|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | | | | | **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 |  | 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 | Read specialized texts in field of interest with comprehension, and extract factual information, ideas or opinions and identify the ways the texts are structured. | 5 | CS1 | Blended Learning  Active Learning | Critical Reading Quiz (20%) | | CLO2 | Compose an academic text with appropriate referencing based on information and ideas drawn from different sources, and develop a systematic argument, highlighting important points and relevant supporting details. | 5 | CS1 | Active Learning  Group work | Outline (20%)  Academic Paper (40%) | | CLO3 | Give a clear presentation which is systematically developed, giving reasons in support of or against points of view and emphasizing significant points and relevant supporting details. | 5 | CS1, CS2 | Active Learning | Presentation (20%) | |

**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](http://myline.utm.my/myline/) |
| 3. | Group work | Students collaborate with each other by participating in group discussions to conduct a mini research and prepare for their oral presentation. |

**Weekly Schedule:**

|  |  |
| --- | --- |
| **Week 1-2** | **Introduction to the Course**  Course briefing  Ice- Breaking  **Introduction to Academic Reading**  Input on academic paper  Features of academic paper  Structures of academic paper  Steps in identifying related topics |
| **Week 3 - 4** | **Library Skills (Webinar)**  Online Databases, e-Journals & e-Books  Exposure to Reference Management software (online tools)  Identifying different sources of credible information  **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  **Online Assessment Starts (Duration: Week 4- 15)**  Critical Reading Quiz (20%) |
| **Week 5** | **Reading texts**  Finding related readings  Identifying references/ sources  **Academic Paper**  Finalising topic for academic paper |
| **Week 6** | **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  **Academic Paper**  Preparing an outline for academic paper |
| **Week 7** | MID-SEMESTER BREAK |
| **Week 8-9** | **Academic Paper Planning**  Summarising & paraphrasing information  Giving evidence using in-text citations, documenting sources using APA format, writing references  **Assessment**  Outline (20%) |
| **Week 10 - 13** | **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  **Academic Paper**  Write-up of academic paper  **Assessment**  Academic Paper (40%) |
| **Week 14 - 15** | **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  **Assessment**  Presentation (20%) |

**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 Time (SLT)  Course content outline |  | | | | Teaching and Learning Activities | | TOTAL  SLT |
| Guided Learning  (Face to Face) | | | | Guided Learning  Non-Face to Face | Independent Learning  Non-Face to face |  |
| **CLO** | **L** | **T** | **P** | **O** |  |  |  |
| CLO1 | 4 |  |  | 6 | 4 | 8 | **16h** |
| CLO2 | 5 |  |  | 8 | 10 | 18 | **48h** |
| CLO3 | 1 |  |  | 4 | 4 | 8 | **16h** |
| **Total SLT** | **10h** |  |  | **18h** | **18h** | **34h** | **80h** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Continuous Assessment | | PLO | Percentage | Total SLT |
| 1 | Critical Reading Quiz (Individual) |  | 20 | **As in CLO1** |
| 2 | Outline |  | 20 | **As in CLO2** |
| 3 | Academic Paper |  | 40 |
| 4 | Presentation |  | 20 | **As in CLO3** |
| **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:**

|  |
| --- |
| **Main reference:**  Blass, L., & Vargo, M. (2018). Pathways: Reading, Writing, and Critical Thinking 3. Cengage Learning.  **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.  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:**

|  |
| --- |
| 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:**

|  |
| --- |
| All teaching and learning materials associated with this course are for personal use only. The materials are intended for educational purposes only. Reproduction of the materials in any form for any purposes other than what it is intended for is prohibited. While every effort has been made to ensure the accuracy of the information supplied herein, Universiti Teknologi Malaysia cannot be held responsible for any errors or omissions. |