**Al-Farabi Kazakh National University**

**Higher School of Economics and Business**

**SYLLABUS**

**(AP7201) Academic writing**

**Fall semester 2021-2022 academic year**

**on the educational program “8D04110 Finance”/Финансы/Қаржы**

| **Discipline’s code** | **Discipline’s title** | **Independent work of students (IWS)** | **No. of hours per week** | | | | | **Number of credits** | **Independent work of student with teacher (IWST)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lectures (L)** | **Practical training (PT)** | | **Laboratory (Lab)** | |
| **AP7201** | **Academic writing** | 39 |  | 1 | |  | | 2 | 3 |
| **Academic course information** | | | | | | | | | |
| **Form of education** | **Type of course** | **Types of lectures** | | | **Types of practical training** | | **Number of IWS** | | **Form of final control** |
| online | practical | - | | | Explaining, analyzing, interactive conversation and discussion, presentation | | 39 | | Written form |
| Lecturer | Adambekova Ainagul Amangeldinovna | | | | | |  | | |
| e-mail | ainatas@mail.ru | | | | | |
| Telephone number | 8 (707) 771-07-24 | | | | | |

| **Academic presentation of the course** |
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| **Aim of course** | **Expected Learning Outcomes (LO)**  As a result of studying the discipline the undergraduate will be able to: | **Indicators of LO achievement (ID)**  (for each LO point down at least 2 indicators) |
| --- | --- | --- |
| to develop the ability of doctoral students’ practical skills and competencies in academic writing: skills to organize own ideas, research, justify them and convincing to express it; to broaden the knowledge about the technologies academic text structure; the skills of reflection: the error search and analysis of your own text for writing scientific papers. | LO 1 - to summarize data, analyze and be ready to communicate in spoken and written English | ID 1.1 - Skilled to search and find necessary data from international online databases and libraries  ID 1.2 - Able to present information and discuss an issue with a foreign peer (researcher) |
| LO 2.1 - to develop the skills of drafting and processing scientific and technical documentation, scientific reports, reviews, reports and articles (in accordance with the profile of the doctoral program)  LO 2.2 – to read texts with different depth and accuracy of penetration into their contents: with an understanding of the main content, with a selective understanding of the necessary information, with a full and critical understanding of the text;  LO 2.3 - get skills in the field of analysis, synthesis and generalization of incoming information, building the logical consistency from the received information via writing theses, essays, annotations and articles. | ID 2.1 - Manuscripts prepared for publication  ID 2.2 - Critical literature review  ID 1.1 - Skilled to search and find necessary data from international online databases and libraries |
| LO 3 – to become familiar and fluent on professionally profiled application of modern computer applications and software packages to solve the problems of the student’s core profile research field, including those that are outside of his core profile training; | ID 3.1 - Models presented in an article and doctoral dissertation  ID 3.2 - Able to instruct and guide the reader (the citer) on applying the computer package |
| LO 4 – to have the skills to apply argumentation methods in spoken and written texts, perform written speech discourses, use the potential of the language to achieve communicative goals and desired impact; | ID 4.1 - Able to contribute to a peer discussion during international workshop or conference  ID 1.2 - Able to present information and discuss an issue with a foreign peer (researcher) |
| **Prerequisites** | A good command of English: written and spoken. | |
| **Post requisites** | Allows to communicate in English by using the system of linguistic and speech norms and to state the coinciding communicative behavior in accordance with the target sociocultural and professional situations of communication. | |
| **Information resources** | 1. Natilene Bowker. Academic Writing: A Guide to Tertiary Level Writing. Massey University press. 2007. 2. Stephen Bailey. Academic Writing. A Handbook for International Students. Third edition. Taylor & Francis e-Library, 2011. | |

| **Academic policy of the course in the context of university moral and ethical values** | **Academic Behavior Rules:**  All students have to register at the MOOC. The deadlines for completing the modules of the online course must be strictly observed in accordance with the discipline study schedule.  ATTENTION! Non-compliance with deadlines leads to loss of points! The deadline of each task is indicated in the calendar (schedule) of implementation of the content of the curriculum, as well as in the MOOC.  **Academic values:**  - Practical trainings/laboratories, IWS should be independent, creative.  - Plagiarism, forgery, cheating at all stages of control are unacceptable.  - Students with disabilities can receive counseling at e-mail: ainatas@mail.ru |
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| **Evaluation and attestation policy** | **Criteria-based evaluation:**  assessment of learning outcomes in relation to descriptors (verification of the formation of competencies in midterm control and exams).  **Summative evaluation:** assessment of work activity in an audience (at a webinar); assessment of the completed task. |

