monday and Thursday 2.10pm-5pm in Von Zedlitz 107

Note: Where more than one workshop is meeting at exactly the same time, CRNs will be combined if there are only enough students for one class.

Teaching learning summary

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 prescription

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.

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

Students who pass this course should be able 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 their 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

Set texts:

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

Do not use second hand copies of the book unless it is completely unused, as it is a workbook that you write in.

Recommended reading:

Sword, H. (2007) The Writer's Diet, Auckland: Pearson. *There are a few copies of this book and the set text as a single discounted package at vicbooks for \$49.99*

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 the third trimester will be available from vicbooks on Level 4 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
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.**

Criteria for Assessment

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

- A demonstrated ability to use and synthesise 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 in week beginning
Assignment 1 (Explanation) (700-900 words) Learning objectives 1 - 4	17 December
Assignment 2 (Persuasion) (700-900 words) Learning objectives 1 - 4	14 January
Annotated Bibliography (300 words approx.) Learning objectives 1 - 4	Specified by tutor
Assignment 3 (Research Inquiry) (1500 words approx.) Learning objectives 1 - 4	on 1 February
Assignment 4 (Reflection) (500-700 words) Learning objectives 1 - 4	on 1 February
Exact dates of submission will be given to each class by the tutors.	
<i>Submission of assignments</i>	
Submit the hard copy of your assignment to your tutor during class. Submit the digital copy on Blackboard the same day. Because WRIT 101 has many streams, the submission dates for assignments varies. However, all streams have the same amount of class time between assignments.	

Return of Final Assignments

Please enclose a stamped, self-addressed envelope with your final research and reflection pieces if you want your assignments to be returned to you once marked. Ensure that you don't seal the envelope! Put the finished assignments in the assignment slot at Room 210, Level 2, Von Zedlitz Building.

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

You must attend at least 10 of the 12 workshops. 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 will compromise your learning, which will affect your grade. Even if you already are a good a writer, the assessment in WRIT 101 will take into account what you learned during the course. This makes attendance and participation essential components to the course.

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>

Use of Turnitin

Student work provided for assessment in this course will 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 (See Section C).

Other useful information for students may be found at the Academic Office website, at www.victoria.ac.nz/home/about/avcacademic.