

APPLIED LANGUAGE STUDIES AND LINGUISTICS

ACADENG 210 WRITING RESEARCH REPORTS (15.0 points)

SECOND SEMESTER 2016

Prerequisites

ACADENG 100 or ACADENG 101 or approval of Academic Head or nominee

Restrictions

ACADENG 210. This course is available only to students who speak English as an additional language.

Names and contact

Course Convenor: John Tomlins

Other teaching staff: None

Class times and locations

There are two streams for Second Semester. There are two, two hour classes a week.

Stream 41987 Mondays and Tuesdays, 9.00am – 11.00am, Arts 1 Building, Room 216

Stream 41834 Thursdays and Fridays, 9.00am – 11.00am, Building 119, Room G25

Learning resources

A course book is provided. Enrolled students can collect a copy from 3rd Floor, Arts Assignment Centre, Arts 1 Building. You will also be given supplementary material at various times throughout the course. All learning resources should be brought to all classes as these will be used extensively in class. No readings are required for this course.

Learning and teaching

ACADENG 210 is a task-based course and so does not follow a lecture / tutorial format. During the course you will be given a variety of tasks to complete to help you to develop report writing skills and strategies. These tasks are essential in developing high quality research report writing. Students are also expected to give and receive feedback on the written performance of their peers as an important learning strategy for improving **their own** writing skills and strategies.

Expectations of students

It is expected that this course will require **10 hours per week**. This includes preparation for class, attending classes and completing assignments. This is essential if you wish to make good progress with your writing and language skills.

Course description

ACADENG 210 Writing Research Reports aims to develop skills needed for writing research and laboratory reports. It covers key stages in writing a standard report and the language patterns associated with each of these stages. Course components include writing a literature review, methodology, results and discussion sections of a report, dissertation or thesis. **Students of ACADENG 210 are requested to attend all scheduled classes and to actively participate in pair work, small groups and whole class activities in order to develop their academic writing skills. There is a very close connection between the skills that are developed in each class and what is assessed in the tests and assignments.**

Aims of the course

Learning aims

1. develop a critical understanding of the structure, rhetorical functions and common language patterns used in each stage of a research report.
2. become more proficient in writing sample research report text types in accurate English and in an appropriate style

Learning outcomes

At the end of the course the students should be able to:

1. understand the structure, discourse and common language patterns found in each stage of a research report
2. define research reports
3. understand qualitative and quantitative approaches to research
4. paraphrase and summarise sources for the various sections of a research report
5. integrate in-text citations accurately and smoothly into a research report
6. avoid plagiarism
7. write a research report in an appropriate academic style
8. write an appropriately organised research report introduction, method, results and discussion sections in accurate English
9. write reference lists and bibliographies in APA style

Weekly Teaching and Assessment Schedule (subject to minor changes)

Sessions	Content
Week 1	<p>Session 1: Course Overview, Assessment, Questionnaire and Writing Task Course Introduction: A Defining research reports</p> <p>Session 2: Course Introduction: A Defining research reports (cont.) B Qualitative and quantitative approaches</p>
Week 2	<p>Session 1: Research Report 1: Introduction: Stages of the introduction A Establishing the context / setting for the study B The review of literature - Introduction</p> <p>Session 2: B The review of literature - Options for citing texts B The review of literature - Quotations</p>
Week 3	<p>Session 1: Research Report 1: Introduction: B The review of literature – Paraphrasing (Writing workshop)</p> <p>Session 2: B The review of the literature – Summarising (Writing workshop)</p>
Week 4	<p>Session 1: Research Report 1: Introduction: B The review of the literature - Integrating sources</p> <p>Session 2: B The review of the literature - Avoiding plagiarism</p>
Week 5	<p>Session 1: Research Report 1: Introduction: C Establishing a gap D Purpose of the study E Value of the study F Outline of the structure of a report G Analysing an introduction / Sample assignment</p> <p>Session 2: Test 1: Paraphrase, Global Summary (Sentence and Paragraph), Plagiarism</p>
Week 6	<p>Session 1: Research Report 2: Methods: A Introduction B Parts of method section C Method section language</p> <p>Assignment 1: Writing an Introduction Section (Submission)</p> <p>Session 2: Research Report 2: Methods: D Analysing method section</p>
	Mid-semester break
Week 7	<p>Session 1: Research Report 2: Methods: E Writing method section (Writing workshop)</p> <p>Session 2: Research Report 3: Results: A Introduction B Presenting results</p>
Week 8	<p>Session 1: Research Report 3: Results: C Results section language</p> <p>Session 2: Results: D Analysing results</p>
Week 9	<p>Session 1: Research Report 3: Results: E Writing results - Data commentary (Writing workshop)</p> <p>Session 2: Test 2: Data commentaries</p>
Week 10	<p>Session 1: Research Report 4: Discussion: A Introduction / Discussion section language</p> <p>Session 2: Discussion: B Discussion section language / Analysing discussions</p>
Week 11	<p>Session 1: Research Report 4: Discussion: C Analysing discussions / Writing discussions</p> <p>Session 2: Research Report 4: Discussion: D Writing discussions</p>
Week 12	<p>Session 1: Language Focus: 1 Selection from Grammatical cohesion</p> <p>Session 2: Language Focus: 2 Writing good sentences Tasks 1-3 Language Focus: 3 Effective paragraphs Tasks 8-9</p> <p>Assignment 2: Writing a Method and Discussion Section (Submission)</p>

