ENGL3003 DISCURSIVE WRITING
Course Outline
Semester 1 2008

Course Co-ordinator: Dianne Osland
Room: MC134
Ph: 02.49215169
Fax: 02.49216933
Email: Dianne.Osland@newcastle.edu.au
Consultation hours: Thursday 3.00 – 5.00pm

Course Overview

Brief Course Description
The course enables students who have already attained a competent level of written expression to master the fundamentals of effective, rather than merely 'correct', non-fiction writing. It accordingly emphasizes problems of rhetoric, in the broadest sense, in addition to the more technical issues of grammar and usage. It is a practical composition course taught through workshops in which peer evaluation and feedback are essential.

Contact Hours
Workshop for 2 Hours per Week for the Full Term

Learning Materials/Texts
Osland, Boyd, McKenna, and Salusinszky, Writing in Australia

Course Objectives
Upon successful completion of this course, students will be able to demonstrate: 1. an improved versatility in the use of language and in the construction of sentences and paragraphs; 2. an understanding of the importance of revision, and the key strategies for undertaking it; 3. an ability to adapt their writing skills to a range of different writing tasks and audiences.

Course Content
The course will focus on approaches to diction, grammar, style, tone, and audience. Topics treated will include
* Building Sentences: Grammar and Syntax
* Designing Sentences: Style and Function

Course Outline Issued and Correct as at: Week 1, Semester 1 - 2008

CTS Download Date: 21 January 2008
* Paragraphing: Structure and Coherence
* Adapting: Audience and Tone
* Writing Strategies for Description, Narration, Exposition, and Persuasion

**Assessment Items**

<table>
<thead>
<tr>
<th>Examination: Class</th>
<th>In-class quiz/test (15%)</th>
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</thead>
</table>

| Essays / Written Assignments | 500-word descriptive essay (20%) | 1000-word narrative or expository essay (25%) | 1000-word persuasive essay (25%) | In-class essay (15%) |

| Group/tutorial participation and contribution | Attendance at seminars is compulsory. Two absences are allowable in the case of illness or other emergencies, and two more absences may be recovered by completing extra work on each of the seminars missed, but further absences will be regarded as failure to complete the course. |

| Other: (please specify) | Students must submit all assessment items in order to complete the course. |

**Assumed Knowledge**

20 units of 1000-level English courses. This is not a remedial writing course, and students are assumed to have achieved a competent standard of writing before undertaking it.

**Callaghan Campus Timetable**

**ENGL3003**

**DISCURSIVE WRITING**

Enquiries: School of Humanities and Social Science

Semester 1 - 2008

Workshop Thursday 17:00 - 19:00 [MC132] or Thursday 11:00 - 13:00 [MC132]

**Plagiarism**

University policy prohibits students plagiarising any material under any circumstances. A student plagiarises if he or she presents the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:

- copying or paraphrasing material from any source without due acknowledgment;
- using another's ideas without due acknowledgment;
- working with others without permission and presenting the resulting work as though it was completed independently.

Plagiarism is not only related to written works, but also to material such as data, images, music, formulae, websites and computer programs.

Aiding another student to plagiarise is also a violation of the Plagiarism Policy and may invoke a penalty.

For further information on the University policy on plagiarism, please refer to the Policy on Student Academic Integrity at the following link:


The University has established a software plagiarism detection system called Turnitin. When you submit assessment items please be aware that for the purpose of assessing any assessment item the University may -

- Reproduce this assessment item and provide a copy to another member of the University; and/or
- Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the item on its database for the purpose of future plagiarism checking).
Written Assessment Items

Students may be required to provide written assessment items in electronic form as well as hard copy.

Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations

Students are required to submit assessment items by the due date, as advised in the Course Outline, unless the Course Coordinator approves an extension of time for submission of the item. University policy is that an assessment item submitted after the due date, without an approved extension, will be penalised.

Any student:

1. who is applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment; or

2. whose attendance at or performance in an assessment item or formal written examination has been or will be affected by medical, compassionate, hardship/trauma or unavoidable commitment;

must report the circumstances, with supporting documentation, to the appropriate officer following the instructions provided in the Special Circumstances Affecting Assessment Procedure - Policy 000641.

Note: different procedures apply for minor and major assessment tasks.

Please go to the Policy at http://www.newcastle.edu.au/policylibrary/000641.html, for further information, particularly for information on the options available to you.

