

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: 2014-2015 Spring

Class Hours: Tuesday 09:00 – 11:50, B2 / 204

Office Hours: Tuesday 13:00 – 15:00

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. 17th): 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 (Feb. 24th): 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 (March 3rd): 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. Visit to the library.

Week IV (March 10th): MLA (Modern Language Association) format, kinds of academic resources, citation reference format. Taking notes, preparing note cards, avoiding plagiarism.

Week V (March 17th): Compiling a working bibliography. Preparing a formal outline. Mechanics of writing: punctuation, quotations, use of dates, numbers, titles...

Week VI (March 24th): 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 (March 31st): MIDTERM EXAM

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

Week IX (April 14th): Writing the thesis statement and outlining. Submission of note cards

Week X (April 21st): Outline submission.

Week XI (April 28th): Draft submission. Class work, assignments, workshops.

Week XII (May 5th): Draft submission. Class work, assignments, workshops.

Week XIII (May 12th): FINAL PAPER SUBMISSION

Week XIV (May 19th): National Holiday. No class.

FINAL EXAM

*There may be changes to the course outline.

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 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 7 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 two mid-terms, one final paper (max. 6 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.library.cornell.edu/resrch/citmanage/mla>

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

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

X. 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.