VICTORIA
UNIVERSITY OF WELLINGTON

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

WRITING PROGRAMME
WRIT 101 WRITING ENGLISH
20 POINTS

TRIMESTER 2 2015

Important dates

Trimester dates: 13 July to 15 November 2015
Teaching dates: 13 July to 16 October 2015
Mid-trimester break: 24 August to 6 September 2015
Last assessment item due: 27th October 2015

Withdrawal dates: Refer to 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.

Class times and locations

CRN11334 Monday 9am – 11.50am in KK105
CRN 2071 Tuesday 9am – 11.50am in MY301
CRN15113 Tuesday 9am – 11.50am in EA201
CRN19710 Tuesday 1.10pm – 4pm in OK301
CRN 19711 Wednesday 9am – 11.50am in MY103
CRN19714 Wednesday 9am – 11.50am in MY806
CRN15118 Wednesday 1.10pm – 4pm in KK105
CRN15115 Thursday 9am – 11.50am in KK105
CRN8787 Thursday 9am – 11.50am in OK301
CRN15114 Thursday 12pm – 2.50pm in VZ710
CRN19716 Thursday 12pm – 2.50pm in KK203
CRN19717 Monday 9am – 11.50am in EA201

Names and contact details

WRIT101 Course Coordinator
Dr Derek Wallace
Office: Von Zedlitz 319
Email: Derek.Wallace@vuw.ac.nz
Phone: 04 463 5630
Office Hours: Monday 12 – 2pm

WRIT101 Course Administrator
Matthew Vink
Office: Von Zedlitz 210
Email: Matthew.Vink@vuw.ac.nz
Phone: 04 463 5255
Office Hours: Monday – Friday 9am – 4.15pm

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 skills 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. Select one of the available options from the workshop times listed above.

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

(a) Submission of drafts

In addition to submitting final drafts of assignments for assessment, students are required to complete and submit drafts for tutor review and peer response by the due dates. The reason for this requirement is that instruction and practice in the process of writing is as important in the method of teaching for this course as the final product and is vital for achieving the first three course learning objectives. This requirement is subject to the provisions for late submission of work outlined further on in this outline.

(b) Attendance

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

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

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 preparing the short pieces of reflection that accompany the three assignments and that are graded separately.

Assessment

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**
1	**Proposal**	700 words	25%	1, 2, 3, 4	Week 3 Aug	Week of 17 Aug	Week of 7 Sep
	Reflection	250 words	5%	2	–	–	As above
2	**Critical Review**	700 words	25%	1, 2, 3, 4	Week of 17 Aug	Week of 14 Sep	Week of 21 Sep
	Reflection	250 words	5%	2	–	–	As above
3	**Research paper**	1,500 words	30%	1, 2, 3, 4	Week of 28 Sep	Week of 5 Oct	27 Oct
	Reflection	500 words	10%	2	–	–	As above

Exact dates of submission for all drafts, except the final version of assignment 3, will be provided by your tutor to fit with the time of the week that each class is held.

Peer response tasks are designed to provide additional, formative feedback on your writing; they are not assessments.

Except for the short reflection pieces that accompany the final version of each assignment, you will develop these texts gradually over multiple weeks in response to feedback. In the case of the three main assignments, only the final revision will be graded.

Submission and return of work

INITIAL drafts for <u>tutor feedback</u> 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 <u>peer response</u> 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) 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 assignment 3-Research Paper returned to you following marking, please provide a stamped, self-addressed envelope to your tutor in workshop the final teaching week (12 – 16 October 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 due date.

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 425 words for that approximately 700 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 700 word task will not be evaluated past the first 875 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: www.vicbooks.co.nz.
NB: These notes are hole-punched, so please purchase a ring binder to hold them. If you don't have one, slim binders are available at vicbooks.

Recommended reading

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

Peck, J., & Coyle, M. (1999). *The Students 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).

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.

The inclusion of three separate reflection pieces is a change introduced for the first time this trimester, in part as a response to student feedback that the single piece of reflection previously required was not substantial enough to justify the 20% of the overall grade allocated to it.

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
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progess (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: 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
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz