



INSTITUTIONAL COURSE SYLLABUS TEMPLATE

Course Code: ENG103	Course Title: Research Writing Techniques
Course Instructor: Prof. Hala Dalbani	Email: hdalbani@psu.edu.sa
Credit Hours: 3	Course Time and Location: Mondays: 1-2 (room L202) & 2-3 (Lab N201) Wednesdays: 1-2 (room W260)
Scheduled Office Hours:	12-1pm, Sunday to Thursday.
Office Location: A207, 1st floor, Building 101	
Co-Requisite:	Prerequisite: ENG101
On Campus or Online	On Campus

Mission Statement

The Department of Linguistics and Translation provides its students with top-quality higher education programs that enhance their knowledge of languages and refine their language proficiency and intercultural communication. The department concentrates on career readiness through sharpening its students' critical thinking, communication, research, digital literacy, and employability skills.

- I. Course Description:** This course starts with paraphrasing and the synthesis of the ideas from several different sources. Library skills follow. Students are familiarized with the university's circulation and reference section and are schooled on how to locate printed materials using the library online catalog. Other basic research skills taught are writing bibliographies and the use of documentation. Students are also instructed in narrowing a topic, annotating sources, formatting, and writing a report.
- II. Course Learning Outcomes:** On the successful completion of this course, students will be able to demonstrate the following:

Skills	Course Learning Outcomes
Knowledge & Understanding	1.1 Recognize different elements of a research paper.
Skills	2.1. Apply basic research skills to address a research question. 2.2. Demonstrate critical reading and analytical skills to research work. 2.3. Report research findings both in written and verbal forms.

Values	3.1. Act ethically in issues associated with research.
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III. Tentative Weekly Course Schedule (*May change to accommodate guest presenters & student needs*):

WEEK Commencing Notes	UNIT/ TOPIC	CLO(s) alignment	STUDENT TASKS (assignments, readings, exams, quizzes, presentations, etc.)	Number of Contact hours
Week 1 25 August	Course Introduction and Research Terminologies & Concepts - L1 Purpose, scope, & significance - L2 Definitions of Research & Research in the Social Sciences - L3 Research Terminologies 1.1	K1.1, S2.1, S2.2		3
Week 2 1 September	Research Terminologies & Concepts and APA referencing - L1 Research Terminologies 1.2 - L2 Quantitative & Qualitative Research & the Problems of Correlation & Causation - L3 APA referencing	K1.1, S2.1, S2.2		3
Week 3 8 September	Annotated Bibliography (AS1) Introduction and Study Guide 1 - L1 Library Resources Orientation - L2 AS1 Overview & Topic Selection - AS1 group lists - L3 AS1 Guide 1: Introduction	K1.1, S2.1, S2.2, S2.3	LMS Homework 1 , focused on research definitions - worth 1%, due on Thursday 12 September.	3
Week 4 15 September	AS1 Study Guides 2 - 3 and Practical writing - L1 AS1 Guide 2: Annotation - L2 AS1 Guide 3: Conclusion	K1.1, S2.1, S2.2, S2.3	LMS Homework 2 , focused on referencing - worth 1%, due on	3

	L3 AS1 Practical writing		Thursday 19 September.	
Weeks 5 22 September Note: The National Day Holiday occurs on Sunday 22 and Monday, 23 September.	AS1 Practical Writing L1-L2 AS1 Practical writing	K1.1, S2.1, S2.2, S2.3		2
Week 6 29 September	AS1 Practical Writing L1-L3 AS1 Practical writing	K1.1, S2.1, S2.2, S2.3		3
Week 7 6 October	AS1 Review & Revision (RR) - L1 RR Introductions - L2 RR Annotations - L3 RR Conclusions AS1, worth 10%, due on Thursday 10 October.	K1.1, S2.1, S2.2, S2.3	AS1 , worth 10%, due on Thursday 10 October.	3
Week 8 13 October Note: The Extended weekend occurs on Thursday 17 October.	Revision and Mid-Semester Exam Exam, worth 20%, undertaken either on Tuesday 15 or Wednesday 16 October.	K1.1, S2.1, S2.2, S2.3	Mid-Semester Exam , worth 20%, undertaken either on Tuesday 15 or Wednesday 16 October.	2
Week 9 20 October	Research Terminologies & Concepts - L1 Paragraph Research Writing - L2 Research Ethics - L3 Participant-oriented Research, Samples & Surveys	K1.1, S2.1, S2.2, S2.3, V3.1	LMS Homework 3 , focused on referencing, worth 1%, due on Thursday 24 October.	3
Week 10 27 October	Methodology & Results (AS2) Introduction and Study Guides 1-5 - L1 AS2 Overview & Guides: 1 Title, & 2 Introduction - L2 AS2 Guides: 3.1 Research Objectives, 3.2 Questions, & 4 Research Methods. - L3 AS2 Guide 5: Survey Development	K1.1, S2.1, S2.2, S2.3, V3.1.	LMS Homework 4 , focused on quantitative and qualitative research, worth 1%, due on Thursday 31 October.	3

