

COURSE INFORMATION

School/Faculty:	Language Academy, Faculty of Social Sciences and Humanities	Page:	1 of 5
Program name:	Undergraduate Programs		
Course code:	UHLB 2122	Academic Session/Semester:	2020/2021/3
Course name:	ACADEMIC COMMUNICATION SKILLS	Pre/co requisite (course name and code, if applicable):	UHLB1112 or MUET Band 4/5/6
Credit hours:	2		

Course synopsis	The course focuses on developing writing skills via read-to-write tasks and prepares students for the demands of writing in an academic setting. By engaging in active learning activities, students will be able to analyse texts gathered from different online and offline sources to compose a well-organised and coherent academic paper. In addition, this course will develop students' referencing skills using the APA citation style. The students in this course should be able to deliver an organised presentation with clearly developed arguments that highlight both main as well as supporting points.			
Course coordinator (if applicable)	RUZAINI BINTI IBRAHIM			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Teaching staff of language academy		D05 & D06	017-7879422 ruzaini@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO*	PLO (Code)	**Taxonomies and ***generic skills	T&L methods	****Assessment methods
CLO1	Analyse texts gathered from different sources for relevant information.	5	CS1	Blended Learning Active Learning	Critical Reading Quiz (10%) Reading Reflection (20%)
CLO2	Compose an academic paper based on information and arguments from different sources in a well-organised and coherent manner, using a range of linking words and cohesive devices.	5	CS1	Active Learning	Outline (15%) Academic Paper (25%)
CLO3	Practise referencing skills based on APA citation style.	5	CS1	Blended Learning	Avoiding Plagiarism & Referencing Quiz (10%)
CLO4	Produce a systematically organised presentation, with developed and clear arguments, highlighting significant points, and relevant supporting details.	5	CS2, CS4	Group work	Poster Presentation (20%)

Prepared by:	Certified by:
Name: RUZAINI BINTI IBRAHIM	Name:
Signature: 	Signature:
Date: 25 TH JULY 2021	Date:

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Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Students learn actively by conducting a mini research and work with their peers to produce an academic paper. Sharing apps, such as Google Docs and Padlet, are incorporated for students to share their work-in-progress and reflections so that they can learn from their peers.
2.	Blended learning	Online instructional videos on in-text citation and referencing skills as well as critical reading skills are available for students to access at http://myline.utm.my
3.	Group work	Students collaborate with each other by participating in group discussions to conduct a mini research and prepare for their poster presentation.

Weekly Schedule:

MEETING 1	<p>Introduction to the Course Course briefing Ice- Breaking/ Grouping</p> <p>Introduction to Academic Reading Input on academic paper; Features of academic paper; structures of academic paper; Steps in identifying related topics</p> <p>Academic Paper Finalising topic for academic paper</p> <p>Online Assessment Starts (Duration: Week 1- 15) Critical Reading Quiz (10%) Avoiding Plagiarism & Referencing Quiz (10%)</p>
MEETING 2	<p>Reading & summarizing texts Finding related readings. Identifying references/ sources Paraphrasing Strategies Summarising Strategies</p> <p>Critical Reading Introduction to active reading strategies Analysing information from text – discourse markers, facts and opinions, conclusion and inferences, Analysing articles – comparing, evaluating and synthesising information from different texts, Recognising citations in texts, Evaluating information from text by responding critically to texts</p> <p>Assessment Reading Reflection (20%)</p>

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MEETING 3	<p>Academic Paper Planning Requirements, audience, purpose, topic/title; structuring the academic paper; Brainstorming and generating ideas, organising ideas / outlining / thesis statement / topic sentences Synthesising information from texts/ reading and extracting information Summarising & paraphrasing information Giving evidence using in-text citations, documenting sources using APA format, writing references</p> <p>Academic Paper Preparing an outline for academic paper</p> <p>Assessment Outline (15%)</p>
MEETING 4	<p>Introduction to Academic Writing Introduction, body, and conclusion paragraphs; features of Introduction, body, and conclusion paragraphs; Citation practices– integral versus non-integral citations; Coherence and cohesion in writing; TurnItIn briefing</p> <p>Academic Paper Write-up of academic paper</p>
MEETING 5	<p>Oral Presentation of Paper Discussion and preparation for oral presentation; deciding key points to be included; deciding on techniques to link ideas effectively; incorporating visuals in oral presentation</p> <p>Assessment Academic Paper (25%)</p> <p>Assessment Poster Presentation (20%)</p>

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

The knowledge and skills learned generally develop students' communication skills. Students are able to clearly and effectively deliver ideas in written and oral forms.

Student learning time (SLT) details:

Distribution of Student Learning		Teaching and Learning Activities	TOTAL SLT
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Time (SLT) Course content outline	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
	L	T	P	O			
CLO							
CLO1	4			6	4	10	24h
CLO2	4			6	6	16	32h
CLO3	1			2	5	-	8h
CLO4	1			4	3	8	16h
Total SLT	10h			18h	18h	34h	80h

Continuous Assessment		PLO	Percentage	Total SLT
1	Critical Reading Quiz (Individual)		10	As in CLO1
2	Reading Reflection (Pair work)		20	
3	Outline		15	As in CLO2
4	Academic Paper		25	
5	Avoiding Plagiarism & Referencing Quiz (Individual)		10	As in CLO3
6	Poster Presentation		20	As in CLO4
Grand Total SLT				80h

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Turnitin Software, video conferencing tools, reference management software.

Learning resources: Supplementary notes will be provided by the UHLB2122 committee.

Main reference:

Caplan, N. A. and Douglas, S. R. (2019). *Q Skills For Success: Reading and Writing*. 3rd ed. [S.l.]: Oxford University Press.

Additional references:

Brandon, L., & Brandon, K. (2011). *Paragraphs and Essays: With Integrated Readings (11th ed.)*. Boston, Mass.: Wadsworth.

de Chazal, E., & Moore, J. (2013). *Oxford EAP: A Course In English For Academic Purposes: Advanced/C1*. Oxford: Oxford University Press.

Oshima, A., & Hogue, A. (2006). *Writing Academic English (4th ed.)*. White Plains, NY: Pearson/Longman.

Shafie, L.A., Yahaya, M.F., Mansor, M. & Osman, N. (2017). *English for Academic Writing*. Shah Alam: Oxford Fajar Sdn. Bhd.

Online platforms:

<http://elearning.utm.my>

<http://myline.utm.my/myline/>

Academic honesty and plagiarism:

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All assignments are done in groups unless indicated as an individual assignment. All group members must equally contribute to the group assignments. Failure to do so will result in receiving minimum marks. Student assignments, which display very poor academic practice, will be returned for corrections based on the advice and feedback from the lecturers. Marks for the submitted assignment will be deducted accordingly as stated in the marking scheme. The penalty for failing to make corrections despite the feedback from lecturers will cost students' marks to be capped at the passing grade. Student assignments which are found to be copied or plagiarised will receive a mark of zero.

Other additional information (Course policy, any specific instruction etc.):

Nil

Disclaimer:

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