**Al-Farabi Kazakh National University**

**Department of Archeology, ethnology and museology**

**Educational program on the specialities:**

**“5B041900 – Museum studies and monument protection”**

**“ SW 4501** **Scientific writing”**

**“** **5B020800 - Archeology and Ethnology ”**

**“ SW 4501** **Scientific writing”**

**SYLLABYS**

**2018-2019 autumn semester**

**Academic information about the course**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | | 420, 422 | |
| **Academic presentation of the course** | | The purpose of the course: to consider the main types of scientific writing as essay, research article, diploma works and etc. Writing is a very important part of science; it is used to document and communicate ideas, activities and findings to others. Students able to demonstrate the knowledge (understanding) and the knowledge gained on the subject "Scientific writing"; Also students able to analyze the actual problems of the graduation works during their research, to have knowledge about the scientific information on their themes and to know about the stages of its formation.  Application of scientific and research methodological knowledge in the differentiation of the issues related to degree work; critical analysis; formation of the ability to evaluate and study new perspectives on the basis of new paradigms of history, ethnography, archeology. In the context of the subject "Scientific writing", assessment and interpretation of the results in the module, midterm exam, module; analysis of the dynamics of the course's scientific problem solving (scientific reviews of specific issues); analysis of the course results, their scientific essay, presentation, review, review, etc. accumulation in the form;  The role of the course " Scientific writing " in the implementation of individual learning trajectories. Being able to master fundamental knowledge, to reflect the current state of historical science, to evaluate the ways and trends of the problem, as well as to master professional practice; understand the theory and methods of modern scientific research that can apply to individual research. | | | | | | | |
| **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** | | **Rules of Academic Discipline (Behavior):**  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.  **Academic Values:**  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.  **For example:**  1. The SIW is distributed throughout the semester - 6 assignments on the discipline, 60% of the final assessment of the course;  2. A weekly later deal SIW will be accepted, but prices will be reduced by 50%  3. Topics of SIW are included in examination questions.  4. From 1 to 7 weeks you have 2 tasks, each with 25 points.   1. In the 8-15 weeks four tasks of the IWS will be executed, 2 tasks will be 8 points, 2 tasks - 10 points. 2. Midterm Exam The lecture, seminars are conducted on the topic of IRS for 1-7 weeks and 1 analytical assignment (3 questions on ticket).   Seminar lesson and SIW will be of a kind, creative nature | | | | | | | |
| **The content of the training course content (table) (Appendix 1)** | | Weekly description of topics of lectures, practical / seminar / laboratory / project work / SIW assignments; allocation of the title scale and evaluation of the assessment, including the control task.  Analyzing and summarizing the content of the first semester semester (1 midterm examination) in the form of scientific essays / systematic analysis of the scientific topics studied / presentations / group project works for individual case studies, etc. Estimation of personal contribution to creation. | | | | | | | |

**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. Topic. About myself.** | 1 | 7 |
| 2 | **2-practical seminar. What is the essay?** | 1 | 7 |
| 3 | **3-practical seminar. Writing an essay.** | 1 | 7 |
| **Individual work 1.** Prepare introduction 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.** Collecting data |  | 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 annotation of the research work |  | 20 |
|  | **Total** |  | 100 |
|  | **Midterm** |  | 100 |
| 8 | **8-practical seminar. Research proposals** | 1 | 6 |
| 9 | **9-practical seminar. Letters and e-mails** | 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 review literature |  | 20 |
| 14 | **14-practical seminar. Searching of materials and resources, basic and additional literature** | 1 | 6 |
| 15 | **15-practical seminar. Review and editorial process.** | 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.