



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES (LALS)

WRITING PROGRAMME WRIT 101: WRITING ENGLISH 20 POINTS

TRIMESTER 3 2013

Important dates

Trimester dates: 18 November 2013 – 23 February 2014

Teaching dates: 2 December 2013 – 24 January 2014

Mid-trimester/Xmas break: 23 December 2013 – 5 January 2014

Last assessment item due: 31 January 2014

WRIT 101 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 CRN15449: Monday, Wednesday and Friday	2pm – 4pm	KP24103
Workshop CRN15450: Tuesday and Friday	9am – 12pm	VZ103
Workshop CRN19718: Tuesday and Thursday	6pm – 9pm	KP24103
Workshop CRN19720: Tuesday and Thursday	6pm – 9pm	KP24201
Workshop CRN19734: Monday and Thursday	2pm – 5pm	MY303
Workshop CRN19735: Tuesday and Friday	9am – 12pm	MY303
Workshop CRN19860: Monday and Thursday	2pm – 5pm	KP20101
Workshop CRN6929: Tuesday and Friday	9am – 12pm	MY301

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.

Names and contact details

Course Coordinator

Dr Keith Comer
Office: Von Zedlitz 307
Email: Keith.Comer@vuw.ac.nz
Phone: 04 463 5629
Office Hours: tba

Course Administrator

Dayna Taramai
Office: Von Zedlitz 210
Email: Dayna.Taramai@vuw.ac.nz
Phone: 463 5255
Office Hours: 9am – 4.15pm, Monday - Friday

Communication of additional information

Additional information will be communicated through email and/or 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.

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 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.

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 (Proposal, Critical Review, and Research Paper) 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).

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	Proposal	Approx. 600 words	25%	1, 3, 4	6/7 January 2014
2	Critical Review	Approx. 600 words	25%	1, 3, 4	13/14 January 2014
3	Research Paper	Approx. 1500 words	30%	1, 3, 4	31 January 2014
4	Reflection	500 – 700 words	20%	2	31 January 2014

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.**

Submission and return of work

Draft copies of all assignments (Proposal, Critical Review, Research Paper, and Reflection) should be submitted in hard copy form **in class** (this applies to separate initial drafts for both instructor and peer reviews). In addition, final versions of the Proposal and Critical Review assignments should also be submitted in hard copy **in class**. If you are unable to submit the hard copies in class on their due dates, then you should submit those to the drop box next to the Von Zedlitz 210 door by the end of day in which they are due.

Final drafts for all assignments must also be submitted electronically to Turnitin through Blackboard (click on *Assignments* in the Blackboard site menu) by 5 pm on the assignment due dates. If you want your Research Paper and Reflection assignments returned to you following marking, please enclose a stamped, self-addressed envelope to your workshop instructor in class during the final teaching week (20-24 January 2014).

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. WRIT 101 Workbook: Becoming an Effective Writer.

Available at vicbooks shop on Kelburn campus. Students are expected to purchase a 2-ring binder to contain and reference the workbook and course handouts.

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).

(All texts are available from Vicbooks.)

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:

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

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

The school may include additional websites if appropriate, for example links to qualification-specific or discipline-specific style guides and graduate attributes.