	20% grade to be released by Monday 28 October.			
Week 11 3 November	AS2 Study Guides 6 - 8 and Practical writing - L1 AS2 Guides: 6 Research Ethics, 7 Results & Discussion, & 8 Conclusion - L2-L3 AS2 Practical writing	K1.1, S2.1, S2.2, S2.3, V3.1	LMS Homework 5 , focused on research ethics, worth 1%, due on Thursday 7 November.	3
Week 12 10 November	Research Poster (AS3) Introduction and AS2 Practical Writing - L1 AS3 Guide - L1-L3 AS2 Practical writing	K1.1, S2.1, S2.2, S2.3, V3.1.		3
Week 13 17 November	AS2 Review & Revision and AS3 Presentation Practice - L1-L2 AS2 Review & Revision - L3- AS3 Presentation Practice	K1.1, S2.1, S2.2, S2.3, V3.1		3
Week 14 24 November	AS2 and AS3 Submission & Exhibition AS2, worth 15% and AS3 (digital version) due on Sunday 24 November. AS3, exhibition, worth 10%, exact date and venue to be announced.	K1.1, S2.1, S2.2, S2.3, V3.1	AS2, worth 15%, and AS3 (digital version) due on Sunday 24 November.	3
Week 15 1 December	Final Exam Revision L1-L3 Final exam revision 60% grade to be released by Tuesday 3 December.	K1.1, S2.1, S2.2, S2.3, V3.1		3
Week 16 8 December	Final Exam Period			
Week 17 15 December Note: Thursday 21 December is the last day of the final exams.	Final Exam Period			

IV. Student Assessment & Teaching Strategies:

Domain	Assessment Task	Teaching Strategy
Knowledge	Direct Assessment Tool: Research Paper Homework Midterm exam Final Exam Indirect Assessment Tool: Course Exit Survey	● Scaffolding ● Class discussion, ● Lectures ● Library orientation week focused on familiarizing students with academic databases and reference materials ● Researching credible sources ● Tutorials on working how to cite academic sources in APA
Skills	Direct Assessment Tool: Research Paper Homework Midterm exam Final Exam Indirect Assessment Tool: Course Exit Survey	● Lectures ● Class discussions ● Course work activities ● Text analysis ● Class discussion ● Group work ● Debates ● Presenting one-minute papers ● Critical reflection cards ● Response writing
Values	Direct Assessment Tool: Research Paper Homework Midterm exam Final Exam Indirect Assessment Tool: Course Exit Survey	● Collaborative tasks such as: peer editing and writing, presenting an argument in groups

V. Course Requirements

- Research Paper writing assignments will be submitted using Moodle resources and the Turnitin tools.
- Research writing workshops are where you will be given an opportunity in class time to draft your various parts of a research proposal, get feedback, and update your drafts before the final submission.
- Collaborative/teamwork involves students working together either in pairs or groups for various course activities.
- A writing portfolio is required for this class. This means that all work (draft work, class assignments, etc.) should be saved electronically.
- Student awareness and demonstration of research and academic honesty in writing: PLAGIARIZED assignments will be given a maximum grade of 59%. You can refer to further details later in this syllabus.
- Final Exam: The final exam is comprehensive and will assess both your understanding of the theory and the practical application of writing a research writing.

VI. Schedule of Assessment

Assessment	Assessment Task	Week Due	Proportion of Final Assessment
1	LMS assignments based on taught content	Continuous assessment	5%
2	AS1, Annotated Bibliography	Week 7	10%
3	Midterm Exam	Week 8	20%
4	AS2, Methodology & Results	Week 14	15%
5	AS3, Group Research Poster & Exhibition	Week 14	10%
6	Final Exam	To be announced	40%



VII. Learning Resources

A. References

1. Required Textbook: Research Methods: A Practical Guide for The Social Sciences (1st ed).

ISBN-13: 9781408226186 (VitalSource digital Textbook version)

Link to digital version:

<https://www.pearson.com/en-gb/subject-catalog/p/research-methods-a-practical-guide-for-the-social-sciences/P200000004950/9781408226186>

2. Essential Reference Materials (Journals, Reports, etc.)

Research Methods: A Practical Guide For The Social Sciences (1st ed), relevant excerpts will be provided in LMS for course tutorials, and graded assignments. We also recommend that students use the following databases: EBSCOhost, Emerald, and ProQuest. We would also make extensive use of JSTOR if it was available.

3. Recommended Textbooks and Reference Material (Journals, Reports, etc.)

We recommend that students use the following databases: EBSCOhost, Emerald, and ProQuest. We would also make extensive use of JSTOR if it was available.

4. List Electronic Materials, Web Sites, Facebook, Twitter, etc.

<https://owl.english.purdue.edu/>

<http://www.cws.illinois.edu>

<http://www.cws.illinois.edu/workshop/writers/>

<http://www.cws.illinois.edu/workshop/teachers/>

<http://www.une.edu.au>

<http://www.indiana.edu>

<http://www.grammar-quizzes.com/intros.html>

<http://writingcenter.waldenu.edu/>

<http://arts.uottawa.ca/writingcentre/en/hypergrammar/building-clauses>

<http://arts.uottawa.ca/writingcentre/en/resources>

<http://www.cambridge.org/grammarandbeyond>

<http://dictionary.reference.com>

<http://thesaurus.reference.com>

5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

Turnitin through LMS is used extensively both for plagiarism checking and for feedback and assessment.



B. Facilities Required

Traditional classrooms (25-30 seats with desks/tables)
White and smart boards
Computer labs (25-30 computers with Internet access)
Photocopy machines (in working condition)

C. EDU-HUB Platform – The platform will be used for all online education experiences at PSU. It supports a variety of methods to support the teaching and learning strategies across all disciplines. It also includes the LMS.

D. Writing and Tutoring Center - Students are highly advised to use the Writing and Tutoring Center's academic services by booking tutoring/writing appointments through the booking system: (<https://psu.mywconline.net/>)

VIII. Classroom Policies

A. Academic Integrity Policy (e.g., plagiarism or dishonesty)

“Plagiarism can be defined as unintentionally or deliberately using another person’s writing or ideas as though they are one’s own. Plagiarism includes, but is not limited to, copying another individual’s work and taking credit for it, paraphrasing information from a source without proper documentation, and mixing one’s own words with those of another author without attribution. In addition, buying a paper or project, or downloading a paper from the Internet, and submitting it as your own is also plagiarism. The penalty for academic dishonesty will bring course expulsion and failure, or even suspension” (Academic Integrity and Syllabus Acknowledgement Form).

All students are expected to submit their ‘own’ work and not the work of others. Consequently, plagiarized work will not be accepted for grading. In the situation of plagiarized work being detected, it is at the discretion, based on the severity of the plagiarized content, of the instructor to allow the student to resubmit and to apply a cap to any submitted work.

AI generated material that students produce and then submit as their own work will be treated as plagiarized material.



B. Attendance Policy

Please, adhere to the following guidelines:

1. The University attendance policy will be strictly followed. In this course, the absence of **the required number of credit hours** results in a Denied Notice (DN). (Refer to the student regulation handbook for further details.)

Please Note: IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO KEEP SATISFYING their level of attendance. Otherwise, a “DN” grade will be granted automatically during any time in the semester without any notice from the e-register system.

2. No make-up exams will be allowed except for university accepted documents. (Refer to the student regulation handbook for further details.)

C. Homework Submission Policy (*policy depends upon the course or the instructor*)

- All essay writing assignments/projects must be submitted to the respective LMS portal.
- If a quiz, midterm, examination, homework, or assignment is missed for any reason an automatic “0” mark is given. There is no bonus or make-up work for missed assignments.
- There will be no make-up exams/ make-up projects/late submission of assignments unless students have a valid excuse.
- Additionally, for purposes of homework / assignment submission purposes, if a student is having technical issues submitting the assignment, the student will have to provide documentation (e.g., screenshot of EDU Hub / LMS not working) to the instructor. After submitting the documentation, the instructor will reach a decision.
- Extra Credit: No extra credit will be given under any circumstances. There are NO EXCEPTIONS.