

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Summer (1st) 2017

ACADEMIC WRITING (sec.6)

Time: Tuesday & Thursday 10:20 – 12:00 / 12:40-14:20

Classroom: S304

Instructor : Christopher Plumb, Ph.D.

Email: christopherplumb@gmail.com

Office Hours: Tuesday and Thursday 14:30 – 15:30, Saturday 12:30-13:30

Please email me if you would like to arrange an appointment at a different time. You can find me in S319.)

Note: There are national holidays on 09/05 and 06/06. However, it will be very difficult to schedule make-up classes for six hours of missed classes in this intensive six-week period. Therefore, I plan to hold classes on both of these national holidays.

COURSE DESCRIPTION

The main objective of this course is to prepare students to write research papers and dissertations. Students will be introduced to the practices and conventions of academic writing. The content of this course is intended to prepare students to be researchers and write confidently for an academic audience. In short, this course is a crash course in how to shape your research and present it appropriately. **This will be an intensive six-week course, so please think carefully about your overall course load before you take this class; students are expected to steadily produce written output over the entire six-week period.**

Previous students have used this class as an opportunity to write substantial parts of their dissertations or SRPs. Students are free to use the class assignments as a way to develop their writing in other courses.

The class will focus on the following areas:

- Academic Integrity
 - Avoiding plagiarism
 - Appropriate use of references
 - Paraphrasing and summarizing
 - APA/CMS citations and bibliography
- Research Skills
 - Developing a thesis statement
 - Developing suitable research questions

- Conducting a literature review
- Structure
 - The overall structure of a research paper
 - Paragraph structure
 - Connecting paragraphs
 - Sentence structure
- Academic Register (Style)
 - Writing in a formal style
 - Writing with academic modesty (qualifying language)
- Academic Authority
 - Expressing an opinion or point of view (making a claim)
 - Awareness of the strengths or limitations of your work
- Grammar and Punctuation
 - Common errors including use of tense, articles, and subject-verb agreement

ACADEMIC INTEGRITY

Students have a responsibility to adhere to the standards of academic ethics and integrity in all of their academic work. Violation of academic ethics will be referred to the Academic Affairs Division for adjudication and may be subject to corresponding sanctions as defined by KDI School policies. For further information, please visit [here](#).

COURSE REQUIREMENTS

- ① Students are expected to complete the in-class writing exercises.
- ② Students will provide peer feedback on assignments in three group editing workshops. These guided workshops are an important part of the graduate level writing process. Students will have opportunities to develop self-criticism as writers.

COURSE MATERIALS

No specific course textbook is required for this course. The instructor will provide students with lecture notes. Students will occasionally be given writing exercises in class taken from a range of English for academic purposes (EAP) textbooks. The books listed below are recommended as supplementary reading. Additionally, the KDI School library holds a wide

range of writing guides.

Bailey, S. (2006). *Academic Writing: A Handbook for International Students*. New York: Routledge.

Swales, J.M., & C.B. Feak. (2004). *Academic Writing for Graduate Students: Essential Tasks and Skills*. Ann Arbor: University of Michigan.

Van Geyte, E. (2013) *Writing: Learn to Write Better Academic Essays*. London: Collins.

EVALUATION

Students are free to use these assignments as a way to develop their writing in other courses.

Your research topic does not have to be developed solely for the purpose of this class.

- **Assignments (80%)**

- 1 research proposal (20%)
 - A research proposal due **18/05/2017** (400 words)
- 1 introduction (20%)
 - An introduction due **25/05/2017** (250-500 words)
- 1 literature review (20%)
 - A literature review due **08/06/2017** (500 words)
- 1 final research paper (20%)
 - A final research paper comprised of an introduction, literature review, main body, and conclusion due **15/06/2017** (2,500-5,000 words)

- **Oral Presentation (10%)**

- Students will give a presentation on the topic of their research paper.

- **Class Participation (5%)**

- Students are expected to complete in-class writing activities and participate in discussion.

- **Attendance (5%)**

- Absences must be excused; you should provide supporting evidence to excuse an absence.

CLASS SCHEDULE

- ❖ The first class will consist of a timed in-class writing task (a diagnostic test). This will enable the instructor to assess the specific writing needs of the class and customize the course. Each student will be given feedback suggesting points to focus on.

CLASS SCHEDULE

CLASS	READING
Week 1 09/05	Diagnostic Test Topic Selection & Research Questions
Week 1 11/05	Expository Essays (Reviewing Writing Techniques) <ul style="list-style-type: none"> Writing a clear thesis statement Writing topic sentences (controlling idea) <p>*We will also review transitional signals/expressions</p> Proposals
Week 2 16/05	KDI Library Session (to be confirmed) GROUP EDITING WORKSHOP (Research Proposal) Please bring your draft to class.
Week 2 18/05 RESEARCH PROPOSAL DUE	Introductions Avoiding Plagiarism Paraphrasing <ul style="list-style-type: none"> Paraphrasing accurately Integrating quotes
Week 3 23/05	Literature Reviews GROUP EDITING WORKSHOP (Introduction) Please bring your draft to class.

Week 3 25/05 INTRODUCTION DUE	<p>Avoiding Plagiarism</p> <p>Summarizing & Synthesizing</p> <ul style="list-style-type: none"> Summarizing the ideas of others Synthesizing material from different sources <p>Citations</p> <p>APA Style</p> <p>Chicago Style</p>
Week 4 30/05	<p>Academic Register</p> <ul style="list-style-type: none"> Writing in a formal style Writing with academic modesty (qualifying language) <p>Tenses & Storytelling in Academic Writing</p>
Week 4 01/06	<p>GROUP EDITING WORKSHOP (Literature Review) Please bring your draft to class.</p> <p>Academic Authority</p> <ul style="list-style-type: none"> Developing a clear point of view Stating your opinion Awareness of strengths & limitations
Week 5 06/06	<p>Abstracts</p> <p>Stronger Sentences & Common Errors</p> <ul style="list-style-type: none"> Improving sentence structure Sentence variety
Week 5 08/16 LITERATURE REVIEW DUE	<p>Metacommentary in Academic Writing</p> <ul style="list-style-type: none"> Clarifying and elaborating Signposting ideas <p>Conclusions</p>
Week 6 READING PERIOD 13/06	NO CLASS
Week 12 FINAL PAPER DUE 15/06	Presentation Day