



# LNGE40049 *Essay Writing for University*

## Term 3 - 2019

Profile information current as at 19/09/2024 06:20 pm

All details in this unit profile for LNGE40049 have been officially approved by CQUUniversity 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 3 - 2019

- Online

### 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 Student and staff feedback

**Feedback**

Development of video resources to enhance online learning

**Recommendation**

Continue to add additional targeted video resources for the LNGE40049 Moodle site throughout 2019.

#### Feedback from Student and staff feedback

**Feedback**

Need to contemporise the essay topic options

**Recommendation**

Update the essay topic options to include contemporary and authentic assessment topics.

#### Feedback from Student and staff feedback

**Feedback**

Timing and order of assessments

**Recommendation**

Evaluate the effectiveness of the Term 2 2019 changes to the timing and order of assessment.

## 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
<b>1 - Self Management</b>			
<b>2 - Communication</b>		—	—
<b>3 - Information Literacy</b>	—	—	—
<b>4 - Information Technology Competence</b>		—	—
<b>5 - Problem Solving</b>			
<b>6 - Critical Thinking</b>	—	—	—
<b>7 - Cross-Cultural Competence</b>			
<b>8 - Ethical Practice</b>		—	—
<b>9 - Aboriginal and Torres Strait Islander Cultures</b>			

## Alignment of Assessment Tasks to Graduate Attributes

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

## Textbooks and Resources

### Textbooks

LNGE40049

#### Prescribed

##### **An Abridged Guide to the Harvard Referencing Style**

Edition: Term 1 (2019) (2019)

Authors: Academic Learning Centre

CQUniversity

Rockhampton , Australia

Binding: eBook

LNGE40049

#### Prescribed

##### **LNGE40049 Essay Writing for University**

8th Edition (2019) (2019)

Authors: School of Access Education

CQUniversity

Rockhampton , Queensland , Australia

Binding: eBook

#### Additional Textbook Information

The textbook for Essay Writing for University (EWU) is available on the unit Moodle site; however, we strongly advise you to print out your own copy. You will need a hard copy to complete activities and take notes. The textbook cannot be purchased from the CQUniversity Bookshop. Your Access Coordinator will provide you with advice on printing options. However, the Harvard Referencing Guide is still available to purchase from the CQUni Bookshop here: <http://bookshop.cqu.edu.au>

[View textbooks at the CQUniversity Bookshop](#)

### 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

**Violeta Todorovic** Unit Coordinator  
[v.todorovic@cqu.edu.au](mailto:v.todorovic@cqu.edu.au)

## Schedule

### Week 1 - 11 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
Pen to Paper		

### Week 2 - 18 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Critical reading

**Week 3 - 25 Nov 2019**

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

**Week 4 - 02 Dec 2019**

Module/Topic	Chapter	Events and Submissions/Topic
References and the reference list		

**Vacation Week - 09 Dec 2019**

Module/Topic	Chapter	Events and Submissions/Topic
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**Week 5 - 16 Dec 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Finding information		<b>Assessment 1: Annotated Bibliography</b> Due: Week 5 Monday (16 Dec 2019) 9:00 am AEST

**Week 6 - 23 Dec 2019**

Module/Topic	Chapter	Events and Submissions/Topic
The structure of effective essays		

**Week 7 - 06 Jan 2020**

Module/Topic	Chapter	Events and Submissions/Topic
From plan to paragraph		

**Week 8 - 13 Jan 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Polishing paragraphs		

**Week 9 - 20 Jan 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Introductions and conclusions		<b>Assessment 2: Essay Portfolio</b> Due: Week 9 Monday (20 Jan 2020) 9:00 am AEST

**Week 10 - 27 Jan 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Editing		

**Week 11 - 03 Feb 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Preparing your essay for submission		

**Week 12 - 10 Feb 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Submitting your essay and reflecting on your progress		

**Exam Week - 17 Feb 2020**

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Assessment 3: Essay</b> Due: Exam Week Monday (17 Feb 2020) 11:45 pm AEST

## Term Specific Information

Unit Coordinator: Mrs Violeta Todorovic  
Office location: Brisbane campus  
Telephone: 07 32951158  
Email: [v.todorovic@cqu.edu.au](mailto:v.todorovic@cqu.edu.au)

## Assessment Tasks

### 1 Assessment 1: Annotated Bibliography

**Assessment Type**

Annotated bibliography

**Task Description**

**Task:** Make notes on the three sources chosen from the reading list provided on the unit Moodle site and complete an annotated bibliography on these three sources.

**Purpose:** The assessments in this unit contribute towards the development of an essay due at the end of 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:** 750 words (approx. 250 words for each annotation).

**Assessment Due Date**

Week 5 Monday (16 Dec 2019) 9:00 am AEST

**Return Date to Students**

Week 7 Monday (6 Jan 2020)

**Weighting**

20%

**Assessment Criteria**

This assessment will be graded on the following criteria:

1. Evaluating
2. Summarising
3. Language
4. Referencing
5. Notes

**Referencing Style**

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

**Submission**

Online

**Graduate Attributes**

- Information Literacy
- Critical Thinking

**Learning Outcomes Assessed**

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

### 2 Assessment 2: Essay Portfolio

**Assessment Type**

Portfolio

### Task Description

**Task:** Construct paragraph plans for your essay using the paragraph planner template, write two consecutive polished body paragraphs from your plans, and create a reference list.

**Purpose:** This task requires research to find 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. You will receive feedback that will assist you to improve your essay.

**Length:** There is no specified word count for the paragraph plans, but an example is provided on the unit Moodle site for an indication of the level of detail required. The two polished paragraphs should be approximately 400-600 words in total (200-300 words for each polished paragraph). The reference list must contain a minimum of eight sources.

### Assessment Due Date

Week 9 Monday (20 Jan 2020) 9:00 am AEST

### Return Date to Students

Week 11 Monday (3 Feb 2020)

### Weighting

30%

### Assessment Criteria

The assessment will be graded on the following criteria:

1. Content
2. Integration of ideas
3. Language
4. Referencing

### Referencing Style

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

### Submission

Online

### Graduate Attributes

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

### 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.

## 3 Assessment 3: Essay

### Assessment Type

Essay

### Task Description

**Task:** Write an essay that addresses one of the essay topic options. The essay topics are listed in the Assessment block on the unit Moodle site.

**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:** 1600 words (+/- 10%)

### Assessment Due Date

Exam Week Monday (17 Feb 2020) 11:45 pm 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 following criteria:

1. Content
2. Structure
3. Language
4. Referencing

**Referencing Style**

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

**Submission**

Online

**Graduate Attributes**

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

**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.

## 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