

Hacettepe University  
 Faculty of Letters  
 Department of English Language and Literature

## SYLLABUS

**Title of the Course:** IED 134 (03) Study Skills and Research Techniques

**Year and Term:** 2014/2015 Spring

**Class Hours:** Monday 09:00 – 11:50 B2 / 204

**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 :** General Introduction to the course. Study and exam skills: reading, skimming, scanning, note taking, revising, proofreading, brainstorming, studying for exams and tips for success in exams.

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

**Week III :** 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 :** MLA (Modern Language Association) format, kinds of academic resources, citation reference format. Finding a topic and narrowing it down for the final paper.

**Week V :** Taking notes, preparing note cards, avoiding plagiarism. Preparing a formal outline. Deadline for the submission of thesis statement.

**Week VI :** Compiling a working bibliography. Mechanics of writing: punctuation, quotations, use of dates, numbers, titles...

**Week VII : Mid-Term I.** 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. Deadline for the submission of outline.

**Week VIII :** The format of a research paper. Preparing works cited. Documentation. Working bibliography and note cards for evaluation.

**Week IX :** Writing the thesis statement and outlining. Submission of note cards. Deadline for the submission of Working Bibliography.

**Week X :** Class work, assignments, workshops.

**Week XI :** Class work, assignments, workshops. Information about different citation styles like APA, Chicago, Harvard, and MHRA.

**Week XII :** Class work, assignments, workshops. Information about different citation styles like APA, Chicago, Harvard, and MHRA. Deadline for the submission of 1<sup>st</sup> Draft.

**Week XIII:** Class work, assignments, workshops.

**Week XIV:** Deadline for the submission of the Final Paper.

\*There may be changes to the course outline.

### **III. Textbooks:**

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

**IV. Method of Instruction:** The course will be conducted through lectures, class discussion, 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, National Library.

Each student will determine the topic for her/his research paper and will be responsible for conducting her/his own research project. The research paper will be in MLA format and maximum 6-8 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.

**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 (6-8 pages including Works-Cited page), and one final exam. Class work, assignments and research tasks will be also 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	20%
Class work, assignments	10%
Outline, first draft, participation	20%
Final Exam	20%
Final Paper	30%

**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,*

[www.mla.org](http://www.mla.org)

<http://www.library.cornell.edu/resrch/citmanage/mla>

[http://bcs.bedfordstmartins.com/resdoc5e/RES5e\\_ch08\\_s1-0011.html](http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_s1-0011.html)

<https://owl.english.purdue.edu/owl/resource/747/01/>

<http://library.williams.edu/citing/styles/mla.php>

<http://rdc.libguides.com/mla>

[http://www.mlahandbook.org/fragment/public\\_index](http://www.mlahandbook.org/fragment/public_index)

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