Assessment requirements

Coursework: 100%

Test 1: 25% Paraphrase, Global Summary (Sentence and Paragraph), Plagiarism

Test 2: 25% Data commentaries

Assignment 1: 25% Writing an Introduction Section

Assignment 2: 25% Writing a Method and Discussion Section

Assessment dates

Monday / Tuesday Class

Test 1: In class **Tuesday 16 August**

Assignment 1: Submit **Monday 22 August** 4.00pm 3rd Floor, Arts Assignment Centre, Arts 1 Building and CANVAS Turnitin

Test 2: In class **Tuesday 27 September**

Assignment 2: Submit **Monday 17 October** 4.00pm 3rd Floor, Arts Assignment Centre, Arts 1 Building and CANVAS Turnitin

Thursday / Friday Class

Test 1: In class **Friday 19 August**

Assignment 1: Submit **Thursday 25 August** 4.00pm 3rd Floor, Arts Assignment Centre, Arts 1 Building and CANVAS Turnitin

Test 2: In class **Friday 30 September**

Assignment 2: Submit **Thursday 20 October** 4.00pm 3rd Floor, Arts Assignment Centre, Arts 1 Building and CANVAS Turnitin

Assessment content

Test 1

The test is 1 hour and 45 minutes in length. It will cover the following aspects:

Acknowledgement of sources

Paraphrase

Sentence summary

Paragraph summary

Integration of sources

Test 2

The test is 1 hour and 45 minutes in length. It will cover the following aspects:

Data commentary using statistics

Data commentary using graphical information

Making claims

Assignment 1

Assignment 1 is writing an Introduction Section. This includes the setting, literature review, gap, value and purpose. The introduction will be between **750-1000 words** in length, excluding the reference list. A reading list will be provided.

Assignment 2

Assignment 2 is completing a Method section and writing a Discussion section. You will be provided with a partially complete research article; which includes the complete introduction, parts of the method section and a complete results section. You will complete the method section by filling in gaps in the text. The discussion will be between **600-1000 words** in length.

Learning Outcome	Test One	Assignment One	Test Two	Assignment Two
1		X	X	X
2		X	X	X
3		X	X	X
4	X	X		X
5	X	X		X
6	X	X		X
7		X	X	X
8		X	X	X
9		X	X	X

Marking criteria

Marking criteria will be provided with the assessments.

Submission of assignments

You need to generate your personal coversheet. There will be instructions on how to do this with the assignment. You should staple this to the front of your assignment. Then submit your assignment to **3rd Floor, Arts Assignment Centre, Arts 1 Building**

Submit an electronic copy of the assignment to **CANVAS Turnitin by 4.00 pm on the same day.**

Course Etiquette

- ♦ No eating in class
- ♦ All mobile phones must be switched off at all times
- ♦ Laptops and tablets can only be used for tasks set in class, otherwise they **MUST** be switched off and kept off desks and tables
- ♦ The lecturer will not normally reply to e-mails outside of office hours Monday to Friday (9am - 5pm)

University of Auckland regulations on cheating

“The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.”

CLL Assignments Policy: Extensions, Deadlines and Penalties

TIME MANAGEMENT

Time management is essential to academic success, and it is the responsibility of students to manage their time so all assignments can be submitted on or before the due dates.

HOW TO SEEK/ REQUEST/APPLY FOR AN EXTENSION

In *serious circumstances** beyond the student's control (see below), s/he may request an extension from the course convenor.

The request should...

- be made by email at least 2-3 days BEFORE the due date for the assignment
- provide an explanation of the circumstances
- be supported by a satisfactory medical certificate or other documentation

If an extension is granted, you will be given a new due date.

Only ONE extension can be granted to a student per assignment.

Only in extreme circumstances will late requests for extensions be considered.

*Serious circumstances means sudden illness (in the case of in-class tests etc.) or long-term illness (for essays etc. done over a week or more). It does NOT mean time management difficulties, wanting to go on holiday, relatives visiting from overseas, computer breakdowns, etc.

SUBMISSION OF ALL ASSIGNMENTS

Unless indicated otherwise by the Course Convenor, hard-copies of assignments should be posted in the appropriate assignment box on 3rd floor Arts 1 building before 4 pm on the due date. Assignment boxes are cleared at 4 pm and any assignment handed in after 4 pm will not be date-stamped till the next working-day. "Where submission is by electronic copy to Turnitin, the assignment should be uploaded to Turnitin before midnight on the due date. Penalties for lateness (see below) apply from midnight on the due date for Turnitin assignments, and from 4pm on the due date for assignments that do not use Turnitin.

The Reception Area is not open on Saturday or Sunday or during public holidays.

