Key dates

Trimester dates: 29 February to 29 June 2016

Teaching dates: 29 February to 5 June 2016

Easter break: 24–30 March 2016

Mid-trimester break: 25 April to 1 May 2016

Last assessment item due: 10 June 2016

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds.

If you cannot complete an assignment or sit a test in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to www.victoria.ac.nz/students/study/exams/aegrotats).

Class times and locations

Writ101 students enrol in <u>one</u> of the following streams, and attend three hours of workshop each week as part of that stream:

CRN 19702 Monday 9am – 10:50am, Thursday 9am – 9:50am in Murphy (MY) 806

CRN 19706 Monday 1:10pm – 3pm, Wednesday 1:10pm – 2pm in Von Zedlitz (VZ) 515

CRN 19704 Tuesday 10am – 11:50am, Friday 10am – 10:50am in Murphy (MY) 806

CRN 15108 Tuesday 2:10pm – 5pm in Kelburn Parade (KP) 14/101

CRN 15109 Tuesday 2:10pm – 5pm in Kelburn Parade (KP) 24/103

CRN 15110 Wednesday 9am – 11:50am in Murphy (MY) 107

CRN 15111 Wednesday 9am – 11:50am in Murphy (MY) 806

CRN 15112 Friday 12pm – 2:50pm in Murphy (MY) 806

CRN 15117 Friday 12pm – 2:50pm in Rankine Brown (RB) 007

Names and contact details

WRIT101 Course Coordinator

Dr Keith Comer

Office: Von Zedlitz 307

Email: Keith.Comer@vuw.ac.nz

Phone: 463 5629

Office Hours: Friday 9:30-11:00 and by appointment

WRIT101 Course Administrator

Matthew Vink

Office: Von Zedlitz 210

Email: Matthew.Vink@vuw.ac.nz

Phone: 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 develops the academic skills of students from all university disciplines. Students practise techniques for generating research questions and for drafting and revising essays and reports, based on individual feedback from tutor and peers, prior to assessment. Research and referencing abilities are taught to help writers meet the expectations of university audiences.

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 noted. The reason for this requirement is that instruction and practice in the <u>process</u> 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 below.

(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 <u>prior</u> 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 on-going 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**	750 words	25%	1, 2, 3, 4	*Week beginning 21 March	*Week beginning 11 Apri	*Week beginning 18 April
	Reflection	250 words	5%	2	-	-	As above
2	**Critical Review**	750 words	25%	1, 2, 3, 4	*Week beginning 11 April	*Week beginning 2 May	*Week beginning 9 May
	Reflection	250 words	5%	2	-	-	As above
3	**Research paper**	1,500 words	30%	1, 2, 3, 4	*Week beginning 16 May	*Week beginning 30 May	*Tuesday 10 June
	Reflection	500 words	10%	2	-	-	As above

*NOTE: 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 to Turnitin 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 with your final submission. 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 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 <u>ahead</u> of the due date.

Assignment length: Submissions of less than 80% of the word count for each task will earn no credit (for example, an Assignment 1 submission of 450 words for that approximately 750 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 750 word task will not be evaluated past the first 850 words). Neither the assignment title nor 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

The inclusion of three separate reflection pieces was a change introduced for the first time in trimester 2 2015, 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.

Student feedback on University courses may be found at 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
- 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
- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- 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
- Subject Librarians: http://library.victoria.ac.nz/library-v2/find-your-subject-librarian
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- 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