



# ÇANKAYA UNIVERSITY

## Course Definition Form

### Part I. Basic Course Information

Department Name	ACADEMIC ENGLISH UNIT	Dept. Numeric Code	<input type="text"/>				
Course Code	<input type="text" value="E"/> <input type="text" value="N"/> <input type="text" value="G"/> <input type="text" value="2"/> <input type="text" value="2"/> <input type="text" value="1"/>	Number of Weekly Lecture Hours	<input type="text" value="2"/>	Number of Weekly Lab/Tutorial Hours	<input type="text" value="0"/>	Number of Credit Hours	<input type="text" value="2"/>
Course Web Site	http:// aeu.cankaya.edu.tr					ECTS Credit	<input type="text" value="0"/> <input type="text" value="3"/>

<b>Course Name</b> <i>This information will appear in the printed catalogs and on the web online catalog.</i>	
English Name	Advanced Writing Skills
Turkish Name	İleri Yazma Becerileri

<b>Course Description</b> <i>Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.</i>	
ENG 221 is an elective academic writing course designed to guide students through their first research paper. The topics in this course include quoting, paraphrasing, referencing, formulating a thesis, researching sources to support main points and integrating that research into their original writing. Students will also be exposed to theoretical knowledge and process of academic writing that will enable them to gather, process, and present concise data in writing based on research.	

<b>Prerequisites</b> (if any) <i>Give course codes and check all that are applicable.</i>	<input type="text" value="1st"/>	<input type="text" value="2nd"/>	<input type="text" value="3rd"/>	<input type="text" value="4th"/>
	<input type="checkbox"/> Consent of the Instructor	<input type="checkbox"/> Senior Standing	<input type="checkbox"/> Give others, if any. <input type="text"/>	
<b>Co-requisites</b> (if any)	<input type="text" value="1st"/>	<input type="text" value="2nd"/>	<input type="text" value="3rd"/>	<input type="text" value="4th"/>
	<b>Course Type</b> <i>Check all that are applicable</i>			
<input type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input checked="" type="checkbox"/> Elective course for dept. <input checked="" type="checkbox"/> Elective course for other dept.(s)				

<b>Course Classification</b> <i>Give the appropriate percentage for each category.</i>				
Category	Language Skills			
Percentage	100%			

## Part II. Detailed Course Information

### Course Objectives

Maximum 100 words.

- Upon successful completion of the course, students should be able to:
- develop their writing skills needed for academic settings.
  - advance their competence in using the English language form and function.
  - paraphrase sentences and paragraphs.
  - evaluate sources for relevance to their research topics.
  - apply referencing rules (APA style documentation)
  - outline their writing in a well-planned way.
  - write a documented essay
  - systematize their ideas on a topic to form a meaningful whole.
  - differentiate among different types of sources
  - gather information to support their ideas and viewpoints.
  - synthesize information.
  - make connections between ideas.

### Learning Outcomes

Explain the learning outcomes of the course. Maximum 10 items.

- Students will be able to
- learn, internalize, accept and carry out the stages in a process writing approach, while writing documented academic essays
  - evaluate, synthesize and use information from field-specific texts at an advanced level
  - do research on a specific topic and analyse sources to form their own academic texts
  - initiate and maintain discussions at an advanced level and on topics about their field of study.

### Textbook(s)

List the textbook(s), if any, and other related main course material.

Author(s)	Title	Publisher	Publication Year	ISBN
	ENG 221 Course Pack			

### Reference Books

List, if any, other reference books to be used as supplementary material.

Author(s)	Title	Publisher	Publication Year	ISBN
Davis, J., & Liss, R.	Effective Academic English 3.	Oxford University Press	2006	
Zemach, D.E., Broudy, D., & Valvona, C.	Writing research papers: From essay to research paper	Macmillan	2011	
Gülcü, M., Gülen, G, Şeşen, E., & Tokdemir, G.	Academic English: Survival skills II (4th ed.).	Black Swan	2011	

### Teaching Policy

Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)

Lecture; communicative / meaningful language exercises; in and out of class reading/writing tasks

### Laboratory/Studio Work

Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.

