

Victoria University of Wellington

**Victoria**

UNIVERSITY OF WELLINGTON

*Te Whare Wānanga  
o te Ūpoko o te Ika a Māui*



**School of Linguistics and Applied Language Studies  
Course Outline**

**WRIT 101: Writing English  
2006 – Trimester 3**

**Course co-ordinator:**

Dr Sky Marsen  
*Office:* Von Zedlitz 318  
*Phone:* 463 5629  
*E-mail:* [sky.marsen@vuw.ac.nz](mailto:sky.marsen@vuw.ac.nz)

**Tutors:** Tutors' names will be posted on Blackboard with the class lists. Your tutor will give you his/her contact details and office hours in the first class

**LALS main office:**

Von Zedlitz (VZ) 210

**LALS WRIT 101 administrator:**

Vivien Trott, VZ 210, ext. 8386

**Web contact:**

[www.blackboard.vuw.ac.nz](http://www.blackboard.vuw.ac.nz)

All course notices, including this outline, will be posted on Blackboard.

**WRIT 101 noticeboard for course information:**

VZ Level 2 opposite VZ 207 and 208

## Class times and rooms

**Workshops:** Six hours of workshops per week. Class lists, times and rooms will be posted on Blackboard and on the noticeboard by 12.00 pm Friday 1 December (see above for URL). **Workshops are compulsory** (see Mandatory Course Requirements) and begin on 4 December.

**Lecture:** James Duncan, reference librarian, will deliver one lecture on how to conduct research using the library resources. The lecture will be held Monday 18 December at Kirk 301, 1.00-2.00 pm. **All students are strongly advised to attend this very useful lecture.**

## Course aims and objectives

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 in any situation. The course will provide you with a framework for fully contextualizing every writing occasion you encounter. You will also learn to revise your own writing and respond to the writing of others.

Specifically the course should enable you 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.

## Course texts

**Prescribed:** WRIT 101 Resource Book (purchased from Student Notes)

**Very Highly Recommended:** Peck, J. and Coyle, M. (1999). The student's guide to writing. Basingstoke: Palgrave.

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

A good dictionary and thesaurus (such as Oxford, Collins or Macquarie)

**Useful Supplementary Text:** Kane, T. (1988). New Oxford guide to writing. Oxford University Press.

Recommended texts are available from Victoria University Bookshop.

## **Mandatory Course Requirements**

In order to qualify for grade assessment at the end of the course, you should:

- 1 Submit the first THREE major assignments (Explanation, Persuasion, and Inquiry) **by their due dates**;
- 2 Submit both a draft and a final copy of each assignment;
- 3 Attend at least 90% of workshops. **If you miss more than 6 hours of workshops without permission due to exceptional circumstances, you may fail the course.**

## **Final assessment**

WRIT 101 has no exam. Your final assessment will be based on the following:

Explanation	25%
Persuasion	25%
Inquiry	40%
Reflection	10%

With the exception of the reflective text, you will develop these texts gradually through peer and tutor response followed by revision. You will get a grade for the final revision you submit.

## **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.

In order to pass the course, it will be necessary to demonstrate a basic competence in all three areas.

## Workload

It is difficult to estimate the time you will spend on your assignments, since individuals vary in their writing processes and speeds. Generally, you should allow 6-8 hours' preparation each week outside class.

## Grading

At the end of the course, you will be given a university grade (A to E). In rating your performance, tutors will consider your performance in terms of these criteria:

**Excellent (A+, A, A-):** Independent learning taking place with some consistency to an exceptionally high standard of proficiency. Submitted writing is exceptional: it has something of substance to say and says it with some originality, clarity, purpose and voice; 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; there is thoughtful engagement with other students, both orally and in written responses; and there is clear evidence of an emerging professionalism in relation to own and others' writing.

**Very good (B+, B):** Evidence of independent learning to a high standard of proficiency. Submitted writing is of a high standard: convincing in style and presentation, clearly and consistently achieving "competency" in substance and clarity, though not to an exceptional degree; evident commitment and thought in peer response work; some attempt to try different strategies and reflect on these.

**Good (B-, C+):** Some evidence of competent proficiency, without being exceptional in any way. Conscientious completion of tasks; writing is reasonably competent and clear, but without significant substance or originality; it may be pedestrian, or inconsistent. Independent learning is not markedly obvious. Revision is largely superficial.

**Satisfactory (C):** A minimally acceptable level of proficiency. Work may be flawed, 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. A Fail in WRIT 101 is intended to signal to the University that the student is unlikely to succeed in university studies without undertaking remedial work in writing and study skills.

**Incompletion (Q)** Failure to complete the mandatory course requirements.

### 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

## ASSIGNMENT DATES

	<b>Final due week beginning</b>
Assignment 1 (Explanation) (about 800 words)	11 December
Assignment 2 (Persuasion) (about 800 words)	15 January
Assignment 3 (Research Inquiry) (1200 - 1500 words)	2 February
Assignment 4 (Reflection) (about 700 words)	2 February

**Note**

**For late assignments you will be penalised by 2% for each day that you are late (including weekends). Unless you have made special arrangements with your tutor, an assignment will not be marked if submitted one week after the deadline.**

### **Return of Final Assignments**

Please enclose a stamped addressed envelope with your final research and reflection pieces if you wish them to be returned to you. As you will be handing them in after workshops finish you should bring them to LALS reception (see first page of this outline for details), or make suitable arrangements with your tutor.

### **General University policies and statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

### **Student and staff conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

[www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)

The Policy on Staff Conduct can be found on the VUW website at:

[www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct)

### **Academic grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

[www.vuw.ac.nz/policy/academicgrievances](http://www.vuw.ac.nz/policy/academicgrievances)

### **Academic integrity and plagiarism**

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

[www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html)

### **Students with Impairments** (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your

ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

Telephone: 463-6070

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

The School's Disability Liaison Person for 2006 is Dr Dianne Bardsley, ext 5644, email [Dianne.Bardsley@vuw.ac.nz](mailto:Dianne.Bardsley@vuw.ac.nz).

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is available to provide a variety of support and services. Find out more at:

[www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/)

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.