

## **SYLLABUS PD ARCH 4: WRITING, EDITING & RESEARCH**

### **Instructor**

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### **Course Description and Objectives**

This course is designed to help students build some basic skills for academic research and writing.

The course consists of handouts and tests on the subjects of: editing, citing, sourcing, reading, planning, research, and writing.

### **Course Structure**

The course consists of two sections: handouts and assignments. To begin with, students are required to read all the handouts. Students then complete the following three assignments:

1.     Edit a text
2.     Add citations <sup>[1]</sup><sub>SEP</sub>
3.     Write a précis

All course materials, including instructions and due dates, are available on the Course's Learn site.

### **Evaluation**

This is a Credit/No Credit course. You will receive a credit if you complete all three assignments and submit them on time. You will receive no credit if you fail to complete all three assignments and submit them on time. The due dates for the assignments are listed below. Due dates can only be extended in cases of illness, incapacity, or special circumstances, with an accompanying, valid note.

The evaluations consist entirely of samples and feedback from the instructor, where necessary. There is no marking.

The due dates are as follows:

Assignment 1: October 11, 2022

Assignment 2: November 14, 2022

Assignment 3: December 12, 2022

The Learn site will stop accepting assignments at 11:59 pm of the dates listed above.

### **Course Delivery**

Course material is available to students through the Learn Site.

Student access is granted by using their QUEST login and password. For any technical inquiries please contact the Learn Helpdesk at <http://ist.uwaterloo.ca/cs/learn/learn.html>.

### **Avoidance of Academic Offenses**

Students are expected to know what constitutes academic integrity, avoid committing academic offenses, and take responsibility for their actions. Students who are unsure whether an action constitutes an offense, or who need help in learning how to avoid offenses (e.g., plagiarism, cheating) or about rules for group work / collaboration should seek guidance from the course professor, TA, academic advisor, or the Undergraduate Associate Dean. For information on categories of offenses and types of penalties, students should refer to Policy #71 (Student Academic Discipline) at the following URL: <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70 (Student Grievance) at the following URL: <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

With the onset of high volume data transfers, recent increases in student academic dishonesty, including the use of pirated software applications, have been met with severe penalties ranging from mark dropping, failures, and expulsions. Please be aware that academic integrity includes the appropriate

use of software, and failing to comply with university standards will result in prosecution to the highest degree.

### **Students with Disabilities**

The Office for Persons with Disabilities (OPD) is located in Needles Hall, Room 1132, and collaborates with all academic departments to arrange appropriate accommodations for students with disabilities, without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term. Once registered with OPD, please email the instructor, in confidence, to discuss your needs.