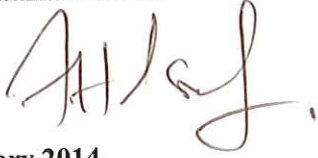
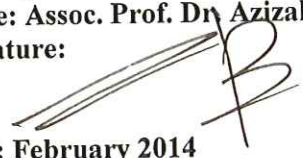


Course Outline

Department & Faculty: Language Academy	Page 1 of 4																				
Subject & code: UVB 6013 Academic Communication for Postgraduate I	Semester: 2 Academic session: 2013/2014																				
Total lecture hours : 3 hours x 14 weeks=42 hours																					
Lecturer: Graduate Faculty of Language Academy Coordinator: Dr. Fauziah Ismail Tel no: 07-5532075 Email: fauziahismail@utm.my Pre-requisite: IEC Low Intermediate																					
SYNOPSIS:																					
<p>This course is designed to equip students with academic skills focusing on language use for postgraduate studies. The course focuses on the skills of writing bibliographic entries in a consistent manner, reading and analysing academic texts critically, summarising and paraphrasing academic texts, and writing cohesive academic paragraphs. At the same time, students are also required to write a comparative summary and a term paper. The topics selected for writing are based on students' own research interest. By the end of the course students will be able to write bibliographic entries in a consistent manner, write a comparative summary of academic texts and write a term paper related to their own research interest.</p>																					
LEARNING OUTCOMES:																					
By the end of the course, students should be able to:																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 35%;">Course learning outcome</th> <th style="width: 20%;">Programme learning outcome(s) addressed</th> <th style="width: 20%;">Learning Taxonomy & KI Addressed</th> <th style="width: 20%;">Assessment methods</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>write bibliographic entries in a consistent manner as stated in the UTM thesis manual</td> <td>Knowledge</td> <td>C3, P4, A2</td> <td>MyLinE activities</td> </tr> <tr> <td style="text-align: center;">2</td> <td>summarise and paraphrase academic texts</td> <td>CS1</td> <td>C4, P4, A2</td> <td>Comparative summary</td> </tr> <tr> <td style="text-align: center;">3</td> <td>write cohesive academic paragraphs with minimal errors</td> <td>CS1</td> <td>C5, P4, A2</td> <td>Term paper Consultation</td> </tr> </tbody> </table>		No	Course learning outcome	Programme learning outcome(s) addressed	Learning Taxonomy & KI Addressed	Assessment methods	1	write bibliographic entries in a consistent manner as stated in the UTM thesis manual	Knowledge	C3, P4, A2	MyLinE activities	2	summarise and paraphrase academic texts	CS1	C4, P4, A2	Comparative summary	3	write cohesive academic paragraphs with minimal errors	CS1	C5, P4, A2	Term paper Consultation
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Prepared by: Course Coordinator Name: Dr. Fauziah Ismail Signature:  Date: February 2014	Certified by: Academic Manager (Graduate Studies) Name: Assoc. Prof. Dr. Azizah Rajab Signature:  Date: February 2014																				

Course Outline

Department & Faculty: Language Academy	Page 2 of 4
Subject & code: UVB 6013 Academic Communication for Postgraduate I	Semester: 2 Academic session: 2013/2014
Total lecture hours : 3 hours x 14 weeks=42 hours	

STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (hours)
1. Face-to-Face Learning	
a. Lecture-Centred Learning	40
i. Lecture	
b. Student-Centred Learning (SCL)	10
i. Laboratory/tutorial	
ii. Student-centred learning activities –Active Learning, Project Based Learning	
2. Self-Directed Learning	
a. Non face-to-face learning or student-centred learning (SCL) such as manual, assignment, module, e-Learning, etc.	20
b. Revision	20
c. Assessment Preparations	24
3. Formal Assessment	
a. Continuous Assessment	6
Total (SLT)	120

Teaching Methodology

Lecture, Discussion, Consultation, Independent Study.

Course Outline

Department & Faculty: Language Academy	Page 3 of 4
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WEEKLY SCHEDULE

WEEK	TOPIC
Week 1	: Overview of the course, expectations and assessment Bibliography Input
Week 2	: Bibliography Input
Week 3-4	: Introduction to Critical Reading & Summary Writing Database Training MyLinE Activities commence
Week 5-6	: Endnote Training Critical Reading & Summary Writing <ul style="list-style-type: none"> - Language focus - Making inferences, comparing & contrasting, expressing agreement & disagreement - Summarising & paraphrasing - Aspects of plagiarism <i>Explanation of Term paper</i>
Week 7	: <i>Term paper - Consultation 1</i>
Week 8	: SEMESTER BREAK
Week 9-12	: Writing Term-paper <ul style="list-style-type: none"> - Paragraph development - Language focus - Coherence, Clarity & Unity - Draft of term paper
Week 13	: <i>Term paper - Consultation II</i>
Week 14-15	: Editing & Proof-reading Submission of final term paper MyLinE Activities end

Course Outline

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REFERENCES:

- Bailey, S. (2006). *Academic Writing: A Handbook for International Students*. London: Routledge.
- Langan, J. (2011). *College Writing Skills with Readings*. New York: McGraw-Hill International Edition.
- Soles, D. (2005). *The Essentials of Academic Writing*. Boston: Wadsworth
- Swales, J.M. and Feak, C.B. (2004). *Academic Writing for Graduate Students: Essential Tasks and Skills*. Ann Arbor, Michigan: The University of Michigan Press.
- Wilhoit, S. (2004). *Writing from Readings*. New York: Pearson.

ATTENDANCE:

Students should adhere to the rules of attendance as stated in the University Academic Regulations:-

- Students must **attend not less than 80% of lecture hours**.
- Students who do not meet the above requirement will not be allowed to attend any lecture and assessment activities and subsequently be awarded a zero (0) mark.
- Students will be **awarded a Pass or HL if they pass with a total of 60 marks (B-) and above**.

GRADING:

Course Work – 100%

No.	Assessment	Number	% each	% total	Week
1.	MyLinE Activities on bibliographic entries & grammar exercise	2	5	10	3-14
2.	Comparative summary	1	30	30	8
4.	Term paper	1	50	50	15
8.	Consultation	2	5	10	8 & 13
	Overall Total			100	