The University of Auckland Logo

**Applied Language Studies and Linguistics**

Course Outline: Semester 1, 2018

ACADENG 101: aCADEMIC ENGLISH writing

Course Description

This course teaches the process of writing academic expository and argument essays. It begins with planning using brainstorming, mind mapping, listing and outlining. It then moves on to the structure of an essay, developing an introduction with a strong thesis statement, paragraphs (including topic sentences with logically developed supporting sentences) and conclusions. Linking expressions and cohesive devices develop fluency. Learning how to use the library to find appropriate academic sources, and then integrating and referencing them accurately in essays through summarising and quoting, helps students to avoid plagiarism. The features of argument academic essays are practised: argument, counterargument and refutation.

Goal of the Course

The aim of this course is to teach students how to write expository and argument essays appropriate for a university context.

Learning Outcomes

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

Plan an essay including brainstorming ideas and organising ideas in an outline

Write university-level expository and argument essays

Write effective sentences incorporated into well-developed paragraphs

Integrate source material into a referenced argument essay

Produce appropriate in-text references and a list of references according to APA style

Think more critically about their writing including what they write and how they write at tertiary level

Content Outline

Week 1: Course introduction

Week 2: Planning an essay including brainstorming and organising:

Week 3: Writing an expository essay

Week 4: Paragraph writing

Week 5: Assignment 1 due

Week 6: Test 1: Expository essay

Week 7: APA referencing / Plagiarism. Summary writing

Week 8: Library Resources Session / Writing a referenced argument essay

Week 9: Structure and introduction of argument essays

Week 10: Analysing model argument essays and writing practice

Week 11: Focus on Language / Assignment 2 due.

Week 12: Focus on Language/ Final Exam information

Learning and Teaching

Classes will normally have between 18 and 30 students and will include the use of mini-lectures, practical exercises and the active involvement of students in classroom tasks through pair and group work.

Semester 1: 09:00 – 11:00 Monday and Tuesday

10:00 – 12:00 Monday and Tuesday

14:00 – 16:00; Monday and Tuesday

16:00 – 18:00 Monday and Tuesday

10.00 - 12:00 Thursday and Friday

13:00 – 15:00; Thursday and Friday

Teaching Staff

Martin White and staff of ALS&L

Martin White Room 211 Arts 2 Building, Phone: 373 7599 ext: 86588

E-mail: [ms.white@auckland.ac.nz](mailto:ms.white@auckland.ac.nz)

For current office hours, please consult your tutor.

Learning Resources

**Main Resource**: Textbook

The required text for this course is: ACADENG 101: Academic English Writing Textbook. Available to enrolled students from Arts Assignment Centre, 4F. Social Sciences Building (HSB Building).

Assessment

Coursework: 50%

Final Exam: 50%

Assignments:

1. Planning and Writing an Expository Essay 10%

2. Writing a referenced Argument Essay 20%

3. Library: Attend Library Resources Session + complete library on-line test. 5%

4. Expository essay writing test 10%

5. Tutorial Tasks x 5 5%

Due Dates and Assignment Topics

See the separate sheet “***Essay Topics and Due Dates***” available from your class teacher or as download from Canvas. Assignments must be handed in on the due dates and must be complete,

You need to generate your personal coversheet from CANVAS if a hard copy is required. You should staple this to the front of your assignment. Then **submit your assignment to: Arts Assignment Centre 4th Floor Social Sciences Building (HSB) by 4.00 pm.**

Make a copy of your assignment before submitting as there is a risk of assignments being lost. Without a copy, if your assignment is lost, you will need to rewrite it or forfeit the marks.

Submit an electronic copy of your assignment to CANVAS before the assignment deadline. Any submissions after this time will incur the normal late penalty of 5% per day for the assignment. See below for the CLL/ ALSL policy on late assignments and requests for extensions.

The following University website gives information about applications for aegrotat or compassionate consideration:

(<http://www.auckland.ac.nz/uoa/for/currentstudents/academiclife/aegrotatinfo.cfm>),

The following table shows how the assignments are related to the learning outcomes

|  |  |  |
| --- | --- | --- |
| Learning Outcomes | Assignment 1 | Assignment 2 |
| 1 | X | X |
| 2 | X | X |
| 3 | X | X |
| 4 |  | X |
| 5 |  | X |
| 6 | X | X |

Programme and Course Advice

Restriction: This course is available only to students from non-English speaking backgrounds and as a requirement for AELR.

