

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

|                            |  |                        |                         |                    |                             |   |
|----------------------------|--|------------------------|-------------------------|--------------------|-----------------------------|---|
| <b>Year and Semester</b>   | 2023 Fall  |                        |                         |                    |                             |   |
| <b>Course Name</b>         | Academic Writing and Research Methodology  |                        |                         |                    |                             |   |
| <b>Course Code</b>         | GE 401   |                        |                         |                    |                             |   |
| <b>Course Type</b>         | <input checked="" type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective)<br><input type="checkbox"/> Basic Disciplinary Course <input type="checkbox"/> Professional Course (Required)<br><input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Professional Course (Expanded)<br><input type="checkbox"/> Professional Course (Advanced) |                        |                         |                    |                             |   |
| <b>Course Credits</b>      | 2  |                        |                         |                    |                             |   |
| <b>Course Hours</b>        | Total Class Hours  | 32                     | Lecture Hours           | 32                 | Experiment (Computer) Hours | 0 |
| <b>Applicable object</b>   | <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior<br><input checked="" type="checkbox"/> Business Administration (Accounting)<br><input checked="" type="checkbox"/> Information Management and Information Systems (Finance)  |                        |                         |                    |                             |   |
| <b>Prerequisites</b>       |  |                        |                         |                    |                             |   |
| <b>Instructor</b>          | Emily Song   |                        |                         |                    |                             |   |
| <b>Contact Information</b> | Office: C204   |                        |                         |                    |                             |   |
|                            | Tele: (010)83951085  |                        |                         |                    |                             |   |
|                            | Email: songyiran@cueb.edu.cn   |                        |                         |                    |                             |   |
| <b>Office Hour</b>         | Mon 16:00-18:00   Tu 16:00-18:00   Th: 14:00-16:00   |                        |                         |                    |                             |   |
| <b>Learning Centre</b>     | Mon 18:00-20:00   Th 16:00-18:00   |                        |                         |                    |                             |   |
| <b>Grade/Section</b>       | 20BA   | 20ACCA1                | 20ACCA2                 | 20IT               | 20CFA                       |   |
| <b>Course Time/Place</b>   | Th9:55-11:30<br>博学楼 111  | Th8:00-9:35<br>博学楼 109 | T13:30-15:05<br>博学楼 111 | W8:00-9:35<br>A102 | W9:55-11:30<br>A104         |   |
| <b>Textbook</b>            | Research Approach Dissertation Writing Manual<br>Academic Writing Skills 3<br>Peter Chin Samuel Reid<br>Shanghai Foreign Language Education Press<br>ISBN 978-7-5446-4671-0  |                        |                         |                    |                             |   |

#### Reference Book

1. Academic Writing Skills 3, Peter Chin Samuel Reid Shanghai Foreign Language Education Press  
ISBN 978-7-5446-4671-0
2. Stephen Bailey, *Academic Writing : A Handbook for International Students*, 3rd Ed. Routledge,  
ISBN 978-1-138-04873-7
3. Gail Craswell, Megan Poore, *Writing for Academic Success*, 3rd ed, Sage Publications Ltd, ISBN  
978-0-857-02928-7
4. Malcolm Smith, *Research Methods in Accounting*, 2nd Edition, ISBN: 978-1-84920-797-3

#### Course Description

This course will introduce important aspects of writing a dissertation, including choosing a topic, asking research questions, conducting research and citing the information. The course will also help students improve their writing skills, emphasizing the importance of using appropriate reporting verbs, writing in academic style and applying American Psychological Association (APA) style to write and format research paper

### **Student Learning Objectives**

On successful completion of this exam, candidates should be able to:

|            |   |
|------------|---|
| Knowledge  | <ul style="list-style-type: none"> <li>◆ Describe what research is and how it is defined</li> <li>◆ Identify problem areas that are likely to be studied in organizations.</li> <li>◆ Be clear with literature review.</li> <li>◆ Explain how primary and secondary data help the researcher to develop a problem statement.</li> <li>◆ recognize APA reference format and</li> </ul> |
| Capability | <ul style="list-style-type: none"> <li>◆ State research problems clearly and precisely.</li> <li>◆ Develop a research proposal.</li> <li>◆ Develop relevant and comprehensive bibliographies for any organizational research topic.</li> <li>◆ Demonstrate a good preparation</li> </ul>  |
| Mindset    | <ul style="list-style-type: none"> <li>◆ Establish the integrity and objectivity in accounting workplace</li> <li>◆ Be logical, ethical, methodical, consistent and accurate</li> <li>◆ Apply critical thinking in the process of decision making</li> </ul>  |

