

Discipline of Nursing

Wednesday, March 11, 2009

# Academic Writing Workshop 2009

## Planning and Writing Assignments

Rick Wiechula  
Lecturer

Life Impact The University of Adelaide

Discipline of Nursing

Academic Writing

## Outline

- Available resources
- Planning and organising reading for an assignment
- Planning the essay or assignment
- Writing the essay or assignment
- Marking of assignments
- Plagiarism
- Submission of assignments

Discipline of Nursing

Academic Writing

## Resources

- Centre for Learning and Professional Development (CLPD) Academic Language and Learning Service
  - <http://www.adelaide.edu.au/clpd/students.html>
  - Interactive modules on MyUni
  - The Writing Centre
  - ALL Learning Guides

Discipline of Nursing

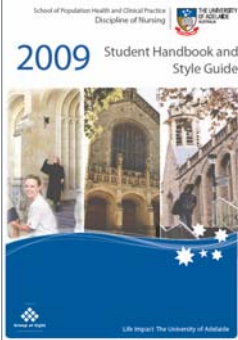
Academic Writing

## Resources

- Centre for Learning & Professional Development (CLPD) Language & Learning Service
- Discipline Style Guide and Handbook
  - One stop for most issues regarding assignments

Discipline of Nursing Academic Writing

## Discipline Handbook and Style Guide



Discipline of Nursing Academic Writing

## Resources

- Centre for Learning & Professional Development (CLPD) Language & Learning Service
- Discipline Style Guide and Handbook
- Course Study Guide
  - Contains specific details about assignment requirements

Discipline of Nursing Academic Writing

## Resources

- Centre for Learning & Professional Development (CLPD) Language & Learning Service
- Discipline Style Guide and Handbook
- Course Study Guide
- Course Coordinator
  - If in doubt check with the person responsible for the marking of your assignment
  - Check early in the planning phase

Discipline of Nursing Academic Writing

## Resources

- Centre for Learning & Professional Development (CLPD) Language & Learning Service
- Discipline Style Guide and Handbook
- Course Study Guide
- Course Coordinator
- Library

Discipline of Nursing Academic Writing

## Resources

- Centre for Learning & Professional Development (CLPD) Language & Learning Service
- Discipline Style Guide and Handbook
- Course Study Guide
- Course Coordinator
- Library
- Plagiarism Policy

Discipline of Nursing Academic Writing

## Planning and organising reading

- Sourcing materials
  - Readers provide the core materials for the course but wider reading is often required
  - Additional readings/materials, consider
    - **Relevance:** Target materials that meet the requirements for the objectives of the assignment
    - **Currency:** Journals usually provide the most recent information
    - **Quality:** Develop skills to critique the work you read. Avoid materials where the author, publisher, date of publication etc. are unknown

Discipline of Nursing Academic Writing

## Planning and organising reading

- Sourcing materials
  - Barr Smith Library Nursing Resources page
    - Maureen Bell – Research Librarian for Nursing
    - <http://www.adelaide.edu.au/library/guide/med/nursing/nurssrch.html>
  - Links to common healthcare databases
    - CINAHL
    - Medline (PubMed)
  - Many full text articles available for download

Discipline of Nursing Academic Writing

## Planning and organising reading

- Sourcing materials
  - World Wide Web
    - Avoid using generic search engines such as Google. Although this is a quick way to access information a great deal of it is of questionable quality and the information contained is often unverifiable

Discipline of Nursing Academic Writing

## Planning and organising reading

- Note taking and managing reference materials
  - Develop systems of managing source materials
  - Take detailed notes when you are reading starting with complete citation details and page numbers
  - Use your own words to record the issue or point from the reading only record the text as it is written if you are going to use a direct quote
  - Computer software packages such as EndNote are available to manage this process and can be a great time saver, available at <https://www.adelaide.edu.au/its/software/>

Discipline of Nursing Academic Writing

## Writing the Assignment

- Start with an outline of the assignment with appropriate headings and subheadings
- Your writing must demonstrate your understanding of the topic in question and the arguments you present, therefore avoid large numbers of direct quotes.
- Different assignments require different formats and writing styles
  - Essays
  - Portfolios
  - Case Studies
  - Protocols/reports
- Study guides provide information about the content of the assignment and specific aspects about the presentation of the submitted work
- The Style Guide & Handbook details issues of form and format but if there is any doubt see your coordinator

Discipline of Nursing Academic Writing

## Marking of assignments

- Marking guides for each assignment are provided in the study guide for every course. Although they are similar there are important differences depending on the type of assignment
- As these are the guides used to mark your assignment you should read them carefully with regard to the elements that are expected within the assignment

Discipline of Nursing Academic Writing

**Marking Guide: Essay**

- Structure and writing style 25%
- Structure (15%)
  - introduces/outlines/situates the topic of the essay
  - clearly describes the way in which the essay will proceed
  - the essay is structured in a logical sequence so that the content flows (headings may be used to develop the structure of the paper)
  - the essays ends with a cogent, defensible conclusion that summarises the discussion within the body of the paper.
- Writing style (10%)
  - the essay is written with clear sentence structure, clarity of argument and precision of expression and the spelling and grammar are correct.

