



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES (LALS)

WRITING PROGRAMME WRIT 101: WRITING ENGLISH 20 POINTS

TRIMESTER 2 2014

Important dates

Trimester dates: 14 July to 16 November 2014

Teaching dates: 14 July to 17 October 2014

Mid-trimester break: 25 August to 7 September 2014

Last assessment item due: 28 October 2014

Study week: 20–24 October 2014

Examination/Assessment Period: 24 October to 15 November 2014

WRIT101 has no final examination.

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

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

Workshop CRN 2071	Wednesdays	14:10-17:00	Murphy MY403
Workshop CRN 8787	Thursdays	14:10-17:00	Murphy MY401
Workshop CRN 11334	Mondays	9:00-11:50	Murphy MY107
Workshop CRN 15113	Mondays	13:10-16:00	New Kirk 107
Workshop CRN 15114	Mondays	9:00-11:50	Murphy MY303
Workshop CRN 15115	Mondays	13:10-16:00	Murphy MY403
Workshop CRN 15118	Thursdays	14:10-17:00	20 KelPde Kate Edger Hs KP20101
Workshop CRN 19710	Tuesdays	9:00-11:50	Murphy MY107
Workshop CRN 19711	Tuesdays	13:10-16:00	New Kirk 104
Workshop CRN 19714	Tuesdays	13:10-16:00	Murphy MY303
Workshop CRN 19716	Wednesdays	9:00-11:50	Von Zedlitz VZ101
Workshop CRN 19717	Wednesdays	9:00-11:50	Murphy MY107

*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

Phone: 04 463 5629

Office Hours: 12:30-13:45 Wednesdays and
by appointment

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, 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.

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 WRIT101 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, WRIT101 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
1 – Proposal	Approx. 600 words	25%	1, 3, 4	week of 4 Aug*	week of 18 Aug*	week of 8 Sep*
2 – Critical Review	Approx. 600 words	25%	1, 3, 4	week of 18 Aug*	week of 15 Sep*	week of 22 Sep*
3 – Research Paper	Approx. 1,600 words	30%	1, 3, 4	week of 29 Sep*	week of 13 Oct*	28 Oct
4 – Reflection	Approx. 750 words	20%	2	N/A	N/A	17 Oct

*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.

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 (13-17 October 2014). 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

Recommended reading and resources

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).

Student feedback

The WRIT101 curriculum was revised during 2013. Enhancements made to this course, based on the feedback of previous students, will be covered in workshop. Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

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:

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 encouraged to learn how to use research citation software, e.g. Zotero or Endnote:

- 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-progress (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