### **Website Source**

- 1 <https://www.uow.edu.au/student/learning-co-op/>
2. <http://www.uefap.com/index.htm>
3. <https://emedia.rmit.edu.au/learninglab/>
4. <https://owl.purdue.edu/>
5. <http://guidetogrammar.org/grammar/index.htm>
6. <https://www.quickanddirtytips.com/grammar-girl>
7. <https://writingcenter.tamu.edu/>
8. <https://arts.uottawa.ca/writingcentre/en/writing-help-service>
9. <https://www.douban.com/doulist/3016518/>
10. <https://www.zhihu.com/question/35071142/answer/617313877>

### **Teaching Methods**

This course contains lectures, class discussions, homework, assignments. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

### **Grade Criterion**

| Component                       | Weight | Description  |
|---------------------------------|--------|--|
| Research Proposal Final Version | 30%    | The Research Proposal (开题报告) will be required by student as the final project. |

|                                 |             |   |
|---------------------------------|-------------|---|
| Research Proposal First Version | 15%         | The Research Proposal first draft should be finished  |
| Assignment                      | 15%         | Students will finish the research paper manual which explain how to write a research paper. Students will design the manual framework and prepare contents. Students should show their understanding and insight of the previous studies related to the research paper manual. Their work should be a synthesis and analysis of the ways of writing. Students should rely primarily on research skills to give them a sense of how to finish this assignment. |
| Presentation                    | 20%         | The students will prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.  |
| Participation                   | 10%         | Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.   |
| Attendance                      | 10%         | Refer to attendance policy listed below   |
| <b>Total</b>                    | <b>100%</b> |   |

### **Assessment of Student Performance**

#### ***☞ Self-Study and Reading ability Practice***

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

#### ***☞ Homework***

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

#### ***☞ Attendance***

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ♦ Being late for 15 minutes or more is considered an absence.
- ♦ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ♦ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ♦ An incomplete grade (I) will be considered in case of medical or family emergencies.

#### ***☞ Participation***

- ♦ Students should participate in classes actively. Half of participation grade is determined by their

presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.

- ♦ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

### *☞ Textbook*

Students must bring the textbook to class or laptop.

### **Topical Course Outline (original)**

| Week | Topics   | Platform                                   | Homework                        |
|------|--|--|---------------------------------|
| 1    | <ul style="list-style-type: none"> <li>● Ice breaking</li> <li>• Show your graduation plan and timeline<br/>(work/study abroad/study in domestic)</li> <li>• Show the graduation paper arrangement</li> </ul>                | Wechat group & Xuexitong                   |                                 |
|      | <ul style="list-style-type: none"> <li>● Syllabus</li> <li>● Chapter 1: What is academic Writing?</li> <li>• Why do you need finish your graduation paper?</li> <li>• How do we finish it?</li> <li>● Q&amp;A</li> </ul>     | Classroom                                  | Homework for Research objective |
|      | Chapter 1 <ul style="list-style-type: none"> <li>● What is Research objective?</li> <li>● How do you prepare Research objective?</li> </ul>  | Xuexitong                                  |                                 |
|      | <ul style="list-style-type: none"> <li>● Research and Read the paper to find what Research objective should be.</li> </ul>   | Xuexitong                                  |                                 |
| 2    | <ul style="list-style-type: none"> <li>● Preview</li> <li>• PPT &amp; videos for chapter 1</li> <li>• Make presentation for Research objective.</li> </ul>   | Classroom                                  |                                 |
|      | <ul style="list-style-type: none"> <li>● How do we choose topic?</li> <li>● Invite teachers come to explain their topic.</li> <li>● Discuss the different topic</li> </ul>   | Classroom                                  | Homework for Literature review  |
|      | <ul style="list-style-type: none"> <li>● Chapter 2: Literature review</li> <li>• What is literature review?</li> <li>• How do we prepare literature review?</li> <li>• How do you make the information retrieval?</li> </ul> | Wechat group & Tencent Meeting & Mosoteach |                                 |
| 3    | <ul style="list-style-type: none"> <li>● Preview</li> <li>• Make presentation for Chapter 2</li> </ul>   | Classroom                                  |                                 |

