

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:** 2015-2016 Spring

**Class Hours and Classroom:** Friday 14:00 – 16:50 B2 / 203

**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 1 (Feb. 12<sup>th</sup>):** General Introduction to the course.

**Week 2 (Feb. 19<sup>th</sup>):** What is Research? Study skills: reading, skimming, scanning, note taking. Workshop-1

**Week 3 (Feb. 26<sup>th</sup>):** Exam skills: studying for exams and tips for success in exams. **Library Orientation.**

**Week 4 (March 9<sup>th</sup>):** Choosing a topic and narrowing the topic. The Thesis statement and the outline. Preparing a formal outline. Workshop-2

**Week 5 (March 4<sup>th</sup>):** MLA (Modern Language Association) format, kinds of academic resources, citation reference format. Compiling a working bibliography. Workshop-3

**Week 6 (March 11<sup>th</sup>):** MLA (Modern Language Association) format. Building effective paragraphs. Workshop- 4

**Week 7 (March 18<sup>th</sup>):** Mid-Term Exam

**Week 8 (March 25<sup>th</sup>):** Avoiding Plagiarism. Taking notes, preparing note cards. Workshop-5

Submission-1: Thesis Statement

**Week 9 (April 1<sup>st</sup>):** The format of a research paper. Preparing works cited. Documentation. Working bibliography and note cards for evaluation. Workshop-6

Submission-2: Outline

**Week 10 (April 8<sup>th</sup>):** Mechanics of Writing: punctuation, quotations, use of dates, numbers, titles. Feedback for thesis statement. Feedback for outline Workshop-7

**Week 11 (April 15<sup>th</sup>):** Deadline for the submission of 1st draft for peer review. Workshop-8.

**Week 12 (April 22<sup>nd</sup>):** Class work and assignments. Workshop-9.

**Week 13 (April 29<sup>th</sup>):** Class work and assignments. Workshop-10

**Week 14 (May 6<sup>th</sup>):** Deadline for the submission of the Final Paper. Workshop-11

**Week 15 (May 13<sup>th</sup>):** General Evolution

\*There may be changes to the course outline.

**III. Textbooks:**

Bennett, Andrew, and Nicholas Royle. *This Thing Called Literature: Reading, Thinking, Writing*. London and New York: Routledge, 2015. Print.

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.

Hacker, Diana, and Nancy Sommers. *The Bedford Handbook*. 8<sup>th</sup> ed. New York: Bedford St. Martins, 2010. 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, and 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 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 (max. 5 pages excluding Works-Cited page/s), 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	15%
Class work, assignments, participation	10%
PowerPoint Presentation (group work)	10%
Outline and first draft	15%
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.