None required

**Computer Usage**

Briefly describe the computer usage and the hardware/software requirements for the course.

Instructors are expected to use the projectors and the Turnitin system. Students are required to write their final paper using a computer and upload it to Turnitin.

**Course Outline**

List the weekly topics to be covered.

Week	Topic(s)
1	<b>Course Introduction</b>
2	<b>Unit 1 The Essay</b>
3	-Writing Topping Sentences -In-class writing task
4	Writing a non-documented argumentative essay
5	<b>Unit 2 Unity and Coherence</b> - Unity within a Paragraph - Unity within an Essay - Using Transitions for Coherence - Ordering Ideas for Coherence - Using Pronoun Reference for Coherence - Using Parallel Forms for Coherence - Clauses
6	- Run-on Sentences - Sentence Fragments <b>Unit 3 Avoiding Plagiarism</b> - Defining Plagiarism - Quoting and Paraphrasing - Brief Guidelines for Giving In-text Reference
7	- Deciding When to Quote and When to Paraphrase - Using Quotations - Signal Phrases - Using Paraphrases - Paraphrasing Academic English
8	Paraphrasing Activities
9	<b>Unit 4 Parts of an Academic Paper</b> - Transforming a Non-documented Essay into a Documented Essay
10	- Brief Guidelines for Giving End-text Reference - How to Create End-text Reference Page - Outlining the final paper based on their topic selection - In-class feedback will be given to SS' writing
11	<b>Unit 4 Parts of an Academic Paper</b> - Writing the Introduction - In-class feedback will be given to SS' writing
12	<b>Unit 4 Parts of an Academic Paper</b> - Writing the Body paragraphs - In-class feedback will be given to SS' writing
13	<b>Unit 4 Parts of an Academic Paper</b> - Writing the Body paragraphs - In-class feedback will be given to SS' writing
14	<b>Unit 4 Parts of an Academic Paper</b> - Writing the Conclusion - In-class feedback will be given to SS' writing

<b>Grading Policy</b> <i>List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.</i>								
Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Outline	1	5%						
Non-documented Essay	1	15%						
Midterm Exam	1	30%						
Final Paper	1	50%						

<b>ECTS Workload</b> <i>List all the activities considered under the ECTS.</i>			
Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	14	2	28
Attending Labs/Recitations ( <i>weekly basis</i> )			
Compilation and finalization of course/lecture notes ( <i>weekly basis</i> )	14	1	14
Collection and selection of relevant material ( <i>once</i> )	1	1	1
Self-study of relevant material ( <i>weekly basis</i> )	14	1	14
Take-home assignments	12	2	24
Preparation for quizzes			
Preparation for mid-term exams ( <i>including the duration of the exams</i> )	1	9	9
Preparation of term paper/case-study report ( <i>including oral presentation</i> )			
Preparation of term project/field study report ( <i>including oral presentation</i> )			
Preparation for final exam ( <i>including the duration of the exam</i> )			
<b>TOTAL WORKLOAD / 30</b>			<b>90/30</b>
<b>ECTS Credit</b>			<b>3</b>

Total Workloads are calculated automatically by formulas. To update all the formulas in the document first press CTRL+A and then press F9.

<b>Program Qualifications vs. Learning Outcomes</b> <i>Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.</i>						
No	Program Qualifications	Contribution				
		0	1	2	3	4
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

12					
13					
14					

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest

**Part III Approval**

Proposed by	Faculty Member <i>Give the Academic Title first.</i>	Signature	Date
	Inst.		

Departmental Board sitting date	30.09.2016	Sitting number	2016/1	Motion number	3
Department Chair		Signature		Date	

Faculty Academic Board sitting date		Sitting number		Motion number	
Dean		Signature		Date	

Senate sitting date		Sitting number		Motion number	
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