Students should be aware of the following important deadlines:

- **Requests for Special Consideration** must be lodged no later than 3 working days after the due date of submission or examination.
- **Requests for Extensions of Time on Assessment Items** must be lodged no later than the due date of the item.
- **Requests for Rescheduling Exams** must be received in the Student Hub no later than ten working days prior the first date of the examination period

Your application may not be accepted if it is received after the deadline. Students who are unable to meet the above deadlines due to extenuating circumstances should speak to their Program Officer in the first instance.

Changing your Enrolment

The last dates to withdraw without financial or academic penalty (called the HECS Census Dates) are:

For semester 1 courses: 31 March 2008

For semester 2 courses: 31 August 2008

Students may withdraw from a course without academic penalty on or before the last day of semester. Any withdrawal from a course after the last day of semester will result in a fail grade.

Students cannot enrol in a new course after the second week of semester/trimester, except under exceptional circumstances. Any application to add a course after the second week of semester/trimester must be on the appropriate form, and should be discussed with staff in the Student Hubs.
To check or change your enrolment online, please refer to myHub - Self Service for Students

https://myhub.newcastle.edu.au

Faculty Information

The Student Hubs are a one-stop shop for the delivery of student related services and are the first point of contact for students on campus.

The four Student Hubs are located at:

Callaghan campus

• Shortland Hub: Level 3, Shortland Union Building

• Hunter Hub: Student Services Centre, Hunter side of campus

City Precinct

• City Hub & Information Common: University House, ground floor in combination with an Information Common for the City Precinct

Ourimbah campus

• Ourimbah Hub: Administration Building

Faculty websites

Faculty of Business and Law


Faculty of Education and Arts

http://www.newcastle.edu.au/faculty/education-arts/

Faculty of Engineering and Built Environment

http://www.newcastle.edu.au/faculty/engineering/

Faculty of Health

http://www.newcastle.edu.au/faculty/health/

Faculty of Science and Information Technology

http://www.newcastle.edu.au/faculty/science-it/

Contact details

Callaghan, City and Port Macquarie

Phone: 02 4921 5000

Email: EnquiryCentre@newcastle.edu.au

Ourimbah

Phone: 02 4348 4030

Email: EnquiryCentre@newcastle.edu.au

The Dean of Students

Resolution Precinct

Phone: 02 4921 5806

Fax: 02 4921 7151

Email: resolutionprecinct@newcastle.edu.au
Deputy Dean of Students (Ourimbah)
Phone: 02 4348 4123
Fax: 02 4348 4145
Email: resolutionprecinct@newcastle.edu.au

Various services are offered by the University Student Support Unit: http://www.newcastle.edu.au/study/studentsupport/index.html

Alteration of this Course Outline

No change to this course outline will be permitted after the end of the second week of the term except in exceptional circumstances and with Head of School approval. Students will be notified in advance of any approved changes to this outline.


STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS

The University is committed to providing a range of support services for students with a disability or chronic illness.

If you have a disability or chronic illness which you feel may impact on your studies, please feel free to discuss your support needs with your lecturer or course coordinator.

Disability Support may also be provided by the Student Support Service (Disability). Students must be registered to receive this type of support. To register please contact the Disability Liaison Officer on 02 4921 5766, or via email at: student-disability@newcastle.edu.au

As some forms of support can take a few weeks to implement it is extremely important that you discuss your needs with your lecturer, course coordinator or Student Support Service staff at the beginning of each semester.

For more information related to confidentiality and documentation please visit the Student Support Service (Disability) website at: www.newcastle.edu.au/services/disability

Essential Criteria in Assessment

This course contains compulsory components or assessment items that must be satisfactorily completed in order for a student to receive a pass mark or better for the course. These essential elements are described in the CTS. Refer - http://www.newcastle.edu.au/policylibrary/000648.html

(1) Attendance Requirements:
Attendance at seminars is compulsory. Two absences are allowable in the case of illness or other emergencies, and two more absences may be recovered by completing extra work on each of the seminars missed, but further absences will be regarded as failure to complete the course.

A class roll will be kept to record attendance. It is the responsibility of students who arrive late or leave early, thereby missing the roll call, to ensure that their attendance is recorded.
Rationale for compulsory attendance requirements: Courses taught by seminar or workshop involve a mixture of lecture material and class discussion. Even when students are not themselves contributing to the discussion, they need to be aware of the kinds of questions raised by the material being taught, and of the strengths and weaknesses of possible approaches to dealing with the issues raised.

