



# LNGE40049 Essay Writing for University

## Term 1 - 2024

Profile information current as at 19/05/2024 06:49 am

All details in this unit profile for LNGE40049 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

### General Information

#### Overview

This unit will guide you through the process of writing an academic essay. You will be introduced to the culture of academic writing at university and the common features of academic essays. You will develop strategies to read, evaluate and summarise information, and then use that information to develop and support an academic argument. Throughout the unit, you will develop critical thinking, note-making, formal writing and referencing skills necessary for academic writing.

#### Details

Career Level: *Non-award*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

#### Offerings For Term 1 - 2024

- Brisbane
- Bundaberg
- Cairns
- Gladstone
- Mackay
- Online
- Rockhampton
- Townsville

#### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

#### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Non-award unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Annotated bibliography**

Weighting: 20%

#### 2. **Portfolio**

Weighting: 30%

#### 3. **Essay**

Weighting: 50%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Teaching team

##### Feedback

Students value guidance on the use of Artificial Intelligence writing tools

##### Recommendation

Add Artificial Intelligence information and guidance to lecture materials and assessment resources.

#### Feedback from Teaching team

##### Feedback

Students value assessment models with clear annotations for assessment guidance

##### Recommendation

Update the annotations on the Assessment 1 model and add annotations to the Assessment 2 and 3 models.

#### Feedback from Teaching team

##### Feedback

Students value specific suggestions for essay content to guide their essay structure

##### Recommendation

Provide specific suggestions for essay content (paragraph sub-topics) in the unit materials and Assessment 2 resources.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Evaluate information for relevance, authority, objectivity and currency
2. Paraphrase, quote and summarise information using appropriate referencing conventions
3. Plan and write an academic essay that integrates sources to support a reasoned argument.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

| Assessment Tasks                 | Learning Outcomes |   |   |
|----------------------------------|-------------------|---|---|
|                                  | 1                 | 2 | 3 |
| 1 - Annotated bibliography - 20% | •                 | • |   |
| 2 - Portfolio - 30%              |                   | • | • |
| 3 - Essay - 50%                  |                   | • | • |

## Alignment of Graduate Attributes to Learning Outcomes

| Graduate Attributes                                | Learning Outcomes |   |   |
|--|-------------------|---|---|
|  | 1                 | 2 | 3 |
| 1 - Self Management                                |                   |   |   |
| 2 - Communication                                  |                   | — | — |
| 3 - Information Literacy                           | —                 | — | — |
| 4 - Information Technology Competence              |                   | — | — |
| 5 - Problem Solving                                |                   |   |   |
| 6 - Critical Thinking                              | —                 | — | — |
| 7 - Cross-Cultural Competence                      |                   |   |   |
| 8 - Ethical Practice                               |                   | — | — |
| 9 - Aboriginal and Torres Strait Islander Cultures |                   |   |   |

## Alignment of Assessment Tasks to Graduate Attributes

| Assessment Tasks                 | Graduate Attributes |   |   |   |   |   |   |   |   |
|----------------------------------|---------------------|---|---|---|---|---|---|---|---|
|                                  | 1                   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 - Annotated bibliography - 20% |                     |   | — |   |   | — |   |   |   |
| 2 - Portfolio - 30%              |                     | — | — | — |   | — |   | — |   |
| 3 - Essay - 50%                  |                     | — | — | — |   | — |   | — |   |

## Textbooks and Resources

### Textbooks

LNGE40049

#### Prescribed

#### Essay Writing for University (LNGE40049)

Edition: 11 (2022)

Authors: School of Access Education

CQUniversity Publishing Unit

Rockhampton , QLD , Australia

Binding: Spiral

#### Additional Textbook Information

The textbook for Essay Writing for University (LNGE40049) is available on the unit Moodle site. It cannot be purchased from the CQUniversity Bookshop. We recommend you print a hard copy of the textbook to complete activities and take notes. Your Access Coordinator will provide you with advice on printing options should you choose to print the textbook.

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)  
For further information, see the Assessment Tasks.

## Teaching Contacts

**Amanda Rooks** Unit Coordinator

[a.rooks@cqu.edu.au](mailto:a.rooks@cqu.edu.au)

## Schedule

### Week 1 - 04 Mar 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
| Pen to paper |         |                              |

### Week 2 - 11 Mar 2024

| Module/Topic     | Chapter | Events and Submissions/Topic |
|------------------|---------|------------------------------|
| Critical reading |         |                              |

### Week 3 - 18 Mar 2024

| Module/Topic                     | Chapter | Events and Submissions/Topic |
|----------------------------------|---------|------------------------------|
| Referring to the ideas of others |         |                              |

### Week 4 - 25 Mar 2024

| Module/Topic                     | Chapter | Events and Submissions/Topic |
|----------------------------------|---------|------------------------------|
| Citations and the reference list |         |                              |

