**Capital University of Economics and Business**

**Overseas Chinese College**

**Course Syllabus**

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| **Year and Semester** | 2022 Fall (Senior) |
| **Course Name** | Academic Writing and Research methodology |
| **Course Code** | GE401 |
| **Course Type** | 🞏 General Education (Required) 🞏 General Education (Elective)  🞏 Professional Course (Required) 🗹Professional Course (Elective)  🞏 Basic Disciplinary Course |
| **Course Credits** | 2 |
| **Course Hours** | 36 |
| **Prerequisites** | General education and professional course |
| **Instructor** | Prof. Emily Chen |
| **Contact Information** | Office: C203 |
|  | Tele: (010)8395 1085 |
|  | Email: arzel@163.com |
| **Office Hour** | T: 15:25-17:00,  W: 15:25-16:10,  TH: 13:30-16:10 |
| **Learning Centre** | T: 18:00-20:00 (online)  F: 13:30-15:05 |
| **Grade/Section** | 2019CFA &2019IT |
| **Course Time/Place** | 2019CFA: T: 9:55-11:30/B208  TH: 9:55-11:30/B208  2019IT: T: 13:30-15:05/B212  W: 8:00-9:35/B212 |
| **Textbook** | |
| Handout by Instructor | |
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| **Reference Book** | |
| 1.Stephen Bailey,*Academic Writing : A Handbook for International Students,*3rd Ed.Routledge, ISBN978-1-138-04873-7  2.Gail Craswell,Megan Poore,Writing for Academic Success,3nd ed, Sage Publications Ltd,ISBN 978-0-857-02928-7  3.Uma Sekaran ,Roger Bougie, *Research Methods for Business –A Skill-Building Approach* ,6th Ed, John Wiley and Sons Ltd ,ISBN 978-1-119-94225-2 | |
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| **Course Description** | |
| The goal of this course is to guide graduates of information management department to successfully complete their graduation thesis. Therefore, this course is designed according to the writing process of graduation thesis, including the following contents:  1. Course Overview: introduce the graduation thesis and the course as a whole  2. Determine the topic of the thesis: including the scope, standards, methods, etc  3. Write the opening report: introduce the writing methods of each part of the opening report  4. Writing Outline: including web development and financial statistics  5. Paper format: introduce the format of American Psychological Association (APA)  6. How to achieve excellent papers: introduce the standards and cases of excellent papers | |
| **Student Learning Outcomes** | |
| After learning this course, the students will be able to:  Knowledge:  ⬩Understand the research field of Finance and common topics  ⬩Clear selection criteria and methods  ⬩Be clear about the writing requirements of the opening report  ⬩Master the writing methods of research status at home and abroad  ⬩Clarify the relationship between research methods and content  ⬩recognize APA reference format and Report writing format  Capability  ⬩ Understand the topic selection method  ⬩ Master the writing method of literature review  ⬩ apply logical thinking to write research outline  ⬩ Learn to use APA format in papers  ⬩ Culture the ability of academic identification  Mindset | |
| ⬩cultivate the spirit of assiduous study  ⬩enhance the ability of logical thinking and problem solving  ⬩develop the ability of effective expression and presentation  ⬩gain self-confidence and sense of achievement in the process of exploring true knowledge | |
| **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** | |
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| **Grade Criterion**   |  |  |  | | --- | --- | --- | | **Component** | **Weight** | **Description** | | Final Exam | 20% | A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of computer operation  questions and case analysis questions. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams. | | Mid-Term Test | 20% | A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed in class. | | Homework | 15% | Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments may be kept by the tutor for reference and won’t be returned to students. | | Quizzes | 15% | There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts. | | Presentation | 10% | The students will be divided into several groups to 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 | | **Total** | 100% |  | | |
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| **Detailed Grade Computation** | |
| |  |  |  | | --- | --- | --- | |  | **Before Midterm** | **After Midterm** | | Attendance | 5% | 5% | | Participation | 5% | 5% | | Homework | 5% | 10% | | Quizzes | 5% | 10% | | Presentation |  | 10% | | Midterm test | 20% |  | | Final exam |  | 20% | | Total | 40% | 60% | | |
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| **Grading Policy** | |
| A+ 97-100 A 93-96 A- 90–92 B+ 87-89 B 83-86 B- 80–82  C+ 75-79 C 70-74 C- 67–69 D+ 63–66 D 62-60 F 0- 59 | |
| **Exam Schedule** | |
| Midterm Test:  Final Exam: | |
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| **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 refused and the score will be zero.  ***☞ 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. | |

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| **Course Outline** |
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| ***Note:*** *Some chapters or sections may leave for self-study, they may also be included in the quizzes or exams.* |

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| **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. |
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| **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".** |
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| **Important Dates** |
| |  |  | | --- | --- | | **Fall Semester, 2022** | **September 5, 2022— January 16, 2023** | | Sep.5 | Classes Begin（Sophomores，Juniors and Seniors） | | Sep.9 | Last Day to Drop or Add a Course | | Sep.10 | Mid-Autumn Festival | | Sep.18 | Registration（Freshmen） | | Sep.19-23 | Entrance Education（Freshmen） | | Sep.26 | Classes Begin（Freshmen） | | Oct.1 | National Day | | Oct.31 – Nov.4 | Midterm Test | | Dec.31- Jan.3 2023 | Revision（Sophomores，Juniors and Seniors） | | Jan.1 2023 | New Year’s Day | | Jan.4- 13 2023 | Final Exam Period（Sophomores，Juniors and Seniors） | | Jan.9-13 | Final Exam Period（Freshmen） | | Jan.16 | Winter Vacation Begins |   ***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.* |
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| **Instructor: Emily Chen Department Head:** |

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