**Antalya Bilim University**

**Department of Political Science and International Relations, ENGP 101**

**Academic English I**

**Fall 2019**

Class Time & Place:A1-03Tuesday:13:30-17:00 / Wednesday: 09:00-12:30

Office Hours:Thursday 9:30-11:30

Açelya Tepe

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(A2-18)

Welcome to the course. The purpose of the course is to strengthen reading, listening, writing, and speaking skills of the Political Science and International Relations (PS&IR) students to help them carry out their undergraduate studies. The course requires students’ active participation to the activities conducted during the lesson.

**Course material:** Visual, textual and audio materials and handouts will be selected by the course instructor in cooperation with The Department of Political Science and International Relations. This course does not require students to buy a course book.

**Developing Undergraduate Attributes**

Students will be encouraged to develop the following graduate attributes by undertaking the course activities and mastering the course contents. These attributes will be assessed within the assessment tasks:

* skills involved in scholarly enquiry;
* an in-depth engagement with the international relations disciplinary knowledge;
* the capacity for analytical and critical thinking;
* the ability to engage in independent and reflective learning.

**Academic Honesty and Plagiarism**

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.

**Assessment Criteria:**

1. **Speaking Tasks (30%)**

Throughout the academic term, there will be two speaking tasks on set dates and times (students will be informed by the instructor beforehand) There will be NO make-up for the students who are absent on the speaking task day.

**2) Midterm Exam (30%)**

The Midterm Exam tests students on the specific-academic English skills of writing, reading and vocabulary in accordance with the course content. The use of any kind of electronic device will be treated as cheating and disciplinary action will be taken.

**3) 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. The use of any kind of electronic device will be treated as cheating and disciplinary action will be taken.

**Course Description:** This course is designed to help students improve their field-specific English language skills by immersing them in the four key language components: reading, listening, speaking and writing. The course includes reading and listening texts related to their department and academic writing and discussions.

**Course Organization:**

Learning activities that aim to improve the students’ English-language competencies will be conducted within the scope of the topics. In order to ease the students’ comprehension of the listening and reading texts, comprehension check activities will be conducted supported by vocabulary exercises. Pre, while and post discussions about the texts will be implemented to develop their speaking skills. Students will be exposed to academic content through the analyses of the articles or lectures related to their fields. Articles and lectures will also be used to pave the way for discussion and writing activities. Paraphrasing, summarizing and responding activities will be conducted throughout the course both within and outside the classroom.

**Course Outcomes:** 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.

* Demonstrate a better comprehension of reading texts and lectures by analyzing the gist and details.
* Demonstrate an understanding and usage of academic vocabulary and language.
* Develop speech conventions commonly used in the field of Political Science and International Relations (PS&IR) 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 in the field of Political Science and International Relations (PS&IR).

**Course Requirements:**

* 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.**
* 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. Mobile phones, smart phones, and other electronic devices (e.g. iPods) must be turned off (not on vibrate mode) (unless your tutors allow their use for academic purposes). Food and beverages are not permitted. Those must be consumed in designated areas only.
* Students are expected to attend and *professionally* complete all in-class assignments, tasks, quizzes and presentations on the specified dates. Failure to attend on such dates will result in receiving a ‘0’ point for that particular task or assignment, and NO make-up will be given.
* 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.
* Students are expected to be FULLY equipped with pens, pencils, note books, dictionary, the course booklet and any handout folders, having read the texts and completed any tasks assigned.
* Students are expected to speak English during class and actively participate in-class activities to contribute to and benefit from a positive learning environment.
* **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.

**EXAM RULES AND REGULATIONS**
**1.** Upon entering the examination room, all students are subject to examination regulations and must comply with all the instructions given by the proctors before, during and after the examination.

