



Course Outline

Department & Faculty: Language Academy	Page 1 of 4																											
Code and Subject Name: UVB 6013 Academic Communication for Postgraduate I Total lecture hours : 3 hours x 14 weeks = 42 hours	Semester: I Academic session: 2016/2017																											
<p>Lecturer : Dr Azian Abd Aziz @ Ahmad Room No. : D06 – 319 Tel no : 019 736 9291 Email : azian@utm.my Pre-requisite : IEC Low Intermediate</p> <p>Synopsis : 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; text-align: center;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 35%;">Course Learning Outcome</th> <th style="width: 10%;">Programme Outcomes</th> <th style="width: 15%;">Taxonomies (C,P,A)</th> <th style="width: 10%;">Weightage (%)</th> <th style="width: 25%;">Assessment Methods</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>write bibliographic entries in a consistent manner as stated in the UTM thesis manual</td> <td>PO1</td> <td>C3, P3, A2</td> <td>10</td> <td>MyLinE Activities</td> </tr> <tr> <td>2.</td> <td>summarise and paraphrase academic texts</td> <td>PO2</td> <td>C4, P4, A3</td> <td>30</td> <td>Comparative summary</td> </tr> <tr> <td rowspan="2">3.</td> <td rowspan="2">write cohesive academic paragraphs with minimal errors</td> <td rowspan="2">PO2</td> <td>C5, P4, A4</td> <td>50</td> <td>Term paper</td> </tr> <tr> <td>CS1</td> <td>10</td> <td>Consultation</td> </tr> </tbody> </table>		No	Course Learning Outcome	Programme Outcomes	Taxonomies (C,P,A)	Weightage (%)	Assessment Methods	1.	write bibliographic entries in a consistent manner as stated in the UTM thesis manual	PO1	C3, P3, A2	10	MyLinE Activities	2.	summarise and paraphrase academic texts	PO2	C4, P4, A3	30	Comparative summary	3.	write cohesive academic paragraphs with minimal errors	PO2	C5, P4, A4	50	Term paper	CS1	10	Consultation
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Prepared by: Name: Dr. Azian Abd Aziz @ Ahmad Signature:  Date: 1 September 2016	Certified by: Deputy Dean Name: Assoc. Prof. Dr. Norazman Bin Abdul Majid Signature:  Date: 1 September 2016																											

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STUDENT LEARNING TIME (SLT)

Teaching and Learning Activities	Student Learning Time (hours)
1. Face-to-Face Learning	42
a. Lecturer-Centred Learning	
i. Lecture	22
b. Student-Centred Learning (SCL)	
i. Laboratory/Tutorial	20
ii. Student-centred learning activities – Active Learning, Project Based Learning	
2. Self-Directed Learning	72
a. <i>Non-face-to-face learning</i> or student-centred learning (SCL) such as manual, assignment, module, e-Learning, etc.	
i. NALI	30
ii. MOOCS	
iii. Blended Learning	30
b. Revision (Preparation for examination)	
c. Assessment Preparation	12
3. Formal Assessment	6
a. Continuous Assessment	6
b. Final Exam	
Total (SLT)	120

TEACHING METHODOLOGY

Lecture, Discussion, Consultation, Independent Study

Prepared by:
 Name: Dr. Azian Abd Aziz @ Ahmad



Signature: 

Date: 1 September 2016

Certified by: Deputy Dean
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<p>WEEKLY SCHEDULE</p> <p>Week 1 : Overview of the course, expectations and assessment Bibliography Input</p> <p>Week 2 : Bibliography Input</p> <p>Week 3-4 : Introduction to Critical Reading & Summary Writing MyLinE Activities commence</p> <p>Week 5-7 : Critical Reading & Summary Writing</p> <ul style="list-style-type: none"> - Language focus - Making inferences, comparing & contrasting, expressing agreement & disagreement - Summarising & paraphrasing - Aspects of plagiarism <p>Week 8 : Semester Break</p> <p>Week 9 : Explanation & Discussion of Term paper Submission of Comparative Summary</p> <p>Week 10 : Term paper - Consultation I</p> <p>Week 11-12 : Writing Term-paper</p> <ul style="list-style-type: none"> - Paragraph development - Language focus - Coherence, Clarity & Unity - Draft of term paper <p>Week 13 : Term paper - Consultation II</p> <p>Week 14-15 : Editing & Proof-reading Submission of Term Paper MyLinE Activities end</p> <p>Week 16-18 : Revision Week and Final Examination</p>	
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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.

GRADING

Assessment Name	Assessment Type	Criteria/ Description	%	Total	Date
MyLinE	Individual	Online Activities - write bibliographic entries in a consistent manner	10 (PO1:C3, P3, A2)	10%	Week 3-14
Comparative Summary	Individual	summarise and paraphrase academic texts	30 (PO2:C4, P4, A3)	30%	Week 9
Term paper	Individual	write cohesive academic paragraphs	50 (PO2: C5, P4, A4)	60%	Week 15
		Consultation	10 (PO2:CS1)		
TOTAL				100%	

Note: i) Students must fulfil the attendance requirements as stipulated in the Academic Regulations (minimum 80% attendance).

ii) Plagiarised work will be awarded a grade 'F' (Fail).

Students will be awarded a Pass or HL if they pass with a total of 60 marks (B-) and above.

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