



Україна, 01601, м. Київ, вул. Пирогова, 9

ConcordiaUA

9, Pyrohova street, Kyiv, 01601, Ukraine

Тел./tel.: +38(044)236-90-85; моб./cell: +38(050)331-42-95

info@uacu.edu.ua • www.concordia.edu.ua

Academic Writing in English

Syllabus

ЗП 1.2

PHD 623

Specialty: 051 "Economics"

Educational program "Economica"

Quarter / Year: Spring / 2024

ECTS Credits: 3

Instructor: Dr. Halyna Bevzo, Ph.D.

USA Credits: 1,5

Contact information: Halyna.bevzo@uacu.edu.ua

Prerequisites: none

Course description

This course is aimed at postgraduate students with upper-intermediate and higher competences of the English language, who have already developed sound expertise in the lexical corpus of the chosen field.

Course aims and objectives

While students do academic work in their field of interest, this course supports them in their research and research paper writing endeavors through developing academic writing skills, including summaries, source annotations, bibliographies, and article abstracts. Each student also does in-depth library research into their field of study and writes an analytical literature review.

The reading and source materials include authentic texts in the students' chosen field. Recommended out-of-class activities will include individual vocabulary work and written assignments.

Online support is provided through Moodle.

Evaluated via credit-modular system meeting the ECTS requirements.

The course ends with a final examination.

Course Outcomes

PH01. Advanced conceptual and methodological knowledge of economics, management of socio-economic systems, and the borders of subject industries, as well as research skills that are sufficient for carrying out fundamental and applied research on levels of world achievements in the relevant areas.

PH06. Free to present and discuss with specialists and non-specialists the results of research, theoretical and practical problems economic state, and in foreign languages, qualified to display the results of research in scientific publications in leading scientific editions.

PH07. Apply innovative scientific and pedagogical technology to formulate the content, learning goals, ways to achieve them, forms of control, and carry responsibility through an efficient educational process with compliance norms for academic ethics and integrity.

Competencies

3K02. Ability to search, process and analyze information from different sources.

3K03. Здатність працювати в міжнародному контексті.

CK02. Ability to orally and in writing present and discuss the results of scientific research and/or innovative developments in Ukrainian and English.

CK04. Ability to carry out scientific and pedagogical activities in institutions of higher education.

CK07. Ability to initiate, develop and implement complex scientific projects in the economy and related interdisciplinary approaches, to show leadership and responsibility in their implementation; commercialize the results of scientific research and ensure compliance with intellectual property rights.

Communications

This course is delivered in the distance mode, which places a higher pressure on students' individual work. Most topics will be presented as self-study material, while several assignments will be collected during small group and individual Zoom meetings. Thus, there will be regular forums to deal with questions arising.

For individual issues, students should contact the Instructor only by the given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.

NOTE: Only emails sent from the student's corporate email address (xxx@uacu.edu.ua) will be answered.

Student Responsibilities

Time commitment

The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time. All students are expected to participate in all the scheduled activities, exclusive of forum discussions or online consultations.

Technical aspects

The student is obliged to provide themselves with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into online Zoom consultations, midterm and final tests.

Grading Policy

The course is based on mastery of course outcomes. The student's grade for this course will be calculated based on performance. The minimal grade/number of points to pass the subject is 60%.

Graduate grading guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as

a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the table below.

Course-level grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points.
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies.
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program.
E	
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them.

Grade distribution

Maximum total possible points – 500 points, incl.:

<i>Type of activity</i>	<i>Worth</i>	<i>Points</i>
Quizzes & Assignments	40%	200
Midterm Test	20%	100
Final Examination	40%	200
Total	100%	500

The midterm test and final examination are 60% of overall evaluation (20% and 40% respectively).

Assignment format

All work should be shown in time. If the student misses the deadline – the task is failed.

The midterm and terminal (end-of-course) examinations are available in the e- format through Moodle.

The Midterm covers topics 1-6, includes multiple choice questions and task-/case-based short written answers, and lasts 90 minutes.

The Final exam covers the full course material (topics 1-12), includes multiple choice questions and task-/case-based written answers, and takes up to 120 minutes.

Academic Dishonesty

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.

Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.

Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

Fabrication – altering or transmitting, without authorization, academic information or records.

It is assumed that all students submit the works of their own as well as properly acknowledge the contributions of others. Submitting all or part of another's work as one's own is considered plagiarism and results in a failing grade for the assignment/test / examination.

Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with the "0" grade.

No reference resources are allowed during tests, both midterm and final. Using unauthorized materials during the test / on an examination (notes, dictionaries, telephones, etc.) or improperly obtaining copies of a test/examination or answers to a test/examination is considered as cheating and results in a failing grade for the test/examination. Helping another student commit an act of dishonesty, such as prompting or completing an assignment/test/examination/part of examination for someone else results in a failing grade for the assignment/test/examination to both participants.

In case of a missed midterm test or final examination (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. The permit is given based on a letter of request addressed to the Dean's Office with an approval of course instructor.

Submission or retaking of any assessment activities after deadlines is forbidden.

Penalty for academic dishonesty: Each incident of academic dishonesty will be reported in writing to the appropriate academic Dean. A disciplinary notation for academic dishonesty may be entered on the student's academic record.

Submission and Return Policy

The students are expected to complete the quizzes and submit the assignments to the Instructor in due time and proper form, normally before or on the date indicated in the

Course Schedule (in Moodle). In case of a student's inability to do so, they should inform the Instructor and the Dean's Office of the reasons and extenuating circumstances if any, and they may apply for an extension.

For each topical quiz, multiple attempts are allowed; only the highest score will be taken into account.

For each assignment, there will be only one attempt. However, in case of early submission (not later than five days before the deadline stated in the table below), you may be allowed to re-submit an assignment if you want to improve the grade. Late assignments may be submitted up to 12 hours late without penalties (after 20.00 on November 13th for Assignment 1; after 20.00 on December 18th for Assignments 2-5); assignments that are 13 or more hours overdue are not accepted and not graded.

There are no make-up quizzes, assignments, tests, or exams. You cannot retake a quiz, assignment, test, or exam (Midterm or Final) if you failed it or are not satisfied with the result.

Course Schedule

Topic/Lecture #	Research Projects	Assignments Due	Points
Lecture 1	Course introduction Academic writing overview: definition and types. Understanding plagiarism	Quiz 1	5
Lecture 2	The writing process Principles of effective academic writing	Quiz 2	10
	<i>Consultation**</i>		<i>(0-10)***</i>
Lecture 3	Crediting sources Introduction to citation (referencing, formatting) styles. Direct quotations and paraphrasing	<u>Quiz 3</u>	5
Lecture 4	Referencing styles Overview of referencing (citation, formatting) styles. The APA, MLA, Harvard, etc. systems	<u>Quiz 4</u>	5
	<i>Consultation</i>		<i>(0-10)</i>
Lecture 5	Bibliography Organizing reference entries into a list. Academic writing practice: producing a bibliography	<u>Assignment 1: Bibliography</u>	10
	<i>Consultation</i>		<i>(0-10)</i>
Lecture 6	Literature review Overview of the literature review writing process. Structuring a literature review. Academic writing practice: producing a literature review	<u>Assignment 2: Literature review</u>	15
	<i>Consultation</i>		<i>(0-10)</i>
	Midterm		150
	20% out of total amount of points for the course		

Lecture 7	Annotated bibliography Overview of source annotations. Descriptive, evaluative, and reflective annotations	<u>Quiz 5</u>	5
	<i>Consultation</i>		<i>(0-10)</i>
Lecture 8	Source annotation Formatting sources annotations. Academic writing practice: producing source annotations of different types	<u>Assignment 3: Source annotation</u>	15
Lecture 9	Article abstract 1 Article abstract overview. Structuring an abstract. Identifying keywords	<u>Quiz 6</u>	5
	<i>Consultation</i>		<i>(0-10)</i>
Lecture 10	Article abstract 2 Language of article abstracts. Academic writing practice: translation and paraphrasing	<u>Quiz 7</u>	10
	<i>Consultation</i>		<i>(0-10)</i>
Lecture 11	Article abstract 3 Academic writing practice. Producing article abstracts in different styles	<u>Assignment 4: Article abstract</u>	10
	<i>Consultation</i>		<i>(0-10)</i>
Lecture 12	Research article IMRD article structure. Data visualization	<u>Quiz 8</u>	5
	Final 40% out of total amount of points for the course		200
	<i>Consultations total</i>		<i>50</i>
	Course total		500

** Each consultation is dedicated to a current (and, sometimes, a preceding) topic and a subsequent topic.

*** The distribution of points between the consultations is dynamic and based on a student's participation. The Gradebook will show a maximum of 50 points, but the actual number of points you can earn per consultation is from 0 to 10, which will be added after each consultation.

Recommended Materials

For each lecture/topic, the students must read the supporting information. (Normally, there will be one or several documents in the .pdf format for each lecture/topic, containing the required material.) Exploring suggested supplementary resources or web links, recommended for each lecture/topic, is optional.

Supplementary materials

1. Hamp-Lyons, L., & Heasley, B. (2009). *Study writing: A course in writing skills for academic purposes*. Cambridge University Press. ISBN 978-0-521-53496-3.

2. Kaliuzhna, V. V., & Bukreieva, O. Yo. (2010). *English opens many doors: English scientific text: Understanding, interpretation, translation*. Instytut Suchasnoho Pidruchnyka. ISBN 978-966-450-040-8.

Ukrainian-language entry:

Калюжна В. В. English Opens Many Doors: англійський науковий текст: розуміння, інтерпретація, переклад: навч. посіб. / В. В. Калюжна, О. Й. Букреева. – К.: Ін-т сучас. підруч., 2010. – 272 с. ISBN 978-966-450-040-8.

3. McCarthy, M., & O'Dell, F. (2008). *Academic vocabulary in use*. Cambridge University Press.

4. Wallwork, A. (2013). *English for academic research: Vocabulary exercises*. Springer Science+Business Media. <https://doi.org/10.1007/978-1-4614-4268-4>

5. Wallwork, A. (2013). *English for research: Usage, style, and grammar*. Springer Science+Business Media. <https://doi.org/10.1007/978-1-4614-1593-0>

**** *The above schedule and procedures are subject to change in the event of extenuating circumstances.*

Протокол засідання кафедр № 1 від 24.01.2024 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Г.А.Бевзо

Викладач



Г.А.Бевзо

