

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: 2011-2012 Spring

Class Hours: Monday 9:00-11:45

Classroom: B2/205

I. Aim of the Course

The aim of the course is to help the 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-II	What is Research? Study and exam skills: reading, skimming, note taking, revising, studying for exams and tips for success in exams. Aims and kinds.
Week III	Planning the research. Using the library and the electronic sources. Visit to the library and to the computer lab
Week IV-V	MLA format, kinds of academic resources, citation reference format. Compiling a working bibliography
Week VI	Mid-Term I
Week VII-VIII	Taking notes, preparing note cards, avoiding plagiarism
Week IX	Finding a topic, narrowing it down, writing the thesis statement and outlining. Preparing a formal outline
Week X	Working bibliography and note cards for evaluation. Outline submission
Week XI	Official Holiday
Week XII	Mid-Term II
Week XIII	Mechanics of writing; punctuation, quotations. The format of a research paper: margins, text formatting. Documentation, preparing works cited
Week XIV	Final research paper submission
Week XV-VI	Final in-class exam

III. Textbooks

Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: The Modern Language Association of America, 2009. Print.

IV. Method of Instruction

The course will be conducted in the form of lectures, group work and individual work. Most of the material will be covered through practical work in class as well as the library.

V. Requirements

The students are expected to come to class having read the assigned topics before coming to class. Attendance is obligatory. More than 11 (eleven) hours of absence will result in F1.

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

Each student will determine the topic for her/his research paper and will be responsible in conducting his/her own research project. The research paper will be MLA formatted and maximum 5 pages 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.

Plagiarism in written tasks and exams will result in failure.

VI. Assessment

The students will be receiving marks for all types of written and oral work they do such as research tasks and in-class workshops. There will be two Mid-Terms and a Final examination. In the grading of the examination papers, up to 25 % of the total mark will be taken off for grammatical and writing mistakes. Class participation will be seriously taken into consideration while giving the final grades.

Mid-Terms	40 %
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Research	40 %
Final Exam	20 %

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The Research will consist of a Working Bibliography (valued as 5 % of the total mark of the research), Note Cards (valued as 5 % of the total mark of the research), an Outline (valued as 5 % of the total mark of the research), and a Final Research Paper (valued as 25 % of the total mark of the research).