

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	Fall (Senior)
<u>Course Name</u>	Academic Writing and Research methodology
<u>Course Code</u>	GE401
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input checked="" type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	2
<u>Course Hours</u>	34
<u>Instructor</u>	Zhe Chen
<u>Contact Information</u>	Office: C217 Email: arzel@163.com

<u>Office Hour</u>	T:10:00-12:00 ;W:13:00-14:00 ;Th:8:00-9:00;F:14:30-16:30
<u>Learning Centre</u>	Th:9:00-11:00;F:16:30-18:30
<u>Grade/Section</u>	2018IT
<u>Course Time/Place</u>	T:8:00-9:50/5#109
<u>Textbook</u>	Handout by Instructor

Reference Book

1. Stephen Bailey, *Academic Writing : A Handbook for International Students*, 3rd Ed. Routledge, ISBN 978-1-138-04873-7
2. Gail Craswell, Megan Poore, *Writing for Academic Success*, 3rd 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

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

This course has written handouts in combination with the college's graduation thesis process and requirements and analyzes cases of Chinese and foreign literature, assigns phased tasks to students, guides the completed tasks, and accurately matches the graduation thesis of the college in terms of time arrangement

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%	

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%

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:

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.

Course Outline

Week	Date	Content	Homework
1	7 September 2021	Chapter 1: course overview	——
2	14 September 2021	Chapter 2: determine the topic of the paper Section1: scope of topic	
3	21 September 2021	Chapter 2: determine the topic of the paper Section2: standard of topic	
4	28 September 2021	Chapter 2: determine the topic of the paper Section3: direction of topic	
5	5 October 2021	Chapter 2: determine the topic of the paper Section3: methods of topic	
6	12 October 2021		
7	19 October 2021	Chapter 3: write opening report Section1: composition and meaning	
8	26 October 2021	Chapter 3: write opening report Section2: thesis topic and its significance	
9	2 November 2021	Midterm Test	1. complete own thesis topic & its significance
10	9 November 2021	Chapter 3: write opening report Section3: literature review of study	2. complete the own literature review
11	16 November 2021	Chapter 3: write opening report Section4: research contents & methods	
12	23 November 2021		3. complete the own research contents & methods
13	30 November 2021	Chapter 4: writing logic and outline of thesis Section1: web design thesis	
14	7 December 2021	Chapter 4: writing logic and outline of thesis Section2: financial statistical thesis	4. complete the outline of thesis
15	14 December 2021	Presentation	5. present the paper proposal & research outline
16	21 December 2021	Chapter 5: APA format Section1: Literature citation	6. Adjust the literature review and references according to APA format
17	28 December 2021	Chapter 5: APA format Section2: reference	
18	4 January 2022	Final Exam	
19	11 January 2022	Final Exam	

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

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

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: _____

