



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

WRITING PROGRAMME

WRIT 251 ACADEMIC WRITING IN ENGLISH AS A SECOND LANGUAGE 20POINTS

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: 16 October 2014

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

Tutorials/Workshops: Three (3) hours per week

CRN17019	Tuesday 3.10pm – 5pm Thursday 3.10 – 4pm	OK 524
CRN17023	Tuesday 3.10pm – 5pm Thursday 3.10 – 4pm	MY107
CRN19732	Tuesday 3.10pm – 5pm Thursday 3.10 – 4pm	KP24 202

You are expected to attend all your workshop sessions. If for any reason you are unable to attend a session, you should explain your absence to your tutor. **Note that there is an attendance requirement for the workshops** (see the **Mandatory Course Requirements**).

N.B. It is important that you are able to attend **all three hours** listed for your workshop group.

Names and contact details

Course Coordinator

Dr Stuart Webb

Office: VZ412

Phone: 463 9779

Office hours: By Appointment

Email: Stuart.Webb@vuw.ac.nz

Course Administrator

Dayna Taramai

Office: VZ210

Phone: 463 5255

Office hours: Monday – Friday 9am – 4.15pm

Email: Dayna.Taramai@vuw.ac.nz

Tutors:

Tutors' names, rooms and office hours will be posted on Blackboard once workshop groups have been established.

Communication of additional information

Course information will be announced in workshops and/or on Blackboard.

Prescription

The course aims to help non-English speaking background students develop an awareness of effective writing in academic contexts. It does this by presenting stages of the writing process and the skills relevant to each stage, by presenting and practising strategies for successful completion of university essays.

Course content

Week	Topic	Task
1	Introduction to the course. The writing process	None
2	Purpose: Fulfilling the requirements of an academic essay	Bibliographies
3	Incorporating sources into the text: references, quotations and the reference section	Assignment outline, Assignment 2 question
4	Accuracy in writing	Draft 1
5	Making your argument flow	Draft 2
6	Voice and audience	Assignment 1 due
7	Revising, editing, and using feedback	Assignment outline
8	Writing summaries and the QUEST approach to writing critical evaluations	Summaries
9	Writing summaries and critical evaluations part 2	Critical evaluations
10	Incorporating tables and figures into the text	Draft 1
11	Academic essay structure	Draft 2
12	Writing under time constraints in tests and examinations	Assignment 2 due

Course learning objectives (CLOs)

Students who pass this course should be able to:

- a) solve some of the problems faced when writing and reading in a second language
- b) demonstrate increased richness and accuracy of their English when expressing complex ideas
- c) demonstrate strategies for writing and reading texts effectively
- d) demonstrate awareness of discourse features of academic essays and reports
- e) demonstrate awareness of the discourse features of written critical evaluations
- f) demonstrate strategies for successful completion of university essays

Teaching format

The course is delivered in workshops over 12 weeks. Each week there are three hours of workshops which students must attend. You are expected to have completed relevant readings prior to class as well as any required tasks, and to participate in discussions and group work in the workshops. The workshops provide an opportunity to clarify your understanding of the writing process and to work on a range of tasks aimed at practising and refining writing and reading skills. A regular feature of workshop tasks will be your preparation of drafts of written text and critical evaluations on which your tutor and peers will provide feedback. **You must attend a minimum of 30 hours of workshops.** You should only miss workshops for strong reasons such as illness or bereavement.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

- 1) Attend a minimum of 30 hours of workshops.
- 2) Submit all assessment and complete all of the weekly tasks.

Workload

In line with faculty workload guidelines, you are expected to spend 13 hours per week (including 3 hours of class time) and 200 hours overall working on WRIT 251, in order to maintain satisfactory progress. Work outside of class time will involve reading, and working on tasks and assignments.

Assessment

WRIT 251 is an in-term assessed course. There is no exam. The final grade will be based on:

Assessment	Length	%	Due Date & Time	CLO
Assignment 1	1000-1200 words	30%	21 Aug. in class	a, b, c, d, e, f
Assignment 2	1600 words	34%	16 Oct. in class	a, b, c, d, e, f
Weekly tasks		36%	in class on Tuesdays	a, b, c, d, e, f

Assignment 1

You will be guided through a process approach to writing the assignment. The process includes pre-writing tasks, drafting, revising, and editing. This will involve discussing your writing with members of your workshop group, and giving each other feedback on writing drafts. The process also includes integrating reading from different sources, and using appropriate referencing conventions. Marking criteria will be provided in class.

Assignment 2

The final assessment task is a disciplinary specific report worth 34% of your final grade. This provides you with the opportunity to focus on academic writing in an area which relates to your coursework. You and your tutor will negotiate a topic for your report based on a question, which

you provide that is related to your academic discipline. It is important to note that your report will be assessed on the quality of the writing rather than the content of your report because tutors are unable to accurately assess the content of so many different areas. Marking criteria will be provided in class.

