

Hacettepe University  
Faculty of Letters  
Department of English Language and Literature  
SYLLABUS

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

**Instructor:** Dr. Emine Seda Çağlayan Mazanoğlu

**Year and Term:** 2018-2019 Spring

**Class Hours:** Thursday 09.15-11.50

**Classroom:** B2/204

**Office Hours:** Tuesday, 11.00-12.00

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**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 the 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 well-organised, adequately supported research paper.

**II. Course Outline:**

**Week I (28 February):** General Introduction to the course.

**Week II (07 March):** Study and exam skills: reading, skimming, scanning, note taking, revising, proofreading, studying for exams and tips for success in exams.

**Week III (14 March):** What is Research? Aims and kinds. Finding a topic and narrowing it down. Planning the research. Using the library and the electronic sources.

**Week IV (21 March):** Visit to the library.

**Week V (28 March):** Compiling a working bibliography. Taking notes, preparing note cards, avoiding plagiarism.

**Week VI (04 April):** Preparing a formal outline. Writing the thesis statement. Mechanics of writing: punctuation, quotations, use of dates, numbers, titles...

**Week VII (11 April):** Mid-Term I

**Week VIII (18 April):** The format of a research paper. Preparing works cited.

**Week IX (25 April):** Continues.

**Week X (02 May):** Submission of note cards. Outline submission.

**Week XI (09 May):** Draft Submission.

**Week XII (16 May):** Draft Feedback

**Week XIII-XIV(23 May- 30 May):** Final Paper Submission.

**III. Textbooks:**

Gibaldi, Joseph, ed. *MLA Handbook*. 7<sup>th</sup> ed. New York: The Modern Language Association of America, 2009.

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

**V. Requirements:** Attendance is compulsory. More than 11 (eleven) hours of absence will result in **F1**.

There will be a visit to the library for orientation. The students will carry out extensive research at Beytepe Library and other libraries.

Each student will determine the topic for her/his research paper and will be responsible in conducting her/his own research project. The research paper will be MLA formatted and 5 pages (does not include the works cited part) double-spaced. Writing the final draft of the 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 failure.

**VI. Assessment:** There will be one mid-term, one final paper (5 pages and works cited part), and one final exam. Class work, assignments and research tasks will also be marked. In the grading of the examination papers and research paper, 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 Examination	20%
Class work, assignments	10%
Outline and First Draft	20%
Final Exam	25%
Final Paper	25%

**Plagiarism and Cheating:** This will be referred to the Chair and result in a straight **F1**.