

## EPPREP 800: Writing for University

Callaghan

Summer 2 - 2024



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The Pathways and Academic Learning Support Centre recognises and respects the unique history and culture of Aboriginal and Torres Strait Islander peoples and their unbroken relationship with the lands and the waters of Australia over millennia. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education. The Centre is committed to providing a culturally safe and inclusive environment for all.*

## OVERVIEW

### Course Description

This preparation course is designed for students who are about to commence studies at foundation or tertiary level and who want to be sure they are starting with the written communication skills required for successful course work. Whatever the study program, the ability to plan a well-organised piece of work and to present it in a coherent and informative way is critical for success at tertiary level.

Students do not need to write and submit a full academic piece of writing during the course. Rather the course aims to provide the fundamental skills, knowledge and approaches that will give you a head start in developing your writing abilities during your foundation or undergraduate studies.

### Academic Progress Requirements

Nil

### Requisites

This course is only available to domestic students enrolled in NUPrep Bridging and Refresher [22223].

### Contact Hours

#### Lecture

Face to Face On Campus  
2 hour(s) per day for 5 day(s) starting Week 1

#### Self-Directed Learning

Self-Directed  
1 hour(s) per day for 5 day(s) starting Week 1  
It is expected that you will spend at least one hour per day practicing skills and consolidating your learning.

#### Tutorial

Face to Face On Campus  
1 hour(s) per day for 5 day(s) starting Week 1

### Unit Weighting

5

### Workload

Students are required to spend on average 20 hours of effort (contact and non-contact) including assessments per 5 unit course.

# COURSE OUTLINE

[www.newcastle.edu.au](http://www.newcastle.edu.au)

CRICOS Provider 00109J

# CONTACTS

<b>Course Coordinator</b>	<b>Mr Peter Hill</b> <a href="mailto:Peter.Hill@newcastle.edu.au">Peter.Hill@newcastle.edu.au</a> Consultation: Please email to schedule an appointment.	
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.	
<b>School Office</b>	<b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>	<b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>

# SYLLABUS

<b>Course Content</b>	The course covers essential steps in the writing process including: <ol style="list-style-type: none"><li>1. interpreting the question</li><li>2. devising a reading plan</li><li>3. taking notes</li><li>4. organising your ideas</li><li>5. structuring an argument</li><li>6. the writing process (e.g. sentence construction, vocabulary selection, etc.)</li><li>7. using evidence and referencing sources</li><li>8. editing and polishing your work.</li></ol>
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<b>Course Learning Outcomes</b>	<b>On successful completion of this course, students will be able to:</b> <ol style="list-style-type: none"><li>1. determine what the question is asking.</li><li>2. devise a reading plan and take notes.</li><li>3. organise ideas in order to structure the argument in response to the question.</li><li>4. construct grammatically correct sentences.</li><li>5. use evidence to support arguments.</li><li>6. use correct referencing systems.</li><li>7. edit drafts.</li></ol>
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<b>Course Materials</b>	All course materials will be provided on the course Canvas site. Students are not required to purchase a textbook.
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# ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Topic Sentence Identification task	Wednesday 14 <sup>th</sup> February 11:59pm	Individual	25%	1, 2, 4, 5
2	Writing a Body Paragraph	Thursday 15 <sup>th</sup> February 11:59pm	Individual	25%	1, 3, 4, 5
3	Developing an Introduction	Thursday 15 <sup>th</sup> February 11:59pm	Individual	25%	1, 3, 4, 5
4	Writing a Conclusion	Friday 16 <sup>th</sup> February 11:59pm	Individual	25%	1, 3, 4, 5, 6, 7

<b>Late Submissions</b>	Completion of each assessment item is necessary for a pass grade in this course. Extensions of time may be granted in consultation with your Course Coordinator.
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## Assessment 1 - Topic Sentence Identification task

<b>Assessment Type</b>	Quiz
<b>Description</b>	An online quiz designed to identify topic sentences and their function within paragraphs.
<b>Weighting</b>	25%
<b>Due Date</b>	Wednesday 14 <sup>th</sup> February
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Correct answers
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 2 - Writing a Body Paragraph

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	Write a body paragraph of 250-300 words in response to an academic essay question. Further instructions can be found on the course Canvas site.
<b>Weighting</b>	25%
<b>Due Date</b>	Thursday 15 <sup>th</sup> February
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	A rubric will be provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 3 - Developing an Introduction

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	Write an introduction paragraph of 250-300 words in response to an academic essay question. Further instructions can be found on the course Canvas site.
<b>Weighting</b>	25%
<b>Due Date</b>	Thursday 15 <sup>th</sup> February
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	A rubric will be provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 4 - Writing a Conclusion

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	Write a concluding paragraph of 250-300 words in response to an academic essay question. Further instructions can be found on the course Canvas site.
<b>Weighting</b>	25%
<b>Due Date</b>	Friday 16 <sup>th</sup> February
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	A rubric will be provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

# ADDITIONAL INFORMATION

## Grading Scheme

This course is graded as follows:

Grade	Description
Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.
Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.

## Communication Methods

**Email** is the principal form of communication at the university and within this course. Always use your student email (NUmail), rather than a private email address, and check this regularly. As Course Coordinator I will try to respond to your email within three (3) working days. I will not normally respond to emails over the weekends. Please be courteous in your email communication and in the online space. The University of Newcastle has a [Code of Conduct](#) that covers all communications in the University for staff and students.

**Canvas** is used to distribute course material, announcements and other information. It is also used for online quizzes and to allow students to track their individual progressive assessment results via Grades.

**Discussions forums** in Canvas can be used to ask questions about minor issues. Students are strongly encouraged to use these to communicate with each other, discuss issues relating to the course, and solve minor problems.

## Adverse Circumstances

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system for all individual assessment items worth 30% or greater **by 11:00pm on the day the assessment is due**. For assessment items less than 30%, you will need to contact your Course Coordinator by 11:00pm on the due date of the assessment item.

Before applying you must refer to the [Adverse Circumstances Affecting Assessment Items Procedure](#) and the [Adverse Circumstances Affecting Assessment Items Policy](#).

Please note that students must submit their adverse circumstances application via the online Adverse Circumstances system by 11:00pm on the due date of the assessment item, even if you are using a [Reasonable Adjustment Plan \(RAP\)](#) as your supporting documentation.

## Academic Misconduct

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. Please refer to the [Student Academic Integrity Policy](#).

## Workplace Health and Safety Requirements

There are no specific WH&S requirements for this course.

## Important Policy Information

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the [policies and procedures](#) that support a safe and respectful environment at the University.

## Course Evaluation

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

## Timetable

Your timetable for this course is available via the myUni Student Portal and can also be found [here](#).

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**Software**

Free Microsoft Office software is available to enrolled students [here](#) and includes 5 TB of free cloud storage with OneDrive.

**Written Assessment  
Word Limits**

Word limits for your written assessments includes headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. You will not receive a penalty for exceeding the word limit (there is a tolerance of up to 10%), but any work after the maximum word limit may not be included within the allocation of marks.

*This course outline was approved by the Director, PALS. No alteration of this course outline is permitted without Director approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*  
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