Hacettepe University
Faculty of Letters
Department of English Language and Literature

SYLLABUS

Title of the Course: IED 134 (01) Study Skills and Research Techniques
Year and Term: 2019-2020 Spring
Class Hours: Tuesday 13:00 – 15:50, B2/204
Office Hours: Tuesday 09:00 – 12:00
Instructor: Assist. Prof. Dr. Aslı Değirmenci Altın **E-mail:** aslidegirmenci01@gmail.com
Google Drive Folder:
https://drive.google.com/open?id=1xn86JDwNv4CPCf8iRVaFtsm_NK-D8XSZ

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 writing a well-organised, adequately supported research paper.

II. Course Outline:

Week I (Feb. 25th): General Introduction to the course.

Week II (Mar. 3rd): Study and exam skills: reading, skimming, scanning, note taking, revising, proofreading, brainstorming, studying for exams and tips for success in exams. What is Research? Choosing and limiting a topic. Planning the research.

Week III (Mar. 10th): Library Visit (The hour will be announced) MLA (Modern Language Association) format, kinds of academic resources, citation reference format. Taking notes, preparing note cards, avoiding plagiarism. Using the library and the electronic sources.

Week IV (Mar. 17th): MLA (Modern Language Association) format, kinds of academic resources, citation reference format. Taking notes, preparing note cards, avoiding plagiarism.

Week V (Mar. 24th): Compiling a working bibliography. Preparing a formal outline. Mechanics of writing: punctuation, quotations, use of dates, numbers, titles…

Week VI (Mar. 31st): Preparing a formal outline. Mechanics of writing: punctuation, quotations, use of dates, numbers, titles. The format of a research paper. Preparing works cited. Documentation. Working bibliography and note cards for evaluation.

Week VII (April 7th): The format of a research paper. Preparing works cited. Documentation. Working bibliography and note cards for evaluation.

Week VIII (April 14th): MIDTERM EXAM

Week IX (April 21st): Writing the thesis statement and preparing an outline.
Summary of Primary Source due (to be uploaded to the turnitin system)
Submission of note cards (in class)

Week X (April 28th): **Outline submission (to be uploaded to the turnitin system)**

Week XI (May 5th): **Summaries of Secondary Sources (articles) due**
Class work and revision of assignments.

Week XII (May 12th): DRAFT SUBMISSION (to be uploaded to the turnitin system)

Week XIII (May 19th): National Holiday. **NO CLASS.**

Week XIV (May 26th): National Holiday. **NO CLASS.**

JUNE 2ND : FINAL PAPER DUE. You should both upload it into turnitin and bring me a hardcopy.

*There may be changes to the course outline.

III. Textbooks:

Fitzpatrick, Kathleen. *Mla Handbook*. 2016.
Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* 2009.
Lunsford, Andrea. *The Everyday Writer*. Bedford/St. Martin's, 2016.

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

V. Requirements: The students will carry out extensive research at Beytepe and other libraries like Bilkent Library, METU Library, National Library.

Each student will write a research paper on literature. The instructor will provide a book list from which the student can choose the primary source they will focus on. The details of the final research paper will be explained by the instructor later in the semester. The final research paper will be evaluated as the final exam and marks below 50 will be regarded as 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 mid-term, one final paper, various assignments and a final research paper. In the grading of the examination papers, assignments 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 Exam	20%
Summary of Primary Source	5%
Outline	5%
Summaries of 3 Secondary Sources	5%
First Draft of Research Paper	15%
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://style.mla.org/
- https://style.mla.org/formatting-papers/
- https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

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

X. Turnitin: You should register to the Turnitin page of this class.
   Class ID: 24035917
   Enrollment key: 12345

XI. Email Policy
- Make sure that you check your email account **daily.** Be aware that the emails 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**.
- If you email the instructor, please follow these guidelines. If you do not, your email will not receive a response.
  - Ensure that your email has **a specific Subject Line** with a clearly specified question, suggestion or piece of information.
  - Ensure that you use **formal language** in your email.
  - Always end your email with **your full name** as it appears on the class list and your class name and section or time.