



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

WRITING PROGRAMME WRIT101: Writing English 20 POINTS

TRIMESTER 2 2013

Important dates

Trimester dates: 15 July to 17 November 2013

Teaching dates: 15 July to 18 October 2013

Mid-trimester break: 26 August to 8 September 2013

Last assessment item due: 28th October 2013

Study period: 21–25 October 2013

WRIT101 has no examination

Withdrawal dates: Refer to www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds

If you cannot complete an assignment or sit a test or examination (aegrotats), refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Class times and locations

Workshop CRN19717: Monday 9-12 in Von Zedlitz 106

Workshop CRN19716: Monday 9-12 in Von Zedlitz 108

Workshop CRN15114: Monday 2-5 in 24 Kelburn Parade, Room 201

Workshop CRN15113: Tuesday 9-12 in Von Zedlitz 106

Workshop CRN11334: Tuesday 9-12 in Von Zedlitz 108

Workshop CRN19710: Tuesday 2-5 in 24 Kelburn Parade, Room 201

Workshop CRN19711: Tuesday 2-5 in 24 Kelburn Parade, Room 202

Workshop CRN15118: Wednesday 9-12 in Von Zedlitz 106

Workshop CRN15116: Wednesday 9-12 in Von Zedlitz 108

Workshop CRN19714: Wednesday 2-5 in 24 Kelburn Parade, Room 201

Workshop CRN15115: Thursday 9-12 in Von Zedlitz 108

Workshop CRN2071: Thursday 2-5 in 24 Kelburn Parade, Room 202

Workshop CRN8787: Thursday 2-5 in 24 Kelburn Parade, Room 203

Workshop CRN19712: Friday 9-12 in Von Zedlitz 108

Names and contact details

Course Coordinator:

Derek Wallace

Office: Von Zedlitz 319

Phone: (04) 463 – 5630

Email: Derek.Wallace@vuw.ac.nz

Office hours: Friday 1pm – 2pm

Course Administrator:

Dayna Taramai

Office: Von Zedlitz 210

Phone: (04) 463 – 5255

Email: Dayna.taramai@vuw.ac.nz

Office hours: Monday – Friday, 9am – 4.15pm

Communication of additional information

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

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. Three hours of workshop attendance each week are required by selecting one option from the workshop times listed below.

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.

Course learning objectives (CLOs)

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 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.

Teaching format

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

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

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

Attend ALL workshops unless prevented by illness, injury, bereavement, or some other circumstance that the course coordinator agrees is exceptional (see statement immediately below).

Attendance

Attendance at all workshops is expected. It is understood that absence is sometimes unavoidable through illness, etc., but wherever possible you should alert your tutor in advance. Students who miss more than two workshops without prior approval of the course coordinator may receive a fail grade.

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. 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 of the course.

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.

Assessment

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

Assessment items and workload per item			%	CLO(s)	Due date
1	Explanation (proposal)	Approx. 600 words	25%		13 September 2013
2	Persuasion (critical review)	Approx. 600 words	25%		27 th September 2013
3	Inquiry (research paper)	Approx. 1500 words	30%		28 October 2013
4	Personal Reflection	500 – 700 words	20%		28 October 2013

Exact dates of submission will be given to each class by the tutors. Every assignment is designed to meet all the course objectives.

With the exception of the Reflection, you will develop these texts gradually through tutor and peer response followed in each case 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.)

Submission and return of work

All student assignments are to be submitted in hard copy form in class. Submit a digital copy into the Assignments part of Blackboard the same day (see section on Turnitin below). Assignments 1 and 2 must also be submitted electronically through Blackboard. If you are unable to do this, then you should submit in the drop box which is next to the Von Zedlitz 210 door. Because WRIT 101 has many streams, the submission dates for assignments varies. However, all streams have the same amount of class time between assignments. If you want your final assignments returned to you please enclose a stamped, self-addressed envelope when you submit your final assignments.

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-)

There is consistent evidence of the ability to apply learning independently. Submitted writing displays creativity of thinking and clarity of communication to a high degree. 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 and there is clear evidence of an emerging professionalism in relation to own and others' writing.

Very good (B+, B)

There is some evidence of the ability to learn independently. Submitted writing is convincing in style and presentation, consistently achieving coherence, accuracy and some degree of originality of thought; some attempt to try different strategies and reflect on these.

Good (B-, C+)

Some evidence of competent proficiency. Conscientious completion of tasks; writing is reasonably competent and clear, but subject matter will not be well or fully developed. Independent learning is not markedly obvious. Revision is largely superficial.

Satisfactory (C)

A minimally acceptable level of proficiency. Work may have some errors and structure limitations, 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.

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.

Set texts

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

(Available at vicbooks. **Note:** Do not use second hand copies of this book unless it is completely unused, as it is a workbook that you write in.)

vicbooks website: www.vicbooks.co.nz

Recommended reading

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

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)

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/home/study/plagiarism
- Aegrotats: www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat
- Academic Progress: www.victoria.ac.nz/home/study/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/home/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/home/study/exams-and-assessments/grades
- Resolving academic issues: www.victoria.ac.nz/home/about/avcacademic/publications2#grievances
- Special passes: www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass

- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/home/about/policy
- Student support: www.victoria.ac.nz/home/viclife/student-service
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/home/viclife/student-charter
- Student Contract: www.victoria.ac.nz/home/admisenrol/enrol/studentcontract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/home/about
- VUWSA: www.vuwsa.org.nz