

<b>Title of the Course:</b> <i>Writing Skills 1</i>	<b>Course-No:</b>	<b>Semester:</b> <i>1<sup>st</sup> Year</i> <i>1<sup>st</sup> Semester (Fall)</i>	
<b>Course type:</b> <i>Lecture</i>	<b>Hours-Practice/Week:</b> <i>2-0</i>	<b>Credits</b>	
		<b>Local</b>	<b>ECTS</b>
<b>Status:</b> <i>Compulsory</i>	<b>Language of Instruction:</b> <i>English</i>	<i>2</i>	<i>2</i>
<b>Lecturer:</b>	<i>Assoc. Prof. Dr. Salim Razi</i>		
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	<b>Email:</b> salimrazi@gmail.com, salimrazi@comu.edu.tr		
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### Course description:

This course aims to develop academic written skills by means of critical analysis of academic texts. Related readings will come from the relevant literature in various ways such as academic books and journals which enable learners to develop and increase vocabulary in an academic context with the hope of contributing to their writing skills. Within this perspective, this course mainly encourages learners to write academic texts. Learners will have the opportunity of benefiting from scaffolding through digital peer feedback exchange on their written assignments. Learners are expected to analyse and produce essays considering the organization, coherence, cohesion, unity, vocabulary selection, in-text citations rules including quoting, paraphrasing, and summarizing as this course aims to teach academic writing to students who need to present and defend their own points of view clearly and persuasively. Students also work to master the norms of in-text citations and attributing data from print and other sources, and to observe the methods of acknowledging the research findings of others, specifically in the APA style.

**Teaching method:** Lectures, extensive reading, peer-review.

**Prerequisites:** Advanced reading comprehension skills and proficiency in informal writing.

**Teaching aids:** PowerPoint presentation, Turnitin (text-matching software)

**Assessment method:**

Good news ☺ There are no pen and paper tests for this course. However, it does not necessarily mean that you will pass without any efforts. During the term, you need to submit 3 written assignments at an average length of 600 words for each. In addition, you also need to exchange feedback with 3 peers that are assigned by the lecturer. For each assignment, you are expected to revise your paper by the help of the peer feedback that you retrieve and submit it as a revision assignment. Please remember that all revision assignments need to be submitted digitally both with and without tracks of changes. The process of submitting assignments and exchanging peer feedback will be managed through Turnitin. Hard-copy or email submissions will not be taken into consideration. Scores retrieved from peer review tasks will function as mid-term examination and have the weight of 40% whereas scores retrieved from writing tasks will function as final examination and have the weight of 60%.

**Attendance policy:**

You need to read related chapters before the class. Attendance will be taken and recorded in all class sessions. You need to attend 70% of the lectures otherwise you automatically fail.

**Plagiarism policy:**

Either accidental or intentional, there is no tolerance for plagiarism. You need to submit all your assignments through Turnitin and as the lecturer I will determine the originality of your assignments by checking them against plagiarism. Please check the lecturer's policy of plagiarism for further details.

**Registration for the examination:**

To submit your assignments and to review your peer's assignments through Turnitin, you need to enrol in Turnitin virtual class.

**Assignment requirements:**

- Must be on A-4 paper.
- Must have 2.5cm margins (on all sides) and must be written with double spacing.
- Do NOT write your name or faculty number on your assignments. This is essential as peer-review process is managed anonymously.
- Must be turned in on time only through Turnitin. Late assignments will not be taken into consideration.

<b>Week / Date</b>	<b>Discussion Topics</b>	<b>Main Reading</b>	<b>Supplementary Reading</b>	<b>Assignments</b>
<b>Week 1</b> 16-20.09.2019	Introducing course content.	-----	-----	-----
<b>Week 2</b> 23-27.09.2019	Introduction to academic writing.	Razı (2011) [Chapter 1]	APA (2009) Cumming (2006) Oshima (1997)	-----
<b>Week 3</b> 30.09-04.10.2019	Basic steps in process writing.	Razı (2015a, 2015b)	Bailey (2011) Reid (2000)	-----
<b>Week 4</b> 07-11.10.2019	Introduction to in-text citations.	Razı (2011) [Chapter 8]	APA (2009)	Assignment 1 (First draft)
<b>Week 5</b> 14-18.10.2019	Presenting in-text citations. 3 <sup>rd</sup> International Day of Action against contract cheating.	Razı (2011) [Chapter 9]	APA (2009) Hashimoto et al. (1982) Zemach & Rumisek (2003)	Assignment 1 (Peer)
<b>Week 6</b> 21.25-04.11.2019	Familiarization of academic integrity: Avoiding plagiarism and contract cheating.	Razı (2017b)	Bailey (2011) Williams & Davis (2017, pp. 67-94)	Assignment 1 (Revision)
<b>Week 7</b> 28.10-01.11.2019	Interpreting text-matching software similarity reports.	Razı (2017c, 2018)	-----	-----
<b>Week 8</b> 04-08.11.2019	Details with in-text citations.	Razı (2011) [Chapter 11]	APA (2009)	Assignment 2 (First draft)
<b>Week 9</b> 11-15.11.2018	Midterm exam week: Subject to change.	-----	-----	-----
<b>Week 10</b> 18-22.11.2019	Practising in-text citations.	Razı (2011) [Chapter 10]	APA (2009)	Assignment 2 (Peer)
<b>Week 11</b> 25-29.11.2019	Exchanging effective peer feedback	Razı (2016a, 2016b, 2016c, 2017a)	-----	Assignment 2 (Revision)
<b>Week 12</b> 02-06.12.2019	Connecting ideas: Unity and coherence.	Razı (2011) [Chapter 6]	Bailey (2011)	Assignment 3 (First draft)
<b>Week 13</b> 09-13.12.2018	Online writing tools (e.g., SAS writing reviser).	-----	Peachey (2017, pp. 21-32)	Assignment 3 (Peer)
<b>Week 14</b> 16-20.12.2019	Lecturer feedback on written assignments.	-----	-----	Assignment 3 (Revision)
<b>23.12.2019-03.01.2020</b>	<b>Final Exam</b>	-----	-----	-----

**Main reading:**

- Razi, S. (2011). *Advanced reading and writing skills in ELT: APA style handbook*. Ankara: Nobel.
- Razi, S. (2015a). Cross-checked problems in undergraduate academic writing. K. Dikilitaş, R. Smith, & W. Trotman (Eds.), *Teacher-researchers in action* (pp. 147-161). Kent, UK: IATEFL.
- Razi, S. (2015b). Development of a rubric to assess academic writing incorporating plagiarism detectors. *SAGE Open*, 5(2), 1-13. DOI: 10.1177/2158244015590162
- Razi, S. (2016a). Are review skills and academic writing skills related? An exploratory analysis via multi-source feedback tools. *International Journal of Progressive Education*, 12(1), 117-127.
- Razi, S. (2016b). Open and anonymous peer review in a digital online environment compared in academic writing context. In C. Gorla, O. Speicher & S. Stollhans (Eds.), *Innovative language teaching and learning at university: Enhancing participation and collaboration* (pp. 49-56). Dublin, UK: Research-publishing.net.
- Razi, S. (2016c). Undergraduates' perceptions of anonymous and open digital peer feedback in academic writing. In P. Sappapan (Ed.), *Foreign language learning and teaching 4* (pp. 78-89). Bangkok: Thammasat University.
- Razi, S. (2017a). Anonymous multi-mediated writing model: Peer feedback exchange in EAP. In D. Köksal (Ed.), *Researching ELT: Classroom methodology and