### Week 5 - 01 Apr 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

Finding information

**Annotated Bibliography** Due: Week 5 Tuesday (2 Apr 2024) 9:00 am AEST

#### **Vacation Week - 08 Apr 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

#### **Week 6 - 15 Apr 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

The structure of effective essays

#### **Week 7 - 22 Apr 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

From plan to paragraph

#### **Week 8 - 29 Apr 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

Polishing paragraphs

#### **Week 9 - 06 May 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

Variations to paragraph structure

**Essay Portfolio** Due: Week 9 Tuesday (7 May 2024) 9:00 am AEST

#### **Week 10 - 13 May 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

Introductions and conclusions

#### **Week 11 - 20 May 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

Editing and preparing your essay for submission

#### **Week 12 - 27 May 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

Submitting your essay and reflecting on your progress

#### **Review/Exam Week - 03 Jun 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

**Essay** Due: Review/Exam Week Tuesday (4 June 2024) 9:00 am AEST

#### **Exam Week - 10 Jun 2024**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

## Term Specific Information

Unit Coordinator: Amanda Rooks  
Email: a.rooks@cqu.edu.au  
Telephone: (07) 4930 9521

## Assessment Tasks

### 1 Annotated Bibliography

**Assessment Type**

Annotated bibliography

**Task Description**

**Task:** Choose two sources from the e-Reading list provided on the unit Moodle site. Make notes on each of these sources, complete an annotated bibliography for each, and create a reference list.

**Purpose:** The assessments in this unit contribute towards the development of an essay due at the end of the term. The purpose of the annotated bibliography is for you to read, summarise and evaluate potential sources for your essay. By completing this assessment, you will demonstrate your summarising, paraphrasing and referencing skills as well as your ability to apply critical thinking to the evaluation of the sources related to the essay question.

**Length:** 500 words (approx. 250 words for each annotation). The Notes section of this assessment is not included in the word count.

**Assessment Due Date**

Week 5 Tuesday (2 Apr 2024) 9:00 am AEST

**Return Date to Students**

Week 6 Tuesday (16 Apr 2024)

Assessment Task 1 will be returned via the unit Moodle site two (2) weeks after the due date or date submitted, whichever is later.

**Weighting**

20%

**Assessment Criteria**

This assessment will be graded on the quality of the following criteria:

1. evaluation
2. summary
3. language
4. referencing
5. notes.

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Learning Outcomes Assessed**

- Evaluate information for relevance, authority, objectivity and currency
- Paraphrase, quote and summarise information using appropriate referencing conventions

**Graduate Attributes**

- Information Literacy
- Critical Thinking

## 2 Essay Portfolio

**Assessment Type**

Portfolio

**Task Description**

**Task:** Using the topic you chose in Assessment 1, write a thesis statement and construct the body paragraph plans for your essay using the paragraph planner template. (Your supporting evidence in the template can be written in dot point form, but your topic sentence and concluding sentence must be written as full sentences.) Write one polished body paragraph from your plans and create a reference list.

**Purpose:** This task requires research to find at least five additional sources for your essay and begin the writing process. By completing this assessment, you will demonstrate that you have a clear direction for your essay. This assessment will provide feedback that will assist you to improve your final essay.

**Length:** The polished paragraph should be 250-300 words, but there is no specified word count for the Essay Portfolio component. An example of the paragraph plans is provided on the unit Moodle site, which gives an indication of the level of detail required. The reference list must contain a minimum of eight sources in total. (You are allowed to use the three sources from the e-Reading list provided on the unit Moodle site.)

**Assessment Due Date**

Week 9 Tuesday (7 May 2024) 9:00 am AEST

**Return Date to Students**

Week 11 Tuesday (21 May 2024)

Assessment Task 2 will be returned via the unit Moodle site two (2) weeks after the due date or date submitted, whichever is later.

**Weighting**

30%

**Assessment Criteria**

This assessment will be graded on the quality of the following criteria:

1. content
2. integration of ideas
3. language
4. referencing.

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Learning Outcomes Assessed**

- Paraphrase, quote and summarise information using appropriate referencing conventions
- Plan and write an academic essay that integrates sources to support a reasoned argument.

**Graduate Attributes**

- Communication
- Information Literacy
- Information Technology Competence
- Critical Thinking
- Ethical Practice

## 3 Essay

**Assessment Type**

Essay

**Task Description**

**Task:** Write an essay that addresses one of the essay topic options provided on the unit Moodle site. Your thesis should state your position on this topic and your argument/s must be supported with evidence cited in Harvard referencing style.

**Purpose:** This task requires you to complete the process of finding, reading and critically evaluating information to develop a reasoned academic essay that is supported by evidence. By completing this assessment, you will develop your critical thinking, note-making, writing and referencing skills, and you will deepen your understanding of the research/writing process.

**Length:** 1200-1400 words. Note: the word count does NOT include the Reference list. The Reference list must contain a minimum of eight sources. (You are allowed to use the three sources from the e-reading list provided on the unit Moodle site.)

**Assessment Due Date**

Review/Exam Week Tuesday (4 June 2024) 9:00 am AEST

**Return Date to Students**

Results will be available prior to the Certification of Grades.

**Weighting**

50%

**Minimum mark or grade**

25/50

**Assessment Criteria**

This assessment will be graded on the quality of the following criteria:

1. content
2. structure



3. language
4. referencing.

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Learning Outcomes Assessed**

- Paraphrase, quote and summarise information using appropriate referencing conventions
- Plan and write an academic essay that integrates sources to support a reasoned argument.

**Graduate Attributes**

- Communication
- Information Literacy
- Information Technology Competence
- Critical Thinking
- Ethical Practice

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem