



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES (LALS)

WRITING PROGRAMME WRIT 101: WRITING ENGLISH 20 POINTS

TRIMESTER 1 2014

Important dates

Trimester dates: 3 March to 2 July 2014

Teaching dates: 3 March to 6 June 2014

Easter/Mid-trimester break: 18 April to 4 May 2014

Last assessment item due: 16 June 2014

Study week: 9 – 13 June 2014

Examination/Assessment Period: WRIT 101 has no examination.

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Class times and locations

Workshop CRN 4690	Thursdays	9:00-11:50	Murphy MY108
Workshop CRN 8786	Thursdays	9:00-11:50	Murphy MY404
Workshop CRN 15108	Mondays	13:10-16:00	Murphy MY403
Workshop CRN 15109	Mondays	09:00-11:50	Murphy MY107
Workshop CRN 15110	Mondays	09:00-11:50	Murphy MY403
Workshop CRN 15111	Tuesdays	09:00-11:50	Von Zedlitz VZ101
Workshop CRN 15117	Tuesdays	14:10-17:00	24 Kelburn Pde KP24202
Workshop CRN 19702	Tuesdays	14:10-17:00	Murphy MY107
Workshop CRN 19703	Wednesdays	09:00-11:50	Murphy MY403
Workshop CRN 19704	Thursdays	14:10-17:00	20 Kelburn Pde (Kate Edger Hs) KP20101
Workshop CRN 19705	Wednesdays	14:10-17:00	20 Kelburn Pde (Kate Edger Hs) KP20101
Workshop CRN 19706	Wednesdays	09:00-11:50	Murphy MY303
Workshop CRN 19707	Mondays	13:10-16:00	Murphy MY107
Workshop CRN 19708	Thursdays	09:00-11:50	Murphy MY403

Names and contact details

Course Coordinator

Dr Keith Comer
Office: Von Zedlitz 307
Email: Keith.Comer@vuw.ac.nz
Phone: 04 463 5629
Office Hours: 13:00-14:50 Wednesdays

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. Some writing activities may be conducted online via Blackboard assignment tasks or discussion forums.

Regular and on-going class participation and engagement with fellow students are important aspects of the workshop approach. Students are therefore expected to attend ALL workshop meetings unless prevented by illness, injury, bereavement, or some other circumstance that the course coordinator agrees is exceptional.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must submit all assignments (1-Proposal, 2-Critical Review, 3-Research Paper, and 4-Reflection) by their respective due dates, including drafts and revisions as required.

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 final assessments are due. Overall, you should schedule 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

WRIT 101 has no examination. Your final assessment will be based on the completion of the following writing assignments:

Assessment items	Approximate length	%	CLO(s)	Due date
1 Proposal	Approximately 600 words	25%	1, 3, 4	Week beginning 14 April*
2 Critical Review	Approximately 600 words	25%	1, 3, 4	Week beginning 12 May*
3 Research Paper	Approximately 1,500 words	30%	1, 3, 4	16 June 2014
4 Reflection	Approximately 600 words	20%	2	6 June 2014

*Exact dates of submission for final (graded) versions of Assignments 1 and 2 will be given to each class by the tutors and depend upon the day/time of each CRN workshop.

Marking criteria for all assessment items are individually specified in your course textbook and addressed during workshops.

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. **It is imperative that all assignments be both original and written specifically for WRIT 101. Using an essay submitted in another course is not acceptable, though you may draw on content from another course.**

Submission and return of work

Draft versions of assignments 1-Proposal, 2-Critical Review, and 3-Research Paper should be submitted in hard copy form **in class**. This applies to separate drafts for both instructor and peer response due dates (as outlined below). Initial draft versions of assignments 1-Proposal, 2-Critical Review, and 3-Research Paper will also be submitted via Blackboard (click on *Assignments* in the Blackboard site menu).

Final versions of assignments 1-Proposal and 2-Critical Review should be submitted in hard copy **in class**. If you are unable to submit the hard copies in workshop on their respective due dates, then you should submit those to the drop box next to the Von Zedlitz 210 door by the end of day in which they are due (before 4:30 pm). These two assignments with assessments will be returned in class or online via Blackboard or email.

Final drafts for all assignments (1, 2, 3 & 4) must be submitted electronically to Turnitin through Blackboard by 5 pm on the assignment due dates. If you want your assignments 3-Research Paper and 4-Reflection returned to you following marking, please enclose a stamped, self-addressed envelope to your workshop instructor in class during the final teaching week (2-6 June 2014).

To summarise, 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	Initial Draft for Tutor Feedback	Revised draft for Peer Response	Final draft for Assessment
1-Proposal	week of 24 March*	week of 7 April*	week of 14 April*
2-Critical Review	week of 7 April*	week of 5 May*	week of 12 May*
3-Research Paper	week of 19 May*	week of 2 June*	16 June
4-Reflection	N/A	N/A	6 June

*Exact dates of submission will be specified for each class by the tutors and depend upon the day/time of each CRN workshop.

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 48 hours; the course coordinator must approve extensions longer than 48 hours.

Penalties

Late work: Assignments submitted late without permission are penalised by 2% per late day, including weekends. An assignment that is more than two calendar weeks (14 days) late without an extension by the course coordinator will be refused a grade.

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 Bibliography or References section for any assignment is not included in the 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.

Kane, T. (1988). *New Oxford Guide to Writing*. 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).

(All texts are available from Vicbooks.)

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 workshop of the course. Students may like to write the Class Rep's name and contact information in this box:

Class Rep name and contact details:

Student feedback

The WRIT101 curriculum was revised during 2013. Student feedback on the current approach will be elicited during trimester 1. 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/resources/subjectcontacts.html>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- VUWSA: www.vuwsa.org.nz