

Hacettepe University
Faculty of Letters
Department of English Language and Literature

SYLLABUS

Title of the Course: IED 134 (02) Study Skills and Research Techniques

Year and Term: 2016/2017 Spring

Class Hours and Classroom: Tuesday 13:00 – 15:50 B2/205

Office Hours: Thursday 14:00 - 16:00

Phone: 0312 297 84 75 (ext. 114)

I. Aim and Contents: The aim of this course is to help students develop effective study skills such as reading, skimming, note taking, revising, studying for exams and tips for success in exams and to teach the students necessary steps of research and writing a paper, which include selecting a topic, using the library, compiling a working bibliography, taking notes, avoiding plagiarism, preparing an outline and writing a well-organised, adequately supported research paper.

II. Course Outline:

Week I : (14 Feb.) General Introduction to the Course. Importance of Critical Thinking. Managing yourself for study. Learning how to learn.

Week II : (21 Feb.) Study and Exam Skills: reading, skimming, note taking, revising, proofreading, brainstorming. Studying for exams and tips for success in exams.

Week III : (28 Feb.) What is Research? Aims and kinds. Research skills. Planning the research. Using the library. Types of academic resources. Choosing and limiting a topic. Revision: The Essay and the Writing Process. 2 Short Stories and Sample Essays.

Week IV : (7 March) MLA (Modern Language Association) format, kinds of academic resources, citation reference format. Compiling a working bibliography.

Week V : (14 March) MLA format (cont.) Taking notes, preparing note cards. Avoiding plagiarism. Paraphrase, Summary, Direct Quotations. Writing a Literary Research Paper. Sample Research Papers.

Week VI : (21 March) **MIDTERM I**
Announcing the “Guided Research Paper” Reader.

Week VII : (28 March) Avoiding plagiarism (cont.) Finding a topic, narrowing it down. Writing the thesis statement. Preparing a formal outline. **Reading Assignment:** Primary and Secondary Sources of the “Guided Research Paper.”

Week VIII : (4 April) Writing the Research Paper: supporting the argument, organizing the ideas. The format of a Research Paper: margins, text formatting, page numbers. Preparing Works Cited page. Documentation. Working bibliography and note cards for evaluation.

Week IX : (11 April) **Assignment due: Hand in “Guided Research Paper.”**
Mechanics of writing: punctuation, quotations, use of dates, numbers, titles.

Week X : (18 April) Feedback on the “Guided Research Paper.” Revision: Writing the thesis statement and outlining. The “Final Research Paper” Project: finding topics.

Week XI : (25 April) **Submission 1: Hand in finalized topic and the thesis statement of the “Final Research Paper.”** Drafting, revising, editing.

Week XII : (2 May) **Submission 2: Hand in the outline of the “Final Research Paper.”** Classwork, assignments, workshops.

Week XIII: (9 May) Feedback on the “Final Research Paper.” Classwork, assignments, workshops.
Submission 3: Hand in the Works Cited page of the “Final Research Paper.”

Week XIV: (16 May) **FINAL RESEARCH PAPER SUBMISSION**, General Revision.

Week XV: FINAL EXAM (the exact date to be announced)

*There may be changes to the course outline.

III. Textbooks:

MLA Handbook. 8th ed. New York: The Modern Language Association of America, 2016. Print.
Cottrell, Stella. *The Study Skills Handbook*. 4th ed. Hampshire: Palgrave Macmillan, 2013. Print.
Moore, Sarah, et al. *The Ultimate Study Skills Handbook*. Berkshire: Open UP, 2010. Print.

*For further reading, you may refer to Hacettepe, Bilkent, and ODTU Libraries.

IV. Method of Instruction: The course will be conducted through lectures, class discussions, workshops, individual and group work.

V. Requirements: There will be a visit to the library for orientation. The students will carry out extensive research at Beytepe and other libraries like Bilkent Library, METU Library and National Library. Each student will determine the topic for his/her research paper and will be responsible for conducting his/her own research project. The research paper will be in MLA format and maximum 6 pages double-spaced (including the Works Cited page). Writing the final draft of the final paper project and an in-class exam will be evaluated as the final exam and marks below 50 in the final exam will be regarded as a failure.

VI. Attendance: Attendance is compulsory. More than 11 (eleven) hours of absence will result in F1. Punctual attendance is required at every class meeting.

VII. Assessment: There will be one **midterm**, one **Guided Research Paper** (max. 4 pages including the Works Cited page), one **Final Research Paper** (max. 6 pages including the Works Cited page), and one **final exam**. Class work, assignments and research tasks will also be marked. In the grading of the examination papers and research papers, up to 25% of the total mark will be taken off for grammatical and writing mistakes. The assessment will be made on the following basis:

Mid-Term	15%
Guided Research Paper	15%
Classwork, assignments, participation	10%
Submissions: Topic, Thesis statement, Works Cited page	10%
Final Exam and Final Research Paper	50%

VIII. Electronic Resources and Suggested Reference List: *Ebrary, Proquest, JSTOR, Literature Resource Center – Thomson Gale Group, OECD ILibrary, Oxford University Press Journals, Project Muse, Taylor & Francis Online*

<https://www.mla.org>
<https://www.library.cornell.edu/research/citation>
<https://owl.english.purdue.edu/owl/resource/747/01/>
<http://libguides.williams.edu/citing/mla>
<http://rdc.libguides.com/mla>
<https://style.mla.org>

IX. Plagiarism and Cheating: This will be referred to the Chair and result in a straight F3.

X. Email Policy

- * Make sure that you check your e-mail account **daily**. Be aware that the e-mails sent by the instructor should be treated as instructions for the course, so there can be **no excuse!**
- * Do not expect your instructor to respond to email sent after **17:30 or before 08:30**.
- * Ensure that you use **formal language** in your email.
- * Ensure that your email has a **specific Subject Line** with a clearly specified question, suggestion or piece of information.
- * Always end your email with **your full name** as it appears on the class list and your class name/section.