

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, available for a nine-week study period (including a one-week study break in the middle of the term), plus a two-week review period for marking and feedback. You can study at a pace that suits you, but we recommend setting aside around six – seven hours a week over the nine learning weeks (excluding the one-week study break).
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>This course is 100% online, which means you can log on when it suits you each week to fit learning into your life, so long as you meet assessment deadlines.</p> <p>You can work through the course content at your own pace, or you can follow our recommended study plan outlined below in the course schedule.</p>

Estimated hours per week	We estimate your engagement will be about six - seven hours a week if you complete the course over the suggested nine-week schedule (excluding the one-week study break), 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>Upon successful completion of the course you will be issued a digital badge to recognise your learning achievements. This can take up to 2 months to be delivered after the marking and feedback period.</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 recommended 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 three modules that run over nine 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. <p>Learning online doesn't mean learning alone. Our courses have been designed to enable a cohort community so you can learn and grow from each other's experience. We also have a facilitator for each course who is there to offer support as you work through your learning, in addition to our Enrolment Advice and Online Learning Support teams.</p>
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: \$107 incl. GST International learners: \$453 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	
	Introduction	
1 - 2	Module 1: Essay structure and secondary research	Assignment 1
3 - 6	Module 2: Essay structure and paragraph unity	Assignment 2
5	Study break	
7 - 9	Module 3: Formal writing, editing and proofreading	Assignment 3
9	Conclusion	

Assessment

There are 3 assessments in this course:

Assessment	Name	Weight	Due date	Feedback
1	End of module 1 assignment	30%	End of week 3	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%	End of week 7	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%	End of week 9	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 you can't find the answer that you are looking for, please email UC Online Learner Support: support@uonline.ac.nz.