**2.** All students are to leave their electronic devices (mobile phones, smart watches, iPads, USB flash disks, MP3 player and the similar) on a desk as specified by the proctors. The possession and/or use of any such device during an examination is a serious offence and will result in disciplinary action.
**3.** Personal belongings such as course books, notes, coats, bags and the similar are also to be left on a space specified by the proctors.
**4.** Students should not have any item with them except pens, pencils, erasers, exam papers and ID cards. Exchange of any of these items with another student will **NOT** be allowed during the examination.
**5.** Talking to other students during an exam is strictly prohibited. Those who have a question should raise their hand and a proctor will approach them.
**6.** The proctor reserves the right to change a student’s place at any time during the examination.

**E-MAIL PROTOCOL**

You are expected to demonstrate courtesy and respect at all times when using the official university e-mail account. When you send an e-mail to communicate with your instructors, please follow the e-mail protocols stated below and see the given sample.

* Put a brief explanation of the nature of the e-mail in the subject line. **Never** include demands such as "urgent request” or immediate response needed" which is not a very respectful manner of communication.
* Begin your e-mail with the instructor’s name and/or title & surname (e.g. Dear Professor Hanks).
* Begin your message by introducing yourself, your course code and relevant section.
* Make sure your message is concise, to the point, correctly punctuated, and written in standard English.
* End your message by stating your full name, student number and your department. By doing so, you will make it possible for your instructor to find your work in case of a query.
* When you send an assignment as an attachment, the file name should include your full name and your section number (e.g. DENİZ YILMAZ, SECTION 1).
* E-mails that do not abide by this protocol will not be taken into consideration.
* E-mails that are sent after 17.30 may not be answered until the next working day.

**SAMPLE MAIL**

From: Abdullah Marwan

To: Açelya Tepe

Subject: 1st draft submission date confirmation

Mon 9/5/2017 5:52 PM

Dear professor;

My name is Abdullah Marwan. I am enrolled in your ENGP 101, Section 01. The reason I am writing this mail is

to get a confirmation for the final date of the submission of our first drafts. Some of my friends in the other section

told me that it is May the 5th, 2017 by 17:30.

Could you kindly confirm whether the above date is valid or not?

Yours sincerely;

Abdullah Marwan

St No. 87464367

Department: Political Science and International Relations

**Course Schedule**

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| **WEEK 1****(16 - 20 Sept.)** | Course Overview and Introduction |
| **WEEK 2****(23 – 27 Sept.)** | *Reading & Listening: What is Politics?*What is a summary? & Finding the Main Idea |
| **WEEK 3****(30 Sept. – 4 Oct.)** | *Reading & Listening: What is International Relations (IR)?*Paraphrasing & Summarizing |
| **WEEK 4****(7 – 11 Oct.)** | *Reading & Listening:* Artificial Intelligence and PoliticsParaphrasing & Summarizing |
| **WEEK 5****(14 – 18 Oct.)** | Discussion Language & Practice for Speaking TaskParaphrasing & Summarizing |
| **WEEK 6****(21 – 25 Oct.)** | **Speaking Task** |
| **WEEK 7****(28 Oct. – 01 Nov.)** | *Reading & Listening: Identity Politics*Summarizing  |
| **WEEK 8****(4 – 8 Nov.)** | **Midterm Exam** |
| **WEEK 9****(11 – 15 Nov.)** | Reading & Listening: **What is populism?** Summary & Response  |
| **WEEK 10****(18 – 22 Nov.)** | Discussion Language & Practice for Speaking TaskSummary & Response  |
| **WEEK 11****(25 – 29 Nov.)** | **Speaking Task 2** |
| **WEEK 12****(02-06 Dec.)** | *Reading & Listening:* Security Summary & Response  |
| **WEEK 13****(09 – 13 Dec.)** | *Reading & Listening:* Political Economy and International TradeSummary & Response  |
| **WEEK 14****(16 – 20 Dec)** | Review and Preparation for The Final |

**Course Materials Terms of Use:**

Circumstances may arise during the course that prevents the instructor from fulfilling each and every component of this syllabus. Therefore, the syllabus may be subject to change. Course instructors reserve the right to make changes and/or modifications to the course syllabus and contents of the course. Any changes made to the course will be announced in class and/or through the Student Information System (UBS). It is the student’s responsibility to track any changes made to the course.