Weekly Tasks

In this course, you will go through the stages of writing academic essays. The tasks are designed to workshop this project at various stages, so you can receive feedback from your classmates and from me as you develop your writing. 36% of your grade will be based on timely completion of workshop tasks, as noted above in the course content. This entails submitting workshop tasks in class on the relevant class day when necessary. You will receive instructions on what/how to submit from week to week. For the workshops to be successful, people need to submit their tasks and comment on others' tasks in a timely manner. Late submissions will not be accepted.

Marking criteria will be provided in class.

Submission and return of work

All student assignments are to be submitted in hard copy form during class and electronically through Blackboard. All assignments will automatically be submitted to Turnitin to check for plagiarism. If you are unable to submit the hardcopy in class, then it should be submitted in the dropbox on the second floor of the von Zedlitz building. It is situated on the wall of the School office, which is VZ210. Feedback will be given to students via Blackboard.

Extensions and penalties

Extensions

No specific penalty will be imposed if you obtain permission to submit the assignment after the deadline. If you find that you need an extension, you **must** get explicit permission from the course coordinator before the due date. Extensions will only be granted when the assignment is not completed due to unforeseeable circumstances such as illness or family emergencies.

Penalties

The assignments must be submitted by the due date. If you require an extension for good reasons, ask the course coordinator ahead of the date for handing in the assignment. Assignments handed in after the due date must be accompanied by a medical certificate or other evidence of exceptional circumstances. *Only assignments carrying a cover-sheet signed by the course coordinator have a valid extension permitted to them.* Unless you have a valid extension granted for your assignment, the following penalties will apply:

- One grade less (5%) per working day and without expectations that comments be provided for late assignments.
- After one week, no mark, but the assignment can still count for mandatory course requirements if submitted by the end of term.

You must ensure that your assignments meet the word limit requirements. If your written work is over 10% in excess of the word limit, it will only be assessed to the maximum word length noted in the guidelines.

Plagiarism is not acceptable in assessed work, and will be penalised. The penalty will depend on the severity of the plagiarism. Assignments which are plagiarised will not receive a grade and cannot be resubmitted.

Materials and equipment and/or additional expenses

You need to take responsibility for working on your grammatical weaknesses by using practice materials available on websites or in the Victoria Language Learning Centre. Your tutor will help you identify your weaknesses.

Language Learning Centre

You are encouraged to make use of the University's Language Learning Centre (Floor 0, von Zedlitz). Most of the books listed on page 6, and a number of additional resources and texts relating to second language writing, including grammar, spelling and punctuation, are available in the Self-Access Centre (VZ007). The Centre also has a wide range of listening materials in general and academic English.

Websites

There are a large number of useful websites which can help you with your grammar; many of these include quizzes which you can use to test your knowledge of grammar. Try visiting some of the following:

"Online Resources for Writers" (<http://webster.commnet.edu/writing/writing.htm>)

"The Purdue University On-Line Writing Lab (OWL)"

(<http://owl.english.purdue.edu/>) "Sentence Sense"

(<http://webster.commnet.edu/sensen/>)

"My Words" (<http://mywords.ust.hk/>)

A site that can help you with study skills is: www.skills4study.com

Set texts

There is no set text for this course but there are books on academic writing that are a useful reference (see recommended readings below). There are handouts and readings for topics and these will be available on Blackboard under course materials. Copies will also be available in class.

Recommended reading

(Note: Most of the following books are on 3-day loan in the VUW Library. You should also check under Course Reserve on the Library website.)

Braine, G. (1996). *Writing from sources: a guide for ESL students*. Mountain View, California: Mayfield.

Clanchy, J. & Ballard, B. (1991). *Essay writing for students*. (2nd ed.). Melbourne: Longman Cheshire.

Coxhead, A. (1998). *An academic word list*. Wellington: School of LALS, Victoria University of Wellington.

Gardner, P.S. (2005). *New Directions: Reading, Writing, and Critical Thinking*. Cambridge: Cambridge University Press.

McCarthy, M. & O'Dell, F. (2002). *English vocabulary in use (Advanced)*. Cambridge: Cambridge University Press.

Murphy, R. (1985). *English grammar in use*. Cambridge: Cambridge University Press.

Raimes, A. (1992). *Exploring through writing: A process approach to ESL composition*. New York: St Martins Press.

Rountree, K. (1991). *Writing for success: a practical guide for New Zealand students*. Auckland: Longman Paul.

Sinclair, J. (ed.) (1995). *Collins Cobuild English Dictionary*. London: Collins.

Swan, M. (1995). *Practical English usage*. (2nd ed.). Oxford: Oxford University Press.

Wilhoit, S. (1997). *A brief guide to writing from readings*. Needham Heights, MA: Allyn and Bacon.

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

Enhancements made to the 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.

Other important information

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