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# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2019 Fall (September 2, 2019 - January 12, 2020)
<b><u>Course Name</u></b>	Research Approach
<b><u>Course Code</u></b>	CE401
<b><u>Course Type</u></b>	<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
<b><u>Course Credits</u></b>	1
<b><u>Course Hours</u></b>	16
<b><u>Prerequisites</u></b>	None
<b><u>Instructor</u></b>	Prof. Gloria Hua
<b><u>Contact Information</u></b>	Office: C201 Tele: (010)83951083 Email: Huazhang@cueb.edu.cn
<b><u>Office Hour</u></b>	TBA
<b><u>Learning Centre</u></b>	TBA
<b><u>Grade/Section</u></b>	2016 ACCA/Y05; 2016 FISC/Y05
<b><u>Course Time/Place</u></b>	T:10:10-12:00 /A 204;

#### **Textbook**

Academic Writing Skills 3  
Peter Chin Samuel Reid  
Shanghai Foreign Language Education Press  
ISBN 978-7-5446-4671-0

#### **Reference Book**

1. Research Approach    Dissertation Writing Manual

#### **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:

- ◆ Obtain a solid understanding of research skills
- ◆ Make good preparation for dissertation writing
- ◆ Understand how to write in an academic style
- ◆ Conduct a deep research in a particular area

## Website Source

## Teaching Methods

This course contains lectures, class discussions, homework, quizzes, and assignment. 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
Assignment	50%	Students will finish the second part of their dissertation paper, literature review at the end of this course. The literature review is composed of introduction, body, and conclusion. Students should show their understanding and insight of the previous studies related to their research topics. Their work should be a synthesis and analysis of the relevant published work, including in-text citation and reference list. Students should rely primarily on research skills to give them a sense of how to finish this assignment.
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 will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be one quiz during the semester. Quiz may or may not be announced in advance. It may also be used as a way to check the attendance. Quiz will test your knowledge of both concepts and the application of those concepts.
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>	

## Detailed Grade Computation

	The whole semester
Attendance	10%
Participation	10%
Homework	15%
Quizzes	15%
Final exam	50%
Total	100%

## 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

The assignment should be submitted before Nov. 30<sup>th</sup>.

## 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	Topics	Homework
1	Sept. 4	Syllabus ● <b>Chapter 1 Introduction to dissertation paper writing</b> <ul style="list-style-type: none"> <li>• the requirement of dissertation</li> <li>• the structure of dissertation</li> </ul>	—

		<ul style="list-style-type: none"> <li>• the steps of writing a dissertation</li> <li>● Discussion</li> </ul>	
2	Sept. 11	<ul style="list-style-type: none"> <li>● <b>Chapter 2 Research Skills</b> <ul style="list-style-type: none"> <li>• how to choose a topic</li> <li>• How to narrow down a topic</li> <li>• How to use instruction work to write a title</li> <li>• How to ask research questions</li> <li>• two ways to do research</li> <li>• how to evaluate the information</li> </ul> </li> <li>● Exercises for Chapter 2</li> </ul>	Discuss and ask research questions for the given topics.
3	Sept. 18	<ul style="list-style-type: none"> <li>● <b>Chapter 2 Research Skills</b> <ul style="list-style-type: none"> <li>• how to identify primary source and secondary source</li> <li>• how to take notes</li> </ul> </li> <li>● <b>Chapter 3 Paraphrase and summary</b> <ul style="list-style-type: none"> <li>• the three ways to integrate source into your dissertation</li> <li>• how to paraphrase the information</li> </ul> </li> <li>● Discussion</li> </ul>	—
4	Sept. 25	<ul style="list-style-type: none"> <li>● <b>Chapter 3 Paraphrase and summary</b> <ul style="list-style-type: none"> <li>• how to write a summary</li> <li>• how to use direct quotation</li> </ul> </li> <li>● <b>Chapter 4 In-text citation and reference</b> <ul style="list-style-type: none"> <li>• how to cite information</li> <li>• reference writing (APA style)</li> </ul> </li> <li>● Exercises for Chapter 4</li> </ul>	—
5	Oct. 2	National Holiday	—
6	Oct. 9	<ul style="list-style-type: none"> <li>● <b>Quiz</b></li> <li>● <b>Chapter 5 Literature review</b> <ul style="list-style-type: none"> <li>• the structure of literature review</li> <li>• the requirement of literature review</li> </ul> </li> <li>● Exercise for Chapter 5</li> </ul>	—
7	Oct. 16	<ul style="list-style-type: none"> <li>● <b>Chapter 6 Accuracy and Clarity</b> <ul style="list-style-type: none"> <li>• Hedging and intensifying</li> <li>• Academic sentence styles</li> <li>• Editing</li> </ul> </li> </ul>	—
8	Oct. 23	<ul style="list-style-type: none"> <li>● <b>Chapter 7 Writing Practice</b> <ul style="list-style-type: none"> <li>• Practice writing part of literature review</li> <li>• Proofreading</li> </ul> </li> </ul>	—

*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, 2019	August 30, 2019— January 12, 2020
Aug.30	Registration
Sept.2	Classes Begin
Sept.6	Last Day to Drop or Add a Course
Sept.7-20	Freshmen's Military Training
Sept.13	Mid-Autumn Festival
Sept.23	Classes Begin (Freshmen)
Oct.1	National Day
Oct.28- Nov.1	Midterm Test (tentative)
Jan.1, 2020	New Year's Day Holiday
Jan.1-10	Final Exam Period
Jan.13	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: Prof. Gloria Hua**

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

