

DEPARTMENT OF POLITICAL SCIENCE

1.	Program	BS Political Science					
2.	Title	Academic Writing					
3.	Semester	5 th					
4.	Code	BS -PS315					
5.	Rating	02 Credit Hours					
6.	Type	Core Course					
7.	Prerequisites						
8.	Introduction	<p>Academic writing is a major outcome of effective communication skills and serves as a precursor to a whole array of professional discourse. It is a toolkit and a skill set that is designed to help students achieve expertise in writing from essays to dissertations and allow them an opportunity to develop a formal and professional writing baseline. Introduction to and application of key principles of effective and efficient academic writing This course will provide key techniques, guidelines and suggestions to improve your academic written communication. It will give hands-on experience in drafting, organizing and revising academic texts.</p>					
9.	Objectives	<ul style="list-style-type: none"> • Recognize and correct basic grammatical errors, specifically errors of subject/verb agreement, verb tense, pronoun agreement, usage of prepositions and articles; • Improve academic and idiomatic vocabulary; • Employ socially appropriate language • Read, analyze and respond to assigned readings with an understanding of structure and mechanics; • Identify effective writing techniques in his or her own work and in peer writing. • Employ correct MLA or APA citation style, including parenthetical, in-text citation and works-cited pages. • Evaluate sources for relevance and reliability • Avoid plagiarism 					
10.	Contents	<table border="1"> <thead> <tr> <th>Week</th> <th>Contents</th> </tr> </thead> <tbody> <tr> <td>Week 1-3</td> <td> <p>Syllabus and administrative matters of course</p> <p>Introduction to Scientific Writing</p> <ul style="list-style-type: none"> • Purpose, • Common Types, • General Features • Types of Scientific Documents <p>Difficulties and Constraints</p> <p>Selection of Stylistic Tools</p> </td> </tr> </tbody> </table>	Week	Contents	Week 1-3	<p>Syllabus and administrative matters of course</p> <p>Introduction to Scientific Writing</p> <ul style="list-style-type: none"> • Purpose, • Common Types, • General Features • Types of Scientific Documents <p>Difficulties and Constraints</p> <p>Selection of Stylistic Tools</p>	
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		Week 4	Literature Review Understand Titles and Plan the Writing Process Writing Structure Finding suitable Sources
		Week 5-6	Literature Review Continued Developing Critical Approaches Avoiding Plagiarism Finding relevant information Note making
		Week 7-8	Summarizing and Paraphrasing Purpose and content of summary Stages of summarizing Effective paraphrasing Paraphrasing techniques
		Week 9	Mid-Term Exam
		Week 10-11-12	References and Quotations Purpose of references and citation Main reference system Use of quotations Organizing the references
		Week 13-14	Combining Sources and Academic Writing Presenting and organizing a number of sources Critical approach Combining Sources Paragraph structure -Development of ideas Language
		Week 15-17	Elements of Writing Contents and Structure of Introductions, Discussion and Conclusions Structure, Vocabulary and Examples for Methodology and Results Structure, Purpose , Qualities of an Abstract Purpose and Qualities of Titles Argument and Discussion Cause and Effect Cohesion and Comparisons Types of visual presentation Functions and Principles of Visuals Making the right choice Creating the best design Describing visuals and labeling
		Week 18	Final Term Exam

11.	Outcome	<ul style="list-style-type: none"> • Demonstrate and apply knowledge of basic essay structure, including introduction, body and conclusion; • Employ the various stages of the writing process, including pre-writing, writing and re-writing • Employ descriptive, narrative and expository modes; • Demonstrate ability to write for an academic audience • Demonstrate understanding of and apply the principles of effective paragraph structure; • Write concise sentences; including employment of quotation, paraphrase and summary; • Introduce, position and integrate source material into the body of an essay;
12.	Recommended Books / Reference	<ul style="list-style-type: none"> • Academic Writing: A Handbook for International Students by Stephen Bailey • Academic Writing for Graduate Students, 3rd Edition Essential Tasks and Skills by John M. Swales & Christine B. Feak • The Elements of Academic Style: Writing for the Humanities by Eric Hayot • Writing for Social Scientists by Howard S. Becker • Academic Writing and Grammar for Students by Alex Osmond • Academic Writing: From Paragraph to Essay by Dorothy Zemach and Lisa A. Rumisek • Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences by Jose L. Galvan

Assessment Criteria:

Requirements	
Assignments/Quizzes/Project/Case Study/Team Presentations	
Mid-Term Exam	
Final Term Exam	