DEADLINES & PENALTIES FOR LATENESS

Any work submitted *after* the due date and *without* an extension form or permission in writing from the Course Convenor will be treated as overdue and **penalties will apply** (*see below*).

The mark given to an overdue assignment will be reduced by **up to 5 per cent of the total possible marks for that assignment for each day that it is late up to 5 days** (e.g. for an assignment marked out of 20, deduct 1 mark per day up to a total of 5 marks). Assignments which are due on Friday, or the day before a university holiday, but are not received until the next working day will be counted as TWO days late.

Overdue assignments that are submitted **more** than five days late will **not be marked**; nor will assignments be marked if submitted after the assignment has been marked and returned. Unmarked assignments will be held by the marker until the end of the semester, and in cases where the final grade for the student is borderline (D+), the marker may choose to award a minimal completion mark. **For this reason, it is better to hand in an assignment late than not at all.**

OUT-OF-CLASS ASSESSMENT (i.e. take-home essays/projects/assignments etc.)

When a staff member grants an extension they will set a *new due date*. The completed assignment must be submitted on or before the *new due date* **together with** the medical certificate and other documentation. **If an assignment is submitted after the new due date, penalties for lateness apply as above.**

IN CLASS TESTS, ELECTRONIC TESTS AND ORAL PRESENTATIONS

When serious circumstances (e.g. sudden serious illness or a car accident) cause a student to miss an in-class test/assessed presentations or electronic test it is expected that the student will notify the course convenor at the earliest possible opportunity, if possible *before* the scheduled test or presentation takes place. If the student or their representative makes no contact within five days of the scheduled test/presentation, they will be awarded a zero grade for that piece of assessment.

Extreme cases will be judged by the course Convenor on their own merits. Documentation may be required.

Plagiarism and Use of Information and Communications Technology

Students need to be aware of University regulations with regard to...

PLAGIARISM

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

Students may not translate work from another source without proper acknowledgment and referencing. The use of translation machines to translate and copy texts into the target language of an assignment constitutes academic dishonesty.

The penalties for plagiarism are severe and can range from gaining no marks for the assignment to disciplinary action under the terms of the Examination Regulations.

For further information and advice on University regulations and how to reference appropriately, see:

<https://www.auckland.ac.nz/en/about/teaching-learning/academic-integrity/tl-about-academic-integrity.html>.

This webpage provides links and information about various aspects of academic integrity: sources of information and advice (e.g. Referen@ite) as well as University regulations (the Student Academic Conduct Statute), and Turnitin.

All students entering the University are required to complete the **Academic Integrity Module**.

PHD coursework requirement

The Board of Graduate Studies may require the candidate to undertake coursework that is considered to be necessary for the successful completion of the programme of research. Such coursework must be completed as part of the provisional registration requirements, will not normally exceed 60 points in total and should either be at the postgraduate level or, in special cases, at undergraduate level. Candidates must normally pass any such research-related coursework at the grade of at least B+ or its equivalent, or any such undergraduate generic skill course at the grade of at least B or its equivalent.

Students with impairments

STUDENTS WITH IMPAIRMENTS are asked to discuss privately with the course convenor (face-to-face and/or by email) any impairment-related requirements regarding delivery of course content or course assessments. Please contact John (j.tomlins@auckland.ac.nz) as soon as possible if you have any impairment-related needs.

Academic English Studies Policy: Third Party Assistance

As you are being partly assessed on your understanding and use of the English language, you are not permitted to have assistance with writing or re-writing all or any part of your assessed work by third parties. Examples of “third parties” are: fellow students, friends, parents, Student Learning Services/ELE staff, and professional editing services. This applies for the duration of this course.

Course Facebook Page

If students in any course wish to set up a Facebook page for the course or to use any other form of ICT, they need to be aware that the University of Auckland Information and Communications Technology (ICT) Statute sets out rules governing use of any ICT hardware or software at or for University activities. It forbids using ICT “to store, display or communicate... files containing any text, image that is deceptive or misleading, is abusive or defamatory, contravenes anyone’s privacy... or that reproduces all or part of any work in breach of the Copyright Act 1994”. The Statute refers students to the relevant University Disciplinary Statute and the penalties that may apply. It can be found at: <https://policies.auckland.ac.nz/student-undergraduate.aspx>

DELNA services

If your academic English skills are keeping you from performing well in your courses, you should know that there is help available and that it will not cost you anything. DELNA is a free check of your academic English language skills. Your results will not exclude you from courses you are already enrolled in and will not appear on your official academic record. The process begins with a computer-based screening, which may reveal that you need to do a diagnosis. Do this as soon as you can. The diagnosis will give you a finer language profile of your listening, reading and writing skills. You will then be able to discuss these results with a friendly language adviser who will advise the best language enrichment for you on campus. This will put you on track to achieving better academic results!

Note: You only need to do the DELNA screening ONCE (NOT for each course). You will be emailed your results and your faculty will be informed that you have completed this assessment.

DELNA (Diagnostic English Language Needs Assessment)

Rooms 419, 421, and 425
ARTS, 1 Building 206
T. 3737599 x 88947 / 82427
delna@auckland.ac.nz
www.delna.auckland.ac.nz