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| ABU_KKK_01-15.jpg | **ECTS Course Description Form** |
| **PART I ( Senate Approval)** |
| **Offering School**  | Antalya Bilim University |
| **Offering Department** | Antalya Bilim University |
| **Program(s) Offered to** | English medium departments | Compulsory |
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|  |  |
| **Course Code**  | ACE 102 |
| **Course Name** | Academic Reading and Writing  |
| **Language of Instruction** | English |
| **Type of Course** | Lecture |
| **Level of Course** | Undergraduate |
| **Hours per Week** | Lecture: 3 | Laboratory: | Recitation:  | Practical:  | Studio: | Other: |
| **ECTS Credit** | 3 |
| **Grading Mode** | Letter Grade |
| **Pre-requisites** | ACE 101 Introduction to Reading and Writing Academic Papers |
| **Co-requisites** | None  |
| **Registration Restriction** | Students are not admitted over the determined quota (25). |
| **Educational Objective** | The course aims to improve students' use of English language both in written and spoken forms to help them carry out their undergraduate studies. |
| **Course Description** | This course is designed to help students improve their English language skills by immersing them in the four key language components: reading, listening, speaking and writing. The course includes learning activities that aim to improve the students’ English-language competencies overall and more specifically reading and writing skills (aka Research Paper Writing) which will be conducted within the scope of the related topics. |
| **Learning Outcomes**  | **LO1**  | Students will be able to demonstrate an understanding and usage of vocabulary and language used in Academic English.Students will be able to use correct, appropriate language structures, vocabulary and discourse markers in class discussions/debates.Demonstrating the ability to follow the essentials of lectures, talks and texts and other forms of academic and professional presentations which are linguistically complex.Writing a research paper with grammatically and lexically correct sentences using a range of cohesive devices in a logical order by using APA 7th ed. rules. Using functional, fluent, clear and accurate language to describe, explain, and negotiate both in spoken and written forms. |
| **LO2** |
| **LO3** |
| **LO4** |
| **LO5** |
|  |
| **PART II ( Faculty Board Approval)** |
| **Basic Outcomes (University-wide)** | **No.** | **Program Outcomes** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** |
| **PO1** | **Ability** to communicate effectively and write and present a report in Turkish and English.  | **X** | **X** | **X** | **X** | **X** | **X** |
| **PO2** | **Ability** to work individually, and in intra-disciplinary and multi-disciplinary teams. | **X** | **X** | **X** | **X** | **X** | **X** |
| **PO3** | **Recognition** of the need for life-long learning and **ability** to access information, follow developments in science and technology, and continually reinvent oneself. | **X** | **X** | **X** | **X** | **X** | **X** |
| **PO4** | **Knowledge** of project management, risk management, innovation and change management, entrepreneurship, and sustainable development. |  |  |  |  |  |  |
| **PO5** | **Awareness** of sectors and **ability** to prepare a business plan. |  |  |  |  |  |  |
| **PO6** | **Understanding** of professional and ethical responsibility and **demonstrating** ethical behavior. | **X** | **X** | **X** | **X** | **X** | **X** |
|  |  |  |  |  |  |  |  |
| **Faculty Specific Outcomes** | **PO7** |  |  |  |  |  |  |  |
| **PO8** |  |  |  |  |  |  |  |
| **PO9** |  |  |  |  |  |  |  |
| **PO10** |  |  |  |  |  |  |  |
| **PO11** |  |  |  |  |  |  |  |
| **Discipline Specific Outcomes (program)** | **PO12** |  |  |  |  |  |  |  |
| **PO13** |  |  |  |  |  |  |  |
| **PO14** |  |  |  |  |  |  |  |
| **PO15** |  |  |  |  |  |  |  |
| **PO16** |  |  |  |  |  |  |  |
| **PO17** |  |  |  |  |  |  |  |
| **PO18** |  |  |  |  |  |  |  |
| **PART III ( Department Board Approval)** |
| **Course Subjects, Contribution of Course Subjects to Learning Outcomes, and Methods for Assessing Learning of Course Subjects** | **Subjects** | **Week** |  | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** |  |
| **S1** | 1 | Course Overview and Introduction; Avoiding Plagiarism & Using Turnitin;Defining Research Paper through samples;Defining the Steps of Research Paper Writing; Using Word Document for Research Paper Writing; Choosing the Research Paper Topics |  |  |  | A1-A2-A3 |  |  |
| **S2** | 2 | Reading, listening & discussing about an article; Forming, Developing and Narrowing down a Research QuestionFormulating the Thesis Statement | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S3** | 3 | Reading, Listening & Discussion about an article; Designing the Title Page of Research Paper; Outlining the Research Paper | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S4** | 4 | Reading, listening & discussion about an article; Constructing introduction part; Choosing Effective Evidence; Forming topic sentences | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S5** | 5 | Reading, listening & discussion about an article; Analysing APA in-text citation; Organizing the Reference List | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S6** | 6 | Reading, Listening & Discussion o about an article; Summarizing; Paraphrasing | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S7** | 7 | Reading, Listening & Discussion about an article; Introducing the evidence; Identifying facts and opinions | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S8** | 9 | Reading, Listening & Discussion about an article; Planning the Research Paper Presentation | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S9** | 10 | Reading, Listening & Discussion about an article; Applying the APA 7th edition format to the paper; Combining Sources;Writing the conclusion part | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S10** | 11 | Reading, Listening & Discussion about an article; Connecting ideas (Cohesion and Coherence); Hedging; Constructing the abstract of research paper. | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
| **S11** | 12 | Reorganizing the research paper depending on the feedback; Students give feedback to each other’s research paper; Writing annotated bibliography & footnotes | A1-A2-A4 | A4-A5 | A4-A5 | A1-A2-A3 | A1-A2-A3-A4-A5 |  |
|  | **S12** | 13 | Research Paper Presentations |  | A5 |  |  |  |  |
|  | **S13** | 14 | Research Paper Presentations |  | A5 |  |  |  |  |
| **Assessment Methods, Weight in Course Grade, Implementation and Make-Up Rules**  | **No.** | **Type** | **Weight** | **Implementation Rule** | **Make-Up Rule** |
| **A1** | **Midterm Exam** | 30% | Based on reading, writing and language skills | The student can take a make-up of the midterm exam upon documentation of a valid medical report. |
| **A2** | **Final Exam** | 40% | Based on reading, writing and language skills | The student can take a make-up of the final exam upon documentation of a valid medical report. |
| **A3** | **Research Paper Writing Process** | 10% | Students bring the assigned part of research paper every week. | No Make-up |
| **A4** | **Homework and Participation** | 10% | Students are required to do the reading, listening and relevant activities prior to the lesson and upload on LMS and also join activities during the lesson actively. | No Make-up |
| **A5** | **Presentation** | 10% | Students are required to do their research paper presentations on a set date and time.  | The student can do the presentation upon documentation of a valid medical report. |
| **A6** |  |  | - |  |
| **A7** | **Attendance/ Interaction** | - | - | - |
| **A8** | **Class/Lab./****Field Work** | - | - | - |
| **A9** | **Other** | - | - | - |
| **TOTAL** | **100%** |
| **Evidence of Achievement of Learning Outcomes** | Students will demonstrate learning outcomes through speaking, midterm and final exams, presenting their research paper, participating in class activities and doing homework. |
| **Method for Determining Letter Grade** | The method on which the letter grade is based on is in the syllabus, it is explained in the introductory lecture in the class and respects the marking criteria that are uploaded in advance in the department’s webpage. Letter grade is determined using the table below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total points** | - | 95-100 | 85-94 | 80-84 | 75-79 | 65-74 | 60-64 | 55-59 | 50-54 | 45-49 | 40-44 | 0-39 |
| **Letter Grade** | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | F |

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| **Teaching Methods, Student Work Load** | **No** | **Method** | **Explanation** | **Hours** |
| ***Time applied by instructor*** |
| **1** | **Lecture** |  |  |
| **2** | **Interactive Lecture** |  | 13x3=39 |
| **3** | **Recitation** | - | N/A |
| **4** | **Laboratory** | - | N/A |
| **5** | **Practical** | - | N/A |
| **6** | **Field Work** | - | N/A |
| ***Time expected to be allocated by student*** |
| **7** | **Exams** | Preparation time for exams | 5x2=10 |
| **8** | **Pre-class Learning of Course Material & Homework** | Study of related material for every week  | 14x2=28 |
| **9** | **Review of Course Material** | Students go over what has been learnt in the lessons by themselves. | 13x1=13 |
| **10** | **Studio** | - | - |
|  |  |  |  |
| **TOTAL** | **90** |
| **IV. PART** |
| **Instructor** | **Name** |  |
| **E-mail** |  |
| **Phone Number** |  |
| **Office Number** | A2-18 |
| **Office Hours** | Tuesdays 4:00-5:00 p.m.; Thursdays 4:00-5:00 pm.  |
| **Course Materials** | **Mandatory** |  |
| **Recommended** |  |
| **Other** | **Scholastic Honesty** | Violations of scholastic honesty include, but are not limited to cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Disciplinary actions are listed and explained in the handout that is uploaded in the webpage of the department. Ethical issues are explained in the introductory lecture and the syllabus contains information about scholastic honesty and how students can access the handout.  |
| **Students with Disabilities** | Reasonable accommodations can be provided for students with verifiable disabilities according to university’s regulations. |
| **Safety Issues**  |  |
| **Flexibility** | Students are notified prior to any changes via email, announcements in online platforms and in previous lectures and classes (such as participation of lecturer in conferences, additional material for specific topics) and other mitigating circumstances (such as health problems). |