

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES (LALS)**

**WRITING PROGRAMME  
 WRIT 101: WRITING ENGLISH  
 20 POINTS**

**TRIMESTER 1 2015**

**Important dates**

**Trimester dates:** 2 March to 1 July 2015

**Teaching dates:** 2 March to 5 June 2015

**Easter/Mid-trimester break:** 3–19 April 2015

**Last assessment item due:** 15 June 2015

**Study period:** 8–12 June 2015

**Examination/Assessment Period:** 12 June to 1 July 2015

Note: students who enrol in courses with examinations must be able to attend an examination at the University at any time during the scheduled examination period.

**Withdrawal dates:** Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds). If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats).

**Class times and locations**

All students will sign up for and attend weekly workshops in **one** of the following streams\*:

Workshop CRN 4690	Mondays	9:00–11:50	New Kirk 204
Workshop CRN 15108	Mondays	9:00–11:50	New Kirk 106
Workshop CRN 19702	Tuesdays	9:00–11:50	New Kirk 202
Workshop CRN 19705	Tuesdays	9:00–11:50	New Kirk 106
Workshop CRN 15109	Tuesdays	13:10–16:00	New Kirk 106
Workshop CRN 19707	Tuesdays	13:10–16:00	Murphy 301
Workshop CRN 15110	Wednesdays	9:00–11:50	Murphy 303
Workshop CRN 19706	Wednesdays	9:00–11:50	Easterfield 201
Workshop CRN 19704	Wednesdays	13:10–16:00	Murphy 301
Workshop CRN 8786	Thursdays	9:00–11:50	Murphy 301
Workshop CRN 15111	Thursdays	9:00–11:50	Murphy 303
Workshop CRN 19703	Fridays	9:00–11:50	Murphy 301

\*Workshops may be combined or closed on the basis of enrolment.

## Names and contact details

### WRIT101 Course Coordinator

Dr Keith Comer

Office: Von Zedlitz 307

Email: [keith.comer@vuw.ac.nz](mailto:keith.comer@vuw.ac.nz)

Phone: 04 463 5629

Office Hours: 12.30-14.00 Fridays and by appointment

### Course Administrator

Dayna Taramai

Office: Von Zedlitz 210

Email: [dayna.taramai@vuw.ac.nz](mailto: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](http://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. Students attend 36 hours of classroom workshops (e.g. 3 hrs/week for 12 week trimesters, or 6 hrs/week for 6-weeks in trimester 3 streams), with additional independent reading, research, writing, revising, and editing during the trimester.

## 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, and
4. carry out and document research according to the conventions of academic essay writing.

## Teaching format

WRIT 101 is taught through a process-based, writing workshop approach. Students are expected to engage in class discussion, participate in peer and small group exercises, complete practical writing activities, and analyse a variety of texts. Regular and on-going class participation and engagement with fellow students are important aspects of the workshop approach. Some writing activities may be conducted online via Blackboard assignment tasks or discussion forums.

## Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must submit all drafts for tutor review, revisions for peer response, and final assignments – 1-Proposal, 2-Critical Review, 3-Research Paper, and 4-Reflection – by their respective due dates (subject to the provisions for late submission of work outlined below).

Students must attend ALL workshops unless prevented by illness, injury, bereavement, or some other circumstance that the course coordinator agrees is exceptional (see 'Attendance' below).

## Attendance

WRIT101 has limited entry to foster individual learning and collaborative engagement with writing processes, and attendance at all workshops is necessary to benefit from this approach. It is understood that an absence is sometimes unavoidable through illness, injury, or another unforeseen development. Whenever possible, you should alert your tutor prior to the workshop you cannot attend; if that is not possible, do so well in advance of the next workshop to ensure that you can prepare for the subsequent classes. **Students who miss more than six hours of workshop contact time without satisfactory explanation will fail the mandatory course requirements.**

This policy might seem harsh, but WRIT 101 is not an information-based course that allows you to catch up through borrowing of notes, access to lecture handouts, reviews of workshop powerpoints, etc. Instead, WRIT 101 revolves around writing activities, peer engagement, and group-oriented learning activities that require ongoing participation. Hence, your absences affect the learning opportunities of others in the workshop as well yourself.

