

Course Name:	Getting Started – The Elements of Writing
Course Code:	ACW 102
Academic Credit Value:	Non-Credit
Course Delivery Mode:	Online
Hours of Study:	20 hours
Course Prerequisite(s):	N/A
Course Anti-requisite(s):	N/A
Required Course Materials:	All required course materials posted in Avenue to Learn
Optional Course Materials:	N/A

Notes:

Students are advised to retain course outlines for future use in support of applications for employment or transfer of credits.

Refer to the [Policy & Procedure section](#) for further course and Centre for Continuing Education (CCE) information.

Course Description:

This course is about discovering and practicing strategies for successful writing in academic and professional settings. Best practices for the writing process including planning, outlining, establishing position and voice, drafting, editing, and revising will be the focus of the course. Common writing styles and formats will be presented so learners can practice and evaluate their writing skills. An introduction to proper citation formats and policies of academic integrity will be presented.

Learning Outcomes: Upon completion of this course, students will:

1. Create an outline that is characterized by clear organization, textual support, and reliable evidence.
2. Demonstrate an awareness of multiple points of view during the writing process.
3. Write a draft essay that contains a well-supported thesis, structurally sound paragraphs, well-formulated sentences, and adheres to the conventions of academic writing.
4. Use the editing process to evaluate one's own writing and the writing skills of peers by providing respectful, thoughtful, and constructive feedback.
5. Use the revision process to evaluate one's own writing skills and respond to critiques from peers and instructor.
6. Apply the conventions of academic integrity and cite evidence appropriately.

7. Reflect on the writing and peer feedback processes to enhance intellectual discovery and determine areas of strength and improvement.

Course Evaluation: The final grade is calculated based on the following components:

- Quizzes (x1)
- Discussions (x2)
- Writing Assignment (Part 1): Draft Argument
- Writing Assignment (Part 2): Peer Review – Giving Feedback
- Writing Assignment (Part 3): Incorporating Feedback and Final Revisions

You **must** pass (50% or higher) all three graded learning activities (quizzes and discussions) and achieve a grade of 60% or higher on all three parts of the writing assignment to pass this course.

Course Format:

This course is designed to present the fundamental concepts and theories in academic writing and promote the application to the workplace and professional practice. Course activities will include instructor presentations, required readings and experiential learning activities (i.e. case studies, group discussions, projects, etc.).

Assignment Submission:

- Course assignments are submitted to the appropriate A2L Assignment folder by the specified due date.

Late Coursework:

Late assignments will be subject to a 2% per day late penalty (includes weekends and holidays) for up to seven (7) days. After this date, no assignments will be accepted and a grade of zero (0) will be applied. Extensions for course work must be approved by the instructor before the due date (see Academic Regulations below), and will be granted for illness or emergencies only. Students may be asked to submit supporting documentation for an extension request.

Policy & Procedures:

Academic Regulations (Attendance, Coursework, Tests/Exams):

In accordance to [McMaster University's General Academic Regulations](#), "it is imperative that students make every effort to meet the originally scheduled course requirements and it is a student's responsibility to write examinations as scheduled." Therefore, all students are expected to attend and complete the specific course requirements (i.e. attendance, assignments, and tests/exams) listed in the course outline on or by the date specified. Students who need to arrange for coursework accommodation, as a result of medical, personal or family reasons, must contact the course instructor within 48 hours of the originally scheduled due date. It is the student's responsibility to contact the Program Manager to discuss accommodations and procedures related to deferred tests and/or examinations within

48 hours of the originally scheduled test/exam, as per policy. Failure to contact the course instructor, in the case of missed coursework, or the Program Manager, in the case of a missed test/examination, within the specified 48-hour window will result in a grade of zero (0) on the coursework/exam and no further consideration will be granted.

*Note: Supporting documentation will be required but will not ensure approval of accommodation(s).

Academic Integrity

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at <http://www.mcmaster.ca/academicintegrity/>

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in-group work.
3. Copying or using unauthorized aids in tests and examinations.

Academic Accommodations

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

Academic Accommodation for Religious, Indigenous or Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students will need to contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and other coursework.

Conduct Expectations:

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working

communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in-person or online.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

Copyright and Recording:

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students who wish to record sessions need to acquire permission from the instructor. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

Turnitin.com

In this course, we will be using a web-based service (Turnitin.com) to reveal plagiarism. Students will be expected to submit their work electronically to Turnitin.com and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to [McMaster Academic Integrity Policy](#).

Course Changes:

The instructor reserves the right to modify elements of the course and will notify students accordingly.

Extreme Circumstances:

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

Course Withdrawal Policy:

Policies related to dropping a course and course withdrawals are posted to the Centre for Continuing Education's program webpage, [FAQs & Policies \(https://www.mcmastercce.ca/cce-policies#Dropping\)](https://www.mcmastercce.ca/cce-policies#Dropping).

McMaster University Grading Scale

Grade	Equivalent Grade Point	Equivalent Percentages
A+	12	90-100
A	11	85-89
A-	10	80-84
B+	9	77-79
B	8	73-76
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	0-49

Course Schedule:

Modules	Assignments/Graded Components
Module 1: Planning	Quiz 1
Module 2: Outlining and Establishing Voice and Position	Discussion 1 (Avenue to Learn)
Module 3: Drafting	Writing Assignment (Part 1): Draft Argument
Module 4: Editing and Peer Review	Writing Assignment (Part 2): Peer Review – Giving Feedback
Module 5: Revising	Discussion 2 (Flipgrid) Writing Assignment (Part 3): Incorporating Feedback and Final Revisions