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### თბილისის ჰუმანიტარული სასწავლო უნივერსიტეტი

**TBILISI HUMANITARIAN TEACHING UNIVERSITY**

**Syllabus**

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| **Name of the course** | **Academic writing** |
| **Code of the course** |  |
| **Status of the course**  **(elective/compulsory)** | **C**ompulsory course  for the one-cycle higher educational Programme-Dentistry |
| **ECTS** | **5 credits.** **Total: 125 hours**  Contact Hours– 49 hours (Class Meeting Time Period:45 pr.) + 4 hours (Midterm :2h and Final Examination 2h):  Individual Work- 76 hours |
| **Authors (lecturer)** | Irirna Arjevanidze, THU associated professor,  tel.: +995 99 517304  Consultation days: according to consultation schedule |
| **Aim of the course** | This course gives students an opportunity to practice and improve their writing skills in English as well as their writing and reading skills in general. The course focuses on absorbing and producing academic language for practical use to be able to freely participate in studies of academic courses at university and as well as to prepare for future academic career. |
| **Program prerequisites** | N/A |
| **Assessment system and criteria** | **Assessment system of the Tbilisi Humanitarian Teaching University's** is divided into the following components:  The total marks of the mid term Out of the overall assessment (100 points ) is 60 points, which includes three kinds of grades:  **Student’s activity during a semester,**  **One-midterm exam,**  **final exam**  Theminimum competence requirement for mid termevaluation components is at least 18 points in total.  **The minimum competence requirement of the final evaluation is 50% of the total mark from final evaluation that means 20 points out of 40.**  Evaluation System includes:  I. Five Forms of Positive Assessment:  (A) Excellent – 91% and more from maximum evaluation  (B) Very good – 81-90% from maximum evaluation  (C) Good – 71-80% from maximum evaluation  (D) Satisfactory – 61-70% from maximum evaluation  (E) Sufficient – 51-60% from maximum evaluation  II. Two Forms of Negative Assessment:  (A)(FX) Fail (Not passed ) - 41-50 from maximum evaluation score, which means that the student will need to work more and to retake the test after additional independent work;  (B) (F) Fail – A student gets 40 points, or less from maximum evaluation, which means that the work done by him/her is not sufficient and s/he has to retake the course from the beginning.  1. One of the negative assessment: In case of not passing, the University fixes additional exam at least in 5 days, after the announcement of final examination results, which must be published in the examination table.  2. The grades, which student gets after additional test is a student's final grades, in which is not considered the negative points of the major examination.  If a student receives from 0 to 50 points after additional test, in the final exam sheet is formed (F) -0 for the student. |
| **Course description** | **appendix 1** |
| **Assessment system/** **activities, methods**  **and criteria** | A student’s final grade is obtained as a result of summing the midterm evaluation earned per semester and final exam evaluation results.   * **Activities - 30 points** * **Midterm exam - 30 points** * **Final Exam - 40 points**   The criteria of the mid term assessment:  **- Class Participation/activity: 30 points** , for each practical classes activity is equal 2 pointს.  2 point - The student demonstrates profound knowledge of the issues; shows the ability of independent and creative thinking; is able to comprehensively present information using academic language; answers additional questions.  1,0 points - The student demonstrates the knowledge of quite many issues; is able to present information in a satisfactory manner; has studied the main part of the material.  0 point – The student doesn’t demonstrates the knowledge of issues, is not able to answer the questions or answers incorrectly.  **Mid-term – 30 points,** administered in written form (the test), the number of questions– 30, there are given four options, and the best one should be chosen. The correct answer is worth 1 points  **Final Exam -40 points** administered in written form (the test), the number of questions– 80, there are given four options, and the best one should be chosen. The correct answer is worth 0.5 points |
| **Core literature:** | 1. Alice Oshima , Ann Hogue - Writing Academic English, Fourth Edition |
| **Additional literature** | 1. John M. Swales and Christine B. Feak. - Academic Writing for Graduate Students, Second Edition. Essential Tasks and Skills |
| **Learning outcomes, competences**  **(general and field specific)** | **Knowledge**   1. Student creates academic texts by referencing techniques in writing: quoting, summarizing, paraphrasing, coherence and cohesion.   **Skills**   1. Student uses of key tools and methods of (qualitative and quantitative) data collection, interpretation and presentation 2. Student classifies literature sources and use adequately, 3. Student organizes the learning process well and has ability to develop self-study 4. Student applies approaches of academic honesty and respect other’s opinion 5. student values other’s opinion critically |
| **Learning / Teaching methods** | explanation, demonstation, presentation, task-based teaching, discussion, induction/ deduction, brainstorming |

**Appendix 1**

**Course description:**

**Topics of the lecture, practical classes/laboratory work/working group, literature**

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| **Week №** | **Type of**  **the class** | **Topics** | **Contact hours** | **literature** |
| **I week** | Pract. | The importance of scientific writing, observation and discussion on texts of different styles. The issues related to scientific terminology. | **2** | **1** |
| **II week** | Pract. | The basic principles of creating (writing) scientific texts, identifying the topic (selection, exposition, stating a problem, choosing the title). | **2** | **1** |
| **III week** | Pract. | Gathering information, organizing materials, primary and secondary sources (explanation of quantitative and qualitative research methods). | **2** | **1** |
| **IV week** | Pract. | Critical reading: techniques | **2** | **1** |
| **V week** | Pract. | The basic principles of constructing a scientific text: planning, writing a first draft, editing, proofreading. | **2** | **1** |
| **VI week** | Pract. | Accuracy and consistency of writing. | **2** | **1** |
| **VII week** | Pract. | Types of scientific papers: abstract, scientific article, course paper, master’s thesis, doctoral thesis, review. | **2** | **1** |
| **VIII week** | **Midterm** | | **2** |  |
| **IX week** | Pract. | Plagiarism, citing sources and standards, footnotes. | **2** | **1** |
| **X week** | Pract. | Bibliography and references | **2** | **1** |
| **XI week** | Pract. | Formatting requirements. | **2** | **1** |
| **XII week** | Pract. | Editing and proofreading ( language-stylistic mistakes, layout and formatting) | **2** | **1** |
| **XIII week** | Pract. | Editing and proofreading (content-semantic level) | **2** | **1** |
| **XIV week** | Pract. | Oral presentation of a paper. | **2** | **1** |
| **XV week** | Pract. | Audience and topic | **2** | **1** |
| **XVI week** | Pract. | Summing up | **2** | **1** |
| **XVII-XVIII week** | **Final Exam** | | **2** |  |
| **XIX- XX week** | **Additional exam** | |  |  |