(2) Assessment Items
Students must submit all assessment items in order to complete the course.

Rationale for compulsory submission of all assessment items: Assessment items are designed not simply to measure students’ achievements in the course but also to provide essential steps in the learning process. Each assignment engages with different skills and conceptual techniques, all of which are necessary to the development of competence in the discipline.

Online Tutorial Registration:

Students are required to enrol in the Lecture and a specific Tutorial time for this course via the Online Registration system. Refer - [http://studinfo1.newcastle.edu.au/rego/stud_choose_login.cfm](http://studinfo1.newcastle.edu.au/rego/stud_choose_login.cfm)

NB: Registrations close at the end of week 2 of semester.

**Studentmail and Blackboard:** Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

**Important Additional Information**

Details about the following topics are available on your course Blackboard site (where relevant). Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

- Written Assignment Presentation and Submission Details
- Online copy submission to Turnititin
- Penalties for Late Assignments
- Special Circumstances
- No Assignment Re-submission
- Re-marks & Moderations
- Return of Assignments
- Preferred Referencing Style
- Student Representatives
- Student Communication
- Essential Online Information for Students
ENGL3003 DISCURSIVE WRITING

Important Additional Information

Written Assignment Presentation and Submission Details

Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

Hard copy submission:

- **Type your assignments:** All work must be typewritten in 11 or 12 point black font. Leave a wide margin for marker’s comments, use 1.5 or double spacing, and include page numbers.
- **Word length:** The word limit of all assessment items should be strictly followed. 10% above or below is acceptable; otherwise penalties may apply.
- **Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.
- **Staple the pages** of your assignment together (do not use pins or paper clips).
- **University Assessment Item Coversheet:** All assignments must be submitted with the University coversheet available at: [http://www.newcastle.edu.au/study/forms/](http://www.newcastle.edu.au/study/forms/)
- **By arrangement with the relevant lecturer, assignments may be submitted at any Student Hub located at:**
  - Level 3, Shortland Union, Callaghan
  - Level 2, Student Services Centre, Callaghan
  - Ground Floor, University House, City
  - Opposite Café Central, Ourimbah
- **Date-stamping assignments:** All students must date-stamp their own assignments using the machine provided at each Student Hub. If mailing an assignment, this should be address to the relevant School. Mailed assignments are accepted from the date posted, confirmed by a Post Office date-stamp; they are also date-stamped upon receipt by Schools.

*NB: Not all of these services may apply to the Port Macquarie Campus.*

- **Do not fax or email assignments:** Only hard copies of assignments will be considered for assessment. Inability to physically submit a hard copy of an assignment by the deadline due to other commitments or distance from campus is an unacceptable excuse.
- **Keep a copy of all assignments:** It is the student’s responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in electronic and hard copy formats.

Online copy submission to Turnitin

In addition to hard copy submission, students are required to submit an electronic version of the following assignments to Turnitin via the course Blackboard website available @ [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

- Assignment 1: Description
- Assignment 2: Narration
- Assignment 3: Persuasion
Prior to final submission, all students have the opportunity to submit one draft of their assignment to Turnitin to self-check their referencing. Assignments will not be marked until both hard copy and online versions have been submitted. Marks may be deducted for late submission of either version.

**Penalties for Late Assignments**

Assignments submitted after the due date, without an approved extension of time will be penalised by the **reduction of 5% of the possible maximum mark** for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than ten days after the due date will be awarded zero marks.


**Special Circumstances**

Students wishing to apply for Special Circumstances or Extension of Time should apply online. Refer - ‘Special Circumstances Affecting Assessment Items - Procedure 000641’ available @ [http://www.newcastle.edu.au/policylibrary/000641.html](http://www.newcastle.edu.au/policylibrary/000641.html)

**No Assignment Re-submission**

Students who have failed an assignment are not permitted to revise and resubmit it in this course. However, students are always welcome to contact their Tutor, Lecturer or Course Coordinator to make a consultation time to receive individual feedback on their assignments.

**Re-marks & Moderations**

A student may only request a re-mark of an assessment item before the final result - in the course to which the assessment item contributes - has been posted. If a final result in the course has been posted, the student must apply under ‘Procedures for Appeal Against a Final Result’ (Refer - [http://www.newcastle.edu.au/study/forms/](http://www.newcastle.edu.au/study/forms/)).