**Assignments: Deadlines, Penalties and Extensions**

Assignments should be typed. Assignments must be handed in with the appropriate individually generated cover sheet when a hard copy is required. Assignments without an appropriate cover sheet will not be marked.

DEADLINES

Deadlines for coursework are NOT generally negotiable. **Any work submitted *after* the due date and *without* an extension form** will be treated as overdue and penalties **will** apply (see below).

Out of class (take-home) assessments are due no later than **4pm** on the due date. Assignments handed in after 4pm, will not be processed until the following work day and penalties will apply.

PENALTIES

The mark given to an overdue assignment will be reduced by 5 per cent (out of 100) for each day that it is late up to 5 working days (e.g. an assignment worth 80 per cent would receive 75 per cent if it is one day late, 70 per cent if it is two days late etc… 55 per cent if it is 5 days late.)

Assignments which are due on **Friday**, but not processed until the following Monday or Tuesday, will be counted as TWO days late.

Overdue assignments 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 until the end of the semester at which time the marker may choose to award a minimal completion mark (1 or 2 per cent) in cases where the final grade for the student is borderline (D+). **For this reason, it is better to hand in a late assignment than no assignment at all.**

**HOW TO SEEK/ REQUEST/ APPLY FOR AN EXTENSION**

In *serious circumstances* beyond the student’s control(see below), s/he may apply to the staff member who marks the assignment for an *extension form*. Students should request extensions 2-3 days in advance. 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) but does NOT mean time management difficulties such as too many assignments due at once, wanting to go on holiday, relatives visiting from overseas etc.

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

**OUT-OF-CLASS ASSESSMENT**

(I.e. take-home essays/ projects assignments etc)

When a staff member grants an extension they will issue the student with a signed extension form stating a *new due date*, and any additional documentation they may require (such as medical certificates).

The completed assignment must be submitted on or before the *new* due date **together with** the signed extension form ***and*** the other paperwork. Otherwise the extension will be void and the assignment will be treated as overdue.

**IN CLASS TESTS/ AND ORAL PRESENTATIONS ETC**

Extensions are not possible at all for in-class tests. When serious circumstances (e.g. sudden serious illness or a car accident) cause a student to miss an in-class test or oral presentation, it is expected that the student will notify the department at the earliest possible opportunity, if possible *before* the scheduled test or presentation takes place. If the student or their representative makes no contact with the department within five days of the scheduled test, they will be awarded a zero grade for that piece of assessment. Extreme cases will be judged on their own merits. Documentation may be required.

**Workload**

As with other 15-point courses, the University of Auckland's expectation is that students spend 10 hours per week on the course.  You should manage you academic workload and other commitments accordingly.  Students attend two 2-hour classes each week.  This leaves 6 hours per week outside the classroom for assignments and the exam.

**PLAGIARISM**

Note also the following statement regarding 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.’

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 details and advice on avoiding plagiarism, please consult: University’s Guidelines: Conduct of Coursework, and Guidelines

http://www.auckland.ac.nz/uoa/fms/default/uoa/about/teaching/policiesprocedures/docs/conductcoursework.pdf

**THIRD PARTY ASSISTANCE**

**ACADENG 101** is different from other courses you take at university in that your ability to write clear, accurate English and edit your own work is part of what is being assessed through your assignments. 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.

**SOCIAL MEDIA**

If you are considering setting up a class Facebook page or a similar page on other social media, please note the following information set out in The University of Auckland Information and Communications Technology (ICT) Statute 2007.

ICT used at or for University activities cannot be used to store, display or communicate files containing any text or image that is deceptive or misleading; is abusive or defamatory; or contravenes a person’s privacy. Failure to comply with the terms of this warning may result in disciplinary action by the University.

Students are urged to discuss privately any impairment-related requirements face-to-face and/or in written from with the course convenor, lecturer and/or tutor.

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 SERVICES: Rooms 332 336 338, Kate Edger Information Commons Building 315

Tel: 64 9 923 8947 [delna@auckland.ac.nz](mailto:delna@auckland.ac.nz); [www.delna@auckland.ac.nz](http://www.delna@auckland.ac.nz)