**Al-Farabi Kazakh National University**

**Department of Archeology, ethnology and museology**

**Educational program on the specialty “** **5B020800 - Archeology and Ethnology ”**

**“ SW 4501** **Scientific writing”**

**SYLLABYS**

**2018-2019 autumn semester**

**Academic information about the course**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course code | Name of discipline | | Type | Hours per week | | | | Number of credits | ECTS |
| Lec | | Practice | Lab |
| SW 4501 | Scientific writing | |  | 0 | | 1 | 0 | 1 | 2 |
| **Lecturer** | Yermekbayeva Ainur | | | | Office hours | | | By the table | |
| e-mail | Ainur.kaznu@gmail.com | | | |  | | |  | |
| **Phone** | +77714488533 | | | | The lecture room | | |  | |
| **Academic presentation of the course** | | Writing is a very important part of science; it is used to document and communicate ideas, activities and findings to others. Scientific writing can take many forms from a lab notebook to a project report, or from a paper in an academic journal to an article in a scientific magazine. This guide focuses on scientific writing for academic course work, much of which is devoted to describing and explaining. | | | | | | | |
| **Prerequisites** | | Modules for Individual Educational Trajectories | | | | | | | |
| **References and Resources** | | **Basic literature:**   1. Jennifer Peat. Scientific Writing. Easy When You Know How. BMJ Books. 2002. 2. Janice R. Matthews and Robert T. Matthews. Successful scientific writing. Cambridge university press, 2008. 3. Bailey S. Academic writing. 2006. 4. Alley, M. (2003). The Craft of Scientific Presentations. New York: Springer.   **Additional literature:**   1. A Field Guide for Science Writers, Second Edition (2005, paperback). Editors: Deborah Blum, Mary Knudson, Robin Marantz Henig 2. On Writing Well: The Classic Guide to Writing Nonfiction. 30 th anniversary edition (2006, paperback) by William K. Zinsser. 3. Constance Hale. Successful Scientific Writing: a systematic guide for biomedical scientists, Matthews and Bowen. 2005. 4. Alley, M. and Neeley, K. A. (2005). Rethinking the design of presentation slides: A case for sentence headlines and visual evidence. Technical Communication, 52, 417–426. 5. Briscoe, M. H. (1996). Preparing Scientific Illustrations: A Guide to Better Posters, Presentations, and Publications. 2nd edn. New York: Springer-Verlag.   **Internet resources:**  *http://alimsak.kz/index.php?option=com\_content&view=article&id=190:aza-khandy-y-ryluyny-m-seleleri&catid=91&Itemid=577* | | | | | | | |
| **Academic policy in the context of the University's moral and ethical values** | | All work must be performed and protect within a specified time. Students who do not pass regular job, or received for his performance of less than 50% score, have the opportunity to work on additional specified job schedule. Students who missed laboratory classes for a good reason, and spend their extra time in the presence of a laboratory, then the admission of the teacher. Students who do not fulfill all kinds of work for the exam are not allowed. In addition, the assessment takes into account the activity and attendance of students during class.  Be tolerant and respect other people's opinions. The objections formulated in the correct form. Plagiarism and other forms of unfair work inadmissible. Unacceptable prompting and cheating during the delivery of CDS, intermediate controls and final exam, up problems solved by others exam for another student. Student convicted of falsification of any information exchange, unauthorized access to the intranet, using cribs will receive final evaluation «F».  For advice on the implementation of independent work (CDS), their delivery and protection, as well as for more information on the passed material and all other questions arise taught a course, contact the teacher during his office hours | | | | | | | |
| **Evaluation and Certification Policy** | | **Criteria Assessment:** Assessment of all learning outcomes for descriptors (checking the formation of competence in midterm examinations and exams).  **Summative Assessment:** Evaluation of active work and presence in the audience; Assessment of assignments performed, Self-study work (project / case / program / etc)  Evaluation of qualification formation (midterm examination, exams).  The formula for calculating the final grade. | | | | | | | |
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**The table of the content of the training course:**

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| --- | --- | --- | --- |
| Week | Title of the lecture (lecture, practical lesson, SIW) | Number of hours | Max point |
|  |  |  |  |
| 1 | **1-practical seminar.** General meaning of scientific writing | 1 | 7 |
| 2 | **2-practical seminar.** What is the essay? Writing an essay in the theme which is related to the diploma work | 1 | 7 |
| 3 | **3-practical seminar.** what is the introduction? | 1 | 7 |
| **Individual work 1.** Prepare introduction and conclusion of your topic |  | 15 |
| 4 | **4-practical seminar**. Scientific Literature and Searching the Scientific literature | 1 | 7 |
| 5 | **5-practical seminar.** Requirements to the articles | 1 | 7 |
| **Individual work.** Writing the abstract relating of diploma work |  | 15 |
| 6 | **6-practical seminar.** Preparing sections of the research (abstract, introduction, materials and methods, results and discussion, conclusion) | 1 | 7 |
| 7 | **7-practical seminar.** How to do a reference? | 1 | 8 |
| **Individual work 3.** Preparing the main part of the research work |  | 20 |
|  | **Total** |  | 100 |
|  | **Midterm** |  | 100 |
| 8 | **8-practical seminar.** Research proposals | 1 | 6 |
| 9 | **9-practical seminar.** How to write the official letter, to learn the special words | 1 | 6 |
| **Individual work 4.** Preparation of the essay |  | 15 |
| 10 | **10-practical seminar.** Computer skills, official e-mail letter | 1 | 6 |
| 11 | **11-practical seminar.** Poster presentations | 1 | 6 |
| **Individual work 5.** Preparation of the presentation on research topic |  | 15 |
| 12 | **12-practical seminar.** Parts and requirements of presentation | 1 | 6 |
| 13 | **13-practical seminar.** Arguments as element of writing | 1 | 6 |
| **Individual work 6.** Prepare the card of reviw literature |  | 20 |
| 14 | **14-practical seminar.** Searching of references and resources, basic and additional literature | 1 | 6 |
| 15 | **15-practical seminar.** Methods and materials of the article | 1 | 8 |
|  | **II mid control** |  | 100 |
|  | **Exam** |  | 100 |
|  | **Total** |  | 100 |

Dean of the faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nogaybaeva M.S.

Chair of methodological council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tassilova N.A..

Head of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Omarov G.K.

Lecturer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yermekbayeva A.