|   |  |  |                                 |
|---|--|--|---------------------------------|
|   | <ul style="list-style-type: none"> <li>●Chapter 2: Literature Review</li> <li>How do we write literature review?</li> <li>Practice in class</li> </ul>   | Classroom  |                                 |
|   | <ul style="list-style-type: none"> <li>● Chapter 3 What are the different research methodology?</li> </ul>   | Wechat group & Xuexitong                             | Homework for Reserach methology |
| 4 | <ul style="list-style-type: none"> <li>● Preview</li> <li>•Make presentation for Chapter 3</li> </ul>  | Classroom  |                                 |
|   | <ul style="list-style-type: none"> <li>●Chapter 3 Research Methodology</li> <li>●Different methodology</li> <li>● Choose the appropriate method</li> </ul>   | Classroom  | Homework for Data analysis      |
|   | <ul style="list-style-type: none"> <li>●Chapter 4 Data analysis</li> </ul>   | Xuexitong  |                                 |
| 5 | <ul style="list-style-type: none"> <li>● Preview</li> <li>•Make presentation for Chapter 4</li> </ul>  | Classroom  |                                 |
|   | <ul style="list-style-type: none"> <li>●Chapter 4:Data analysis</li> <li>• Content of data analysis</li> <li>• Logic of data analysis</li> </ul>   | Classroom  |                                 |
|   | <ul style="list-style-type: none"> <li>●Chapter 5 Conclusion</li> <li>● Conclusion and suggestion</li> </ul>   | Xuexitong  | Homework for Conclusion         |
| 6 | <ul style="list-style-type: none"> <li>● Preview</li> <li>•Make presentation for Chapter 5</li> </ul>  | Classroom  |                                 |
|   | <ul style="list-style-type: none"> <li>●Chapter 5:Conclusion</li> <li>• What is a good conclusion</li> <li>• How do we prepare suggestion?</li> <li>●Chapter6 APA form study and practice</li> </ul> | Classroom  |                                 |
|   | <ul style="list-style-type: none"> <li>●Chapter6 APA style</li> </ul>  | Classroom & Xuexitong                                |                                 |
| 7 | <ul style="list-style-type: none"> <li>●Prepare the research proposal first draft</li> <li>● Guide and discuss one by one</li> </ul>   | Wechat group & Tencent Meeting & Xuexitong&Classroom |                                 |
| 8 | <ul style="list-style-type: none"> <li>● Report Research proposal final version</li> <li>● Guide and discuss one by one</li> </ul>   | Wechat group & Tencent Meeting & Xuexitong&Classroom |                                 |

*Note: In the first three weeks, Tencent Meeting, Mosoteach and the Wechat group will be used as the main teaching methods. The Wechat group will be mainly used to inform the students' daily study activities and tasks. Tencent Meeting and Mosoteach will be used as the main study platform to teach and organize the study activities. When classes change back to school, Tencent Meeting will be stopped to use. Mosoteach will be mainly used to upload PPTS and release some learning materials.*

*Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams. A review in Chinese may be held during L.C. and O.H. in the semester.*

### **Teacher's Office Hour**

- ◆The instructor's office hour is shown in the front of the office door.
- ◆Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ◆The time can be scheduled by instructors or students, or both.

### **Cheating and Plagiarism**

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when

any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

**Important Dates**

|                     |   |
|---------------------|---|
| <b>Midterm Test</b> | <b>Week 9 or 10</b>   |
| <b>Final Exam</b>   | <b>Week 18 or 19 (Refer to the notice of the Academic Affairs Office)</b> |

*Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.*

**Instructor:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

