

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	Fall (Senior Students)
<u>Course Name</u>	Academic Writing and Research Methodology
<u>Course Code</u>	GE401
<u>Course Type</u>	<input checked="" type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	2
<u>Course Hours</u>	32
<u>Prerequisites</u>	None
<u>Instructor</u>	Prof. Emily Song
<u>Contact Information</u>	Office: C204 Tele: (010)83951085 Email: songyiran@cueb.edu.cn
<u>Office Hour</u>	Mon 8:00-12:00 Tu:8:00-10:00
<u>Learning Centre</u>	Tu: 6:00-8:00 Fri: 10:00-12:00
<u>Grade/Section</u>	2018ACCA1/ACCA2/BA
<u>Course Time/Place</u>	Mon 13:30-15:20 5#208 15:40-17:30 5#208 Tu: 15:40-17:30 5#111

Textbook

Research Approach Dissertation Writing Manual
Academic Writing Skills 3
Peter Chin Samuel Reid
Shanghai Foreign Language Education Press
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

After completing this course, students will be able to:

Knowledge:

- ◆ describe what research is and how it is defined
- ◆ identify problem areas that are likely to be studied in organizations.
- ◆ Be clear with literature review.
- ◆ explain how primary and secondary data help the researcher to develop a problem statement.
- ◆ recognize APA reference format and Report writing format

Capability

- ◆ state research problems clearly and precisely.
- ◆ develop a research proposal.
- ◆ develop relevant and comprehensive bibliographies for any organizational research topic.
- ◆ demonstrate a good preparation for dissertation writing

Mindset

- ◆ establish the integrity and objectivity in accounting workplace
- ◆ be logical, ethical, methodical, consistent and accurate
- ◆ apply critical thinking in the process of decision making

Curriculum ideological and political education objective:

- ◆ Be integrity, ethical, prudent
- ◆ Establish the seriousness and objectivity in auditing workplace
- ◆ Be confident, cooperative, keep communication with others

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
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Assignment1	30%	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
Assignments 2	20%	Students require to prepare their group research paper which will follow the lecture.
Mid-term	10 %	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 within 15 minutes in class.
Presentation	20%	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%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Assignment 2	10%	10%
Presentation	10%	10%
Midterm test	10%	
Assignment 1		30%
Total	40%	60%

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:

Assignment1、2

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.

Topical Course Outline

Week	Date	Content	Homework
1		Introduction & Syllabus	——
2		Chapter 1: What is Research? Chapter 2: Dissertation topics Discussion: Students show the topics and explain their choice	Choose a topic
3		Mid-Moon Festival	

4		Chapter 3 Research background	
5		National Day	
6		Review: Research background Chapter 4: Literature review	
7		Review: Literature review Chapter 5: Methodology	
8		Review: Methodology Chapter 6: Data Analysis and Results and Conclusion	
9		Midterm Test	
10		Review: Chapter 6 Chapter 7: Citation – APA style	
10		Review: Chapter 7: Citation – APA style	Finish your manual
11		Evaluate previous students' papers	
12		Evaluate students' papers	Hand in the paper
13		Evaluate students' papers	
14		Evaluate students' papers	
15		Presentation: research paper manual & paper	
16		Presentation: research paper manual & paper	

Note: 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

Fall Semester, 2021

September 2, 2021— January 16, 2022

Sep.5	Registration (Sophomores, Juniors and Seniors)
Sep.6	Classes Begin (Sophomores, Juniors and Seniors)
Sep.10 and Seniors)	Last Day to Drop or Add a Course (Sophomores, Juniors
Sep.18	Registration (Freshmen)
Sep.20-24	Entrance Education (Freshmen)
Sep.21	Mid-Autumn Festival
Sep.27	Classes Begin (Freshmen)
Oct.1	National Day
Nov.1–5	Midterm Test (tentative)
Jan.1, 2022	New Year's Day
Jan.1-4	Revision (Sophomores, Juniors and Seniors)
Jan.5-14	Final Exam Period (Sophomores, Juniors and Seniors)
Jan.10-14	Final Exam Period (Freshmen)
Jan.17	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.

Instructor: _____

Department Head: _____

