

Academic Writing Basics

This document gives a range of useful information for this course including general information, a course schedule, assessment information and how to get help. Ready to enrol? Take the next step at uonline.ac.nz/online-courses/academic-writing-basics.

General Information

Item	Description
Course Length	This is a self-paced course, typically available for a six-month period, but it is suggested you complete it over a 6 – 8 week period.
Course Description	<p>Are you new to the world of academia? Learn the strategies you need to evaluate and analyse written texts so you can write academic essays that show what you know as clearly and logically as possible.</p> <p>Academic writing uses a specific style and tone. It's formal, structured, and backed up by evidence. Learning to write academically is a foundational skill for any university programme. This course introduces you to the skills required for academic writing.</p> <p>You'll learn to use a range of reading and research strategies to evaluate and analyse your sources. You'll also learn how to structure the information you've gathered in a concise, logical way. Throughout the course your presenters will provide guidance and feedback to help you improve your academic writing skills as you work towards developing a complete academic essay, setting you up for academic and professional success.</p>
Learning Outcomes	<ul style="list-style-type: none"> • Use a range of reading strategies to find key concepts in an academic resource. • Evaluate the quality and credibility of academic resources. • Differentiate between formal and informal writing styles. • Write, edit, and proofread to improve academic style and adhere to formal writing conventions.
Learning Impact	<p>Logical and concise writing is an important practice in both academic and professional settings, which will help students to thrive in their academic life and professional life.</p> <p>This course aims to support students' academic and professional success through the development of effective writing and critical thinking skills shown to improve students' capability to undertake courses and exams, resulting in higher academic grades, and skills to enhance employability.</p>
Delivery	<p>All UC (University of Canterbury) Online courses are fully online. You can learn anywhere, any time, and you won't need to visit a campus.</p> <p>This course is a self-paced course which means you will need to work through the course materials and assessments in the relevant weeks as outlined below, and therefore complete a set amount of course material each week at your own time.</p>
Estimated hours per week	We estimate your engagement will be about 4 hours a week if you complete the course over a suggested 8-week schedule, but you can choose your own pace.

Qualification	<p>This is a standalone course that recognises the achievement of specific skills, experience, or knowledge.</p> <p>If you successfully complete this course, your results will be recorded on an academic transcript and be recognised through a digital badge.</p>
Academic points	Being a short course, there are no specific academic points associated with this course.
Recommended prior learning	There are no prerequisites for this course. It's for anyone looking to understand what academic writing is and improve their skills to support their future academic pursuits.
Who is this course for?	<ul style="list-style-type: none"> • Anyone looking to improve their academic writing. • School leavers and secondary students looking to upskill before university. • International students with English as a second language
Technology Requirements	<ul style="list-style-type: none"> • We recommend a laptop or desktop computer and a reliable internet connection. • A PDF reader (like Adobe Acrobat Reader DC) to download PDFs with assessment instructions. • Word processing software like Microsoft Word to complete your assignments.
How the course works	<p>You'll need to work through this course sequentially. It's divided into 3 modules that run over 8 weeks. Use the navigation block on the left to move from one module to another. Each module includes the following material:</p> <ul style="list-style-type: none"> • Specific learning outcomes and module introduction. • Topic content using a range of media. • Activities to apply what you've learnt and/or discuss with your peers and facilitator. • An assignment to assess your understanding of key concepts and skills. • A 'temperature check' survey to seek your feedback about your experience as a learner.
Assessment	To receive a passing grade for this course, you need to have attempted all activities and to have received an overall grade of at least 50%. For more details see the assessment schedule below.
Pricing	<p>Domestic learners: \$100 incl. GST</p> <p>International learners: \$424.35 incl. GST</p> <p>Note: GST is only applicable for learners living in New Zealand during their study.</p>

Course schedule (suggested schedule)

Week	Module	Assessment
0-1	Getting started	
	About this course	
1 - 2	Module 1: Essay structure and secondary research	Assignment 1
3 - 5	Module 2: Essay structure and paragraph unity	Assignment 2
6 - 8	Module 3: Formal writing, editing and proofreading	Assignment 3
8	Conclusion	

Assessment

There are 3 assessments in this course:

Assessment	Name	Weight	Due date	Feedback
1	End of module 1 assignment	30%	No due date, submit anytime up to one week before the course ends	Written feedback comments will be added to each learner's answer sheet or a separate feedback file. After submitting their assignment, learners can expect to receive feedback within one to two weeks.
2	End of module 2 assignment	30%	No due date, submit anytime up to one week before the course ends	Written feedback comments will be added to each learner's answer sheet or a separate feedback file. After submitting their assignment, learners can expect to receive feedback within one to two weeks.
3	End of module 3 assignment	40%	No due date, submit anytime up to one week before the course ends	Written feedback comments will be added to each learner's answer sheet or a separate feedback file. After submitting their assignment, learners can expect to receive feedback within one to two weeks.

Your course total grade is calculated based on the weighting of each assessment. To pass the course you need a course total of over 50 (out of 100).

You may attempt each assessment up to two times. You do not need a passing grade for every single assessment, but you do need to engage with/complete all assessments.

You will find more information about each assessment, including instructions and submission links in the UC Online course (use the navigation block on the left to access the Assessment section).

How to get help

- For general help on how to use the UC online learning environment, select Help at the top of the course screen.
- If can't find the answer that you are looking for please email UC Online Learner Support: support@uonline.ac.nz.