Students concerned at the mark given for an assessment item should first discuss the matter with the Course Coordinator. If subsequently requesting a re-mark, students should be aware that as a result of a re-mark the original mark may be increased or reduced. The case for a re-mark should be outlined in writing and submitted to the Course Coordinator, who determines whether a re-mark should be granted, taking into consideration all of the following:

1. whether the student had discussed the matter with the Course Coordinator
2. the case put forward by the student for a re-mark
3. the weighting of the assessment item and its potential impact on the student’s final mark or grade
4. the time required to undertake the re-mark
5. the number of original markers, that is,
   a) whether there was a single marker, or
   b) if there was more than one marker whether there was agreement or disagreement on the marks awarded.

A re-mark may also be initiated at the request of the Course Coordinator, the Head of School, the School Assessment Committee, the Faculty Progress and Appeals Committee or the Pro Vice-Chancellor. Re-marks may be undertaken by:
1. the original marker; or
2. an alternative internal marker; or
3. an alternative external marker (usually as a consequence of a grievance procedure).

Moderation may be applied when there is a major discrepancy (or perceived discrepancy) between:

1. the content of the course as against the content or nature of the assessment item(s)
2. the content or nature of the assessment item(s) as against those set out in the Course Outline
3. the marks given by a particular examiner and those given by another in the same course
4. the results in a particular course and the results in other courses undertaken by the same students.

For further detail on this University policy refer - ‘Re-marks and Moderations - Procedure 000769’ available @ [http://www.newcastle.edu.au/policylibrary/000769.html](http://www.newcastle.edu.au/policylibrary/000769.html)

**Return of Assignments**

Students can collect assignments from a nominated Student Hub during office hours. Students will be informed during class which Hub to go to and the earliest date that assignments will be available for collection. Students must present their student identification card to collect their assignment.


**Preferred Referencing Style**

In this course, it is recommended that you use the use the MLA in-text referencing system for referencing sources of information used in assignments. Inadequate or incorrect reference to the work of others may be viewed as plagiarism and result in reduced marks or failure.

An in-text citation names the author of the source, preferably in a direct reference within your text (e.g. “As Adam Smith argues . . .”), followed by a page number in parentheses at the end of the sentence that concludes the reference. (Where the author is not referred to in the text of your essay, his or her last name should appear in parentheses before the page number.) Page numbers are required whether you are quoting directly or simply paraphrasing. At the end of the paper, a bibliography provides the publication details.

**Please Note:**

1. All paraphrase needs to be referenced. Putting someone else's ideas in your own words does not make those ideas your own. You need to document your source.
2. Paraphrase does not consist of changing some of the words in the original so that a passage is no longer exactly the same. Any remaining words from the original need to be enclosed in quotation marks.
3. All sources need to be acknowledged in the text as well as in the Bibliography. Sources include books as well as electronic material. They also include lecture or course notes supplied by the lecturer.

For further information on referencing and general study skills refer - ‘Infoskills’ available @ [www.newcastle.edu.au/services/library/tutorials/infoskills/index.html](http://www.newcastle.edu.au/services/library/tutorials/infoskills/index.html)

**Student Representatives**

Student Representatives are a major channel of communication between students and the School. Contact details of Student Representatives can be found on School websites.
Refer – ‘Information for Student Representatives on Committees’ available @ http://www.newcastle.edu.au/service/committees/student_reps/index.html

Student Communication

Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.

Essential Online Information for Students

Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services is available @ http://www.newcastle.edu.au/currentstudents/index.html
## ASSESSMENT DETAILS

### Marking Criteria

The assignments will be marked according to the following criteria on the marking sheet:

<table>
<thead>
<tr>
<th>ENGL3003: DISCURSIVE WRITING</th>
<th>Poor</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Word Choice:</strong> Demonstrates understanding of principles informing effective word choice</td>
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<td><strong>2. (a) Clarity:</strong> Writes clearly and concisely</td>
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<td><strong>(b) Correctness:</strong> Writes correctly, demonstrating understanding of conventions of</td>
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<td>(i) grammar</td>
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<td>(ii) punctuation</td>
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<td>(iii) sentence structure</td>
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<td>(iv) spelling</td>
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<td><strong>3. Style:</strong></td>
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<td>(a) Demonstrates understanding of appropriate stylistic resources</td>
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<td>(b) Demonstrates effective control of tone, register, and rhythm</td>
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<td><strong>3. (a) Paragraphs:</strong> Demonstrates an understanding of the principles of effective paragraphing</td>
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<td>(b) Cohesion: Maintains effective cohesion between sentences and between paragraphs</td>
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<td>(c) Structure: Develops clear and coherent design</td>
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<td>**4. (a) Demonstrates understanding of appropriate rhetorical and persuasive techniques</td>
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<td>(b) Follows correct citation procedure and bibliographical format (where appropriate)</td>
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<td>**5. Demonstrates ability to adapt writing skills to demands of description, narration, exposition, and/or persuasion</td>
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Assessment against the criteria is weighted according to the amount of the course covered before each assignment is due. Assessment of Assignment 1 (description) will be weighted towards word choice (Criterion 1) and understanding of descriptive techniques (Criterion 5). Assessment of Assignment 2 (narrative) will be weighted towards word choice (Criterion 1), clarity and correctness
(Criterion 2), and understanding of narrative techniques (Criterion 5). Assessment of Assignment 3 will take into account all five criteria.

**Assignment Topics**

**Assignment 1** (20%): Sit outside after dark and describe the sounds you can hear. (Describe the sounds themselves rather than what is making them.)
- Length: 300 – 500 words
- Due: Thursday 13 March

**Assignment 2** (25%): (a) Write an anecdote that might serve as the introduction to either your own memoir or the biography of a family member or close friend.
- OR
(b) Where were you when . . . ? Recount in detail the circumstances in which you heard the news of some event of national or international importance.
- Length: 750 – 1000 words
- Due: Thursday 17 April

**Assignment 3** (25%): Respond to an issue raised by a letter to the editor published in a newspaper in the previous month. Your response should engage with points raised in the letter, either in support or opposition, but can also range further afield. (Attach a copy of the letter.)
- Length: 1000 words
- Due: Thursday 12 June

**In-class test: Mechanics** (15%): 
This test assesses your knowledge and understanding of the mechanics of writing – grammar, syntax, and punctuation – by your ability to identify and correct errors in the sentences listed.

**In-class essays** (15%): 
You will be required to write two short essays of 300 – 500 words on a choice of topics. The essays will be assessed according to all criteria listed on the marking sheet.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture Topic &amp; Assessment at a Glance</th>
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<tbody>
<tr>
<td>1</td>
<td>21 February</td>
<td>Introduction</td>
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<tr>
<td>2</td>
<td>28 February</td>
<td>Words</td>
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<tr>
<td>3</td>
<td>6 March</td>
<td>Writing Descriptive Prose</td>
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<tr>
<td>4</td>
<td>13 March</td>
<td>Building Sentences (I): Grammar, Syntax, and Punctuation</td>
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<td><strong>Assignment 1 due: Thursday 13 March (Submit in Class)</strong></td>
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<tr>
<td>5</td>
<td>20 March</td>
<td>Building Sentences (II): Grammar, Syntax, and Punctuation</td>
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<tr>
<td>6</td>
<td>27 March</td>
<td>Assignment 1 Discussion</td>
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<tr>
<td>7</td>
<td>3 April</td>
<td>In-class test: Mechanics</td>
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<tr>
<td>8</td>
<td>10 April</td>
<td>Test Review and Revision</td>
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<td>Writing Narrative and Expository Prose</td>
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<td><strong>Mid-Semester Recess: 14 April – 25 April</strong></td>
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<td><strong>Assignment 2 due: Thursday 17 April (Submit to Hub)</strong></td>
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<td>9</td>
<td>1 May</td>
<td>Designing Sentences (I): Cohesion and Style</td>
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<tr>
<td>10</td>
<td>8 May</td>
<td>Assignment 2 Discussion</td>
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<tr>
<td>11</td>
<td>15 May</td>
<td>Designing Sentences (II): Audience and Tone</td>
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<tr>
<td>12</td>
<td>22 May</td>
<td>Paragraphing, Structure, and Coherence</td>
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<tr>
<td>13</td>
<td>29 May</td>
<td>Writing Persuasive Prose</td>
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<tr>
<td>14</td>
<td>5 June</td>
<td>In-class essays</td>
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<tr>
<td></td>
<td>12 June</td>
<td>Assignment 3 due (Submit to Hub)</td>
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<td></td>
<td></td>
<td><strong>Examination period: 10 June – 27 June</strong></td>
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</tbody>
</table>