## 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 workshop assignments, since individuals vary markedly in their writing and reading processes and speeds. As a general guide, you should plan to use approximately 14-15 hours per week for writing, revising, reading, researching, and completing focused exercises. This applies for each of the 12 teaching weeks, for one week during the mid-semester break, and for the week following the end of teaching before the final assessment is due. Overall, you should plan your trimester to include:

- 36 hours attending and participating in required classes (12 weeks x 3 hours per week);
- approximately 25 hours in tasks related to textbook readings and exercises in support of assignments 1, 2 and 3 outside of workshop;
- approximately 40 hours outside of workshop directed primarily towards Assignment 1 (to include library, online and database research as needed, an initial draft with accompanying cover sheet comments, a revised draft for peer response, and a revised final draft for grading with cover sheet);
- approximately 35 hours outside of workshop directed primarily towards Assignment 2 (to include further research as needed, an initial draft with accompanying cover sheet comments, a revised draft for peer response, and a revised final draft for grading with cover sheet);
- approximately 50 hours outside of workshop directed primarily towards Assignment 3 (to include further research as needed, an initial draft with accompanying cover sheet comments, a revised draft for peer response, and a revised final draft for grading with cover sheet);
- approximately 15 hours outside of workshop directed primarily towards an Assignment 4 final draft for grading.

## Assessment

### Victoria University Grades – revised for 2014

Marks	90+	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	40-49	<40
Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	E

In addition, Grade K is assigned to indicate a Fail due to not satisfying mandatory course requirements (for example, not attending workshops), even though the student's numerical course mark reached the level specified for a pass, usually 50%. Further details regarding WRIT101 assessment criteria and marking rubrics are available in Blackboard and the course textbook.

WRIT 101 has no examination. Your final assessment will be based on the completion of the following writing assignments. Marking criteria for all assessment items are individually specified in your course textbook and addressed during workshops.

The development of your assignments requires multiple drafts: (1) an initial draft for tutor feedback and potentially peer review, (2) a revised draft for peer response comments, and (3) a final revision submitted for grading. The following deadlines apply to this process:

Assignment	Approx. length	%	CLOs	Initial Draft for Tutor Feedback	Revised draft for Peer Response	Final draft for Assessment
<b>1 – Proposal</b>	Approx. 600 words	25%	1, 3, 4	week of 23 Mar*	week of 20 Apr*	week of 27 Apr*
<b>2 – Critical Review</b>	Approx. 600 words	25%	1, 3, 4	week of 20 Apr*	week of 4 May*	week of 11 May*
<b>3 – Research Paper</b>	Approx. 1,600 words	30%	1, 3, 4	week of 18 May*	week of 1 June*	15 June
<b>4 – Reflection</b>	Approx. 750 words	20%	2	N/A	N/A	5 June

\*Exact dates of submission for final (graded) versions of Assignments 1 and 2 will be given to each workshop by the tutors and correspond to the day/time of each CRN stream. As the weeks beginning 27 April and 1 June have public holidays on Monday, deadlines for workshops that meet on Mondays will be adjusted.

Peer response tasks are designed to provide additional, formative feedback on your writing; they are not assessments. In Assignments 1, 2, and 3, CLO 2 skills are developed formatively through the draft and revision process in connection with peer response work.

With the exception of Assignment 4-Reflection, you will develop these texts gradually over multiple weeks as outlined in the following section. Letter grades will only be assigned to the final revision of each assignment.

All assignments submitted must be both original and written specifically for WRIT 101. Submitting writing from another course is not acceptable and will earn no assignment credit, though you may draw on content from other courses.