Discipline of Nursing Academic Writing

**Marking Guide: Essay**

- Content 60%
- Content (30%)
  - the essay question has been answered or the topic/issue has been discussed
  - the essay content has clear links to contemporary nursing practice
  - the student's paper demonstrates a depth of understanding of the topic and significant issues.
- Critical analysis (30%)
  - the essay demonstrates a high degree of critical thought and insight by:
    - providing a justification/rationale for the argument/discussion
    - demonstrating they have reflected on the complex issues surrounding the topic/question
    - discussing the topic from differing perspectives thereby providing a balanced argument/discussion.

Discipline of Nursing Academic Writing

**Marking Guide: Essay**

- Referencing 15%
  - the referencing style used throughout the paper is congruent with the department's *Student handbook and style guide*
  - the reference list is accurate (ie no missing page numbers, volumes, correct title etc), complete (ie no references in the body of the paper are missing from the reference list) and consistent with the department's *Student handbook and style guide*
  - the references cited are contemporary (ie less than 10 years old unless seminal papers)
  - primary references are used predominantly (ie the original reference has been cited rather than a secondary source)
  - there is evidence in the paper that the student has searched widely for information related to the topic/issue
  - the student has acknowledged all sources of information
  - direct quotations are only used to make crucial points or to support the discussion/argument.

Discipline of Nursing Academic Writing

**Marking Guide: Portfolio**

- Structure and writing style 20%
- Structure (15%)
  - each section of the portfolio is structured in a logical sequence so that the content flows (headings may be used to develop the structure of the portfolio)
  - where appropriate introduces/outlines/situates the activity/discussion
  - where appropriate each section of the portfolio ends with a cogent, defensible conclusion that summarises the discussion within the body of the paper.
- Writing Style (5%)
  - the portfolio is written with clear sentence structure and the spelling and grammar are correct.

Discipline of Nursing Academic Writing

**Marking Guide: Portfolio**

- Content 70%
- demonstrates an understanding of the activities/discussions chosen by identifying the main components/issues/focus of the topic area
- provides evidence of support from contemporary literature to support argument/points of view
- where appropriate for the activity demonstrates critical thought
- has completed all activities/ discussion points .

Discipline of Nursing Academic Writing


**Marking Guide: Portfolio**

- Referencing 10%
  - Same as for essay

Discipline of Nursing Academic Writing

**Confidentiality**

- Many assignments will require you describe aspects of your practice
  - Case studies will include descriptions of patients
  - Audit reports will include information about patients and/or your peers
- It is important that patients and staff are protected by maintaining their anonymity
  - Inclusion of any identifying features including patient admission dates, URN/hospital id, or treating hospital is not acceptable.
  - The same principle applies to staff at your organisation.
  - Check your study guides re instructions about confidentiality and ask your course coordinator before you submit assignments.



Discipline of Nursing Academic Writing

**Plagiarism**


- 'using another person's ideas, designs, words or works without appropriate acknowledgement'
- Read the policy on plagiarism found at <http://www.adelaide.edu.au/policies/?230>
- The University regards all plagiarism as unacceptable. At the very least, unintentional plagiarism is a lowering of the standards of academic integrity and an impediment to student learning.
- Where plagiarism is intentional and/or systematic, it is cheating.
- Plagiarism, constitutes a serious offence and can result in disciplinary procedures
- The cover sheet for all assignments includes the statement that you have read this policy and are complying with it



Discipline of Nursing Academic Writing

**Plagiarism: Common types**

- Presenting works without attribution to the original source (This may be published or unpublished material)
- Paraphrasing with out due acknowledgement by reference to the original work
- Insufficient paraphrasing
- Submitting the work of other students
- Submitting the same piece of work of your own for two or more courses



Discipline of Nursing Academic Writing

**Plagiarism**

- It is usual for the course coordinator to be very familiar with materials on the subject being assessed
- Software is available to test assignments for plagiarised content
- It is tempting and easy to use text from web sources but it is just as easy for the marker to search for suspect text to verify plagiarism



Discipline of Nursing Academic Writing

**Submission of assignments**

- Check submission dates at the start of semester
- Plan your workload to meet all submission dates particularly when a number of assignments are due at the same time
- Assignments are not accepted without the cover sheet
- This relates to both hard and electronic copies
- Check the specific requirements in the study guide
- Check the style guide for rules regarding presentation and formatting particularly in relation to referencing