**CALENDAR (SCHEDULE) THE IMPLEMENTATION OF THE COURSE CONTENT:**

| weeks | Topic name | LO | ID | amount of hours | Maximum score | Form of Knowledge Assessment | The  Form of the lesson  / platform |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Features of academic writing. Types or forms of scientific writing** | LО 1,  LО 2.1,  LО 2.2,  LО 2.3 | ID 1.1.,  ID 1.2.,  ID 2.1.,  ID 2.2. | 1 | 14 | interactive conversation and discussion | Webinar  in Cisco Webex |
| 2 | **Plagiarism and paraphrasing. Citations and references** | LО 1,  LО 2.1,  LО 2.2,  LО 2.3 | ID 1.1.,  ID 1.2.,  ID 2.1.,  ID 2.2. | 1 | 14 | interactive conversation and discussion | Webinar  in Cisco Webex |
| 3 | **The Anti-Plagiarism** | LО 1,  LО 2.1,  LО 2.2,  LО 2.3 | ID 1.1.,  ID 1.2.,  ID 2.1.,  ID 2.2. | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 4 | **Academic texts.  Types and the structure of the Academic texts.** | LО 1,  LО 2.1,  LО 2.2,  LО 2.3 | ID 1.1.,  ID 1.2.,  ID 2.1.,  ID 2.2. | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 5 | **Academic essay** | LО 1,  LО 2.1,  LО 2.2,  LО 2.3 | ID 1.1.,  ID 1.2.,  ID 2.1.,  ID 2.2. | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 5 | **MT control 1**  **IWS 1.**  **Types academic writing: essay, paragraph, abstract, dissertation (research thesis)** | LО 1,  LО 2.1,  LО 2.2,  LО 2.3 | ID 1.1.,  ID 1.2.,  ID 2.1.,  ID 2.2. | 1 | 30 | Prepare presentations on the selected dissertation topic | Webinar  in Cisco Webex |
| 6 | **Finding suitable sources. Combining sources**. | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | Visualize data on your dissertation topic | Webinar  in Cisco Webex |
| 7 | **Visualization.** Figures. Graphs. Tables. Diagrams. | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 8 | **Writing a manuscript for publication** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 9 | **Bringing topicality to a research.**  **The research aim and objectives** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 10 | **Critical literature review** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 10 | **МТ (Midterm Exam)**  **IWS 2**  **Planning, time management or the ways of fighting against procrastination**  **Local requirements on structuring the dissertation / the research thesis** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 30 | Prepare presentations on the selected dissertation topic | Webinar  in Cisco Webex |
| 11 | **CMS Style. MLA Style. APA Style.** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 12 | **Search tools and accumulation of scientific information** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 13 | **Unity and Coherence** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 14 | **Conclusion** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 15 | **Managing results section** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 14 | interactive conversation and discussion, | Webinar  in Cisco Webex |
| 15 | **MT control 3**  **IWS 3**  **Present all of the above academic writing questions as per your article** | LO 3  LO 4 | ID 3.1  ID 3.2  ID 4.1  ID 4.2 | 1 | 30 | Prepare a presentation | Webinar  in Cisco Webex |

*Comments:*

*- Form of L and PT: webinar in Cisco Webex / Zoom / MS Teams (presentation of video materials for 10-15 minutes, then its discussion / consolidation in the form of a discussion / problem solving )*

*- Form of carrying out the CW: webinar (at the end of the course, the students pass screenshots of the work to the monitor, he/she sends them to the teacher) / test in the Moodle DLS.*

*- All course materials (L, QS, TK, IT, etc.) see here (see Literature and Resources, p. 6).*

*- Tasks for the next week open after each deadline.*

*- CW assignments are given by the teacher at the beginning of the webinar.]*

**Dean Bimendieva L.A.**

**Chairman of the Faculty Methodical Council**

**Head of the Department Nurmagambetova A.**

**Lecturer** **Adambekova A.A.**