## Submission and return of work

**INITIAL drafts for tutor feedback** of assignments 1-Proposal, 2-Critical Review, and 3-Research Paper **must be submitted electronically via Blackboard prior to the start of your workshops on the due dates noted, with paper copies brought to class that day.**

**REVISED drafts for peer response** of assignments 1-Proposal, 2-Critical Review, and 3-Research Paper are **due on paper at the start of your workshops on the due dates noted.**

**FINAL versions of all assignments (1, 2, 3 & 4) must be submitted electronically to Turnitin through Blackboard prior to the start of your workshops on the due dates noted, with paper copies brought to class that day. Any assignments submitted to Blackboard after the start of class will be considered late.**

Assessments will generally be returned in class or via Blackboard/email the week following assignment deadlines. If you desire your assignments 3-Research Paper and 4-Reflection returned to you following marking, please provide a stamped, self-addressed envelope to your tutor in workshop the final teaching week (2-5 June 2015). If you are unable to submit the paper copies in workshop on their due dates, then you should submit those to the drop box next to the Von Zedlitz 210 as soon as possible or make alternative arrangements with your tutor.

## Extensions and penalties

### Extensions

Except in the case of medically documented illness or injury, extensions should be requested in advance of assignment deadlines. Tutors may grant extensions of up to 72 hours; the course coordinator must approve extensions longer than 72 hours.

### Penalties

Late work: Assignments handed in after the due dates will earn no credit unless accompanied by a medical certificate or other evidence of exceptional circumstances. If you require an extension for good reasons, ask your tutor or the course coordinator ahead of the deadline for handing in the assignment.

Assignment length: Submissions of less than 75% of the word count for each task will earn no credit (for example, an Assignment 1 submission of 400 words for that approximately 600 word task earns no points). For submissions of more than 25% over the word count, assessment will cease at that point (for example, an Assignment 1 submission of 1,000 words for that approximately 600 word task will not be evaluated past the first 750 words). The assignment title and the Bibliography or References section are not included as part of the final word count.

### 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](http://www.vicbooks.co.nz)

## Recommended reading and resources

Supplementary resources linked in Blackboard.

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

Peck, J., & Coyle, M. (1999). *The Student's Guide to Writing*. Basingstoke: Palgrave.

Mounsey, C. (2002). *Essays and Dissertations*, Oxford: Oxford University Press.

Hughes, J., & 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), in print or online.

## Class representative

Class representatives provide a useful way to communicate feedback to the teaching staff during the course. Class representatives will be selected at the first week of workshops for 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

Enhancements made to this course, based on the feedback of previous students, will be covered during the course. Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

## Other important information

For WRIT101, students are encouraged to take advantage of the resources available via the Purdue Online Writing Lab (OWL) for further guidance and examples regarding citing research sources and common issues with English grammar and punctuation usage:

- For APA citations: <https://owl.english.purdue.edu/owl/resource/560/1>
- For MLA citations: <https://owl.english.purdue.edu/owl/resource/747/1>
- Re: grammar tips: <https://owl.english.purdue.edu/owl/section/1/5>
- Re: comma usage: <https://owl.english.purdue.edu/owl/resource/607/1>
- Re: other punctuation: <https://owl.english.purdue.edu/owl/section/1/6>

Students in their first year of university studies or who anticipate further academic writing tasks are strongly encouraged to learn how to use research citation software, e.g. Zotero or Endnote. Victoria University library offers free instruction in both of these tools. For further information, please see:

- Zotero (free and open-source software): <https://www.zotero.org>
- Endnote (Vic-licensed commercial software): <http://victoria.ac.nz.libguides.com/endnote>
- Victoria Zotero and Endnote training: <http://library.victoria.ac.nz/library-v2/research-and-study-help/endnote-and-zotero-training>

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/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Aegrotats: [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)
- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- Resolving academic issues: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Special passes: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Student Contract: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)