

ANTALYA BİLİM UNIVERSITY SCHOOL OF FOREIGN LANGUAGES	
SYLLABUS INFORMATION	
Course	ACE 101 Introduction to Academic Reading and Writing
Credits	3 Credits, 3 ECTS
Instructor	
Term	Fall/Spring Semester
Prerequisite	B2 Level English Proficiency from related exam
Co-requisite	None
Course Hours & Classroom	
CONTACT	
Office	
Email	
Office hours	By appointment
Other Information	Announcements will be made in class or via e-mail.
COURSE INFORMATION	
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 which will be conducted within the scope of the related topics. Course quota is set up to 25 max.
Course Objectives	<p>The purpose of the course is to strengthen reading, listening, writing, and speaking skills of the students to help them carry out their undergraduate studies.</p> <p>The below stated learning outcomes will be achieved through the course content stated in the course outline by immersing students in the four key language components: reading, listening, speaking, and writing.</p> <ul style="list-style-type: none"> • Demonstrate a better comprehension of reading texts and lectures by analysing the gist and details. • Develop note taking skills and strategies while listening to lectures. • Demonstrate an understanding and usage of academic vocabulary and language. • Develop speech conventions commonly used in Academic English by producing short conversations & discussions. • Develop academic writing skills by paraphrasing, summarizing, and responding. • Use functional, fluent, clear and accurate language to express ideas, describe, explain, negotiate and persuade both in spoken and written forms.

Required Texts & Materials	Visual, textual and audio materials will be selected by the course instructor to help students with their academic reading and writing skills. This course requires students to follow the course materials uploaded on LMS, the materials can also be found in the copy center.
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<p>Assessment methods and percentages</p>	<p>Weekly Assignments & Active Participation to Discussions and Mini-presentations (10%) Students are required to do the tasks (reading, listening, vocabulary etc.) given by the instructor prior to the lesson and upload their assignments onto the LMS and participate in the lesson actively. The weight of each task might change according to the number of assignments. Submissions done after the lesson are not accepted as the answers are discussed during the lesson.</p> <p>Discussion (10%) On a set date and time students will pick a topic given by the instructor and discuss about it with their group members.</p> <p>Midterm Exam (40%) The Midterm Exam tests students on the specific-academic English skills of writing, reading and vocabulary in accordance with the course content. <u>The use of any kind of electronic device will be treated as cheating and disciplinary action will be taken.</u></p> <p>Final Exam (40%) The Final Exam tests students on the specific-academic English skills of writing, reading and vocabulary in accordance with the course content. <u>The use of any kind of electronic device will be treated as cheating and disciplinary action will be taken.</u></p>
<p>Make-up Exams</p>	<p>No make-up exam will be given unless student,</p> <ul style="list-style-type: none"> • provides a medical report that proves his/her incapacity to attend the exam • provides the death certificate of a relative who is 3rd degree at most • proves to be in custody for the time of the exam • proves to be officially assigned by the university or other governmental bodies • There are no make-up exams for the speaking tasks. • A make-up exam for the midterm and the final exam is granted if a student provides a legitimate document to the faculty secretary. Only after the faculty administration approves the document can the student have a make-up exam. Students will be informed of the midterm and the final exam date and time. <p>For further information, please refer to the Make-up Exam legislation (In Turkish) https://admin.antalya.edu.tr/files/418/Y-Y-0013_-_Mazeret_Snav_Yonergesi_-_13_12_2017.pdf</p>
<p>Declaration of Grades</p>	<p>Declaration of grades will be made via university system https://ubs.antalya.edu.tr/</p>
<p>Class Attendance</p>	<p>Attendance in classes is compulsory. Students attending less than 70% of the sessions will not normally be permitted to register for the written examination(s) and thus will not be able to complete the degree. Active participation and consistent attendance will play a highly crucial role in the success of the course. Those students who fail to attend 70% of the classes will receive an 'FX' grade and they will have to repeat the course.</p> <p>Students should follow their attendance via UBS. https://ubs.antalya.edu.tr/</p>

Grading Policy	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
	Passing grade is C-.												
Late Work	Late submissions are not accepted.												
Class Citizenship	<ul style="list-style-type: none"> Students' behavior should not interfere with or disrupt class activities. Therefore, students are expected to arrive class on time and stay for the entire class period. Random arrivals and exits are disrespectful and distracting and lead to attendance failure. Students are expected to attend and <i>professionally</i> complete all in-class assignments, tasks, quizzes and presentations on the specified dates. It is important that students are respectful towards instructors and fellow classmates (That includes verbal and physical behavior as well as language used in email and phone messages). Hate speech, racist comments and discrimination activities are NOT permitted and are punished according to ABU's rules. 												
Academic Honesty and Plagiarism	<p>Plagiarism is intellectual theft and is by no means tolerated by the university. It is the use of somebody else's ideas, viewpoints, findings or works in a paper, project, report, or any similar document which is presented as part of a course requirement without proper acknowledgment of the source. 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. Any form of scholastic dishonesty is a serious academic violation and will result in receiving a grade of "0" for a particular task or an exam and a disciplinary action will be taken in accordance with the University's Disciplinary Rules & Regulations regarding plagiarism.</p> <p>For further information, please refer to the disciplinary action legislation (In Turkish): https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/yok_ogrenci_disiplin_yonet.aspx</p>												
Syllabus Policies and Procedures	<p>Please see the detailed course schedule at the end of this syllabus. The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Instructor.</p> <p>Changes will be announced in class. If a student misses class, the student is still responsible for these changes.</p>												
Communication	Via e-mail.												

TENTATIVE WEEKLY PLAN*	
WEEK	TOPIC
Week 1	Course Overview and Introduction
	How to take notes during lectures?
Week 2	Reading, listening and discussing about "Happiness and Home"
	What is a summary? & Finding the Main Idea Summarizing sentences & paragraphs
Week 3	Reading, listening and discussing about "The Male and Female Brain"
	Analysing an example summary Useful Phrases for Summaries & Paraphrasing
Week 4	Reading, listening and discussing about "Cyberbullying"
	Reflection Paragraph Writing Citing and Paraphrasing
Week 5	Reading, listening and discussing about "Global Migration"
	Summary & Reflection Writing Paraphrasing Exercises
Week 6	Reading, listening & discussing about "Why Do We Explore Space?"
	Summary & Reflection Writing Practice
Week 7	Reading, listening and discussing about "Stress"
	Summary & Reflection Writing Practice
Week 8	Midterm Week (no classes) Teacher announces the date and time of the Midterm exam prior to week 8.
Week 9	Reading, listening and discussing about "International Cooperation"
	Summary & Reflection Writing Practice (Formal vs Informal Language)
Week 10	Reading, listening and discussing about "The Way the Brain Buys"
	Summary & Reflection Writing Practice (Hedging)
Week 11	Reading, listening & discussing about "Education"
	Summary & Reflection Writing Practice (Stating Facts and Opinions) Discussion Language & Practice for Speaking Task
Week 12	Speaking Exam: Discussion (%10)
	Summary & Reflection Writing Practice (Connectors)
Week 13	Reading, listening & discussing about "STEEP Analysis"
	Summary & Reflection Writing Practice
Week 14	Reading, listening & discussing about "Globalization and Food"
	Summary & Reflection Writing Practice General Feedback for Writing

(*) The plan above is tentative and subject to change at discretion of instructor. All changes will be announced in class or via university email.