



UNIVERSITY OF CALGARY

SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE

Course Title: The Practice of Writing			
Course Number	LAND 680.02		
Pre/Co-Requisites			
Instructor Name	David Monteyne	Instructor Email	d.monteyne@ucalgary.ca
Office Location	4183		
TA Name	n/a	TA Email	n/a
Class Dates	Winter 2020, Thursdays (real-time zoom classes)		
Class Times	9 am-12 noon		
Class Location	PF Zoom		
Instructor Email Policy	All course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours.		

Course Information / Description of the Course
<p>This course is meant for students who need to gain experience expressing themselves in written English, and for those who want to practice and improve their writing skills, in order to raise their level of success in graduate school and future careers. This course welcomes and mixes students from all degree programs in the School of Architecture, Planning and Landscape.</p> <p>The course will be comprised of lectures, demonstrations, and discussions of aspects of writing, along with various in-class writing exercises. The course will be heavily oriented toward peer review sessions in which small groups of students read and provide feedback on each other's texts. While there will be writing assignments specific to this class, as much as possible the students in this course will be able to draft and edit writing assignments from the other courses they are taking simultaneously. In this way, writing will be taught in an applied manner, related to student needs.</p>

Learning Resources
<p>Technology requirements (D2L etc.): all readings will be posted to D2L; students will need to upload assignments and materials to D2L. This course will take place online via Desire2Learn (D2L) and Zoom. Students are required to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions. If unable to participate live due to unforeseen circumstances, inform the instructor in advance to work out an alternative participation activity.</p> <p>In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:</p> <ul style="list-style-type: none">• A computer with a supported operating system, as well as the latest security, and malware updates;• A current and updated web browser;• Webcam (built-in or external);• Microphone and speaker (built-in or external), or headset with microphone;

- Current antivirus and/or firewall software enabled;
- Broadband internet connection

Course Learning Outcomes

At the end of this course, students will be able:

1. To develop skills and experience in writing and editing.
2. To recognize, critique, edit, and produce clear and functional written works of different types.
3. To improve the quality of the writing assignments required to be completed in other courses.
4. To cultivate an appreciation for writing as an iterative process formed by drafting, reading and responding, and re-drafting.

Assessment Method	Number	Weight	Aligned Course Learning Outcome
Reading Reflections	Two	20%	2,4
Writing and other Exercises	Several	20%	1,2,3,4
Peer Review Responses	Two, plus one proofreading	30%	1,2,4
Participation	Ongoing	20%	3,4
Revision Process	Two	10%	1,3,4

Assessment and Evaluation Information

Assignments: You must complete every assignment in order to pass this course.

Attendance and Participation Expectations: Students are expected to attend and participate in every class.

Guidelines for Submitting Assignments: Assignments may be required to be submitted in hard copy or in soft copy on D2L.

Final Examinations: There is no final examination for this course.

Expectations for Writing (<https://www.ucalgary.ca/pubs/calendar/current/e-2.html>): This is a writing course.

Late Assignments: Late assignments will be reduced in grade each day they are late.

Important Note: Beyond the assignments specific to this course, you must draft, revise, and polish at least ten pages (a maximum of twenty-five pages) of academic writing from outside (other classes, thesis, etc.). This amount could include two or three shorter papers, one longer essay or term paper, a portion of a dissertation proposal, or a thesis chapter. I will not grade those outside writings. Rather, your grade will be based on you providing them on time for peer review and your engagement with the revision process.

Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the [Code of Conduct](#)). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities.

Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g [Student Non-Academic Misconduct Policy](#)). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit:

<https://elearn.ucalgary.ca/guidelines-for-zoom/>

If you are unable to attend a Zoom session, please contact your instructor in advance to arrange an alternative activity for the missed session (e.g., to review the recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

University of Calgary Policies and Supports

COVID-19 PROCEDURE FOR SICK STUDENTS: <https://ucalgary.ca/risk/sites/default/files/Covid-19%20Folder/COVID-19-Procedure-for-Sick-Students.pdf>

ACADEMIC ACCOMMODATION

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf>). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.

SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

ACADEMIC MISCONDUCT

Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit: <https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>
<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>
Additional information is available on the Academic Integrity Website at <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>.

COPYRIGHT LEGISLATION:

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy (<https://www.ucalgary.ca/pubs/calendar/current/k.html>).

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course

materials with other students enrolled in the course at the same time may be allowed under fair dealing.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

SEXUAL VIOLENCE POLICY

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at <https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>

UNIVERSITY STUDENT APPEALS OFFICE: If a student has a concern about the course, academic matter, or a grade that they have been assigned, they must first communicate this concern with the instructor. If the concern cannot be resolved with the instructor, the student can proceed with an academic appeal, which normally begins with the Faculty. <https://www.ucalgary.ca/secretariat/student-appeals>

OTHER IMPORTANT INFORMATION

Please visit the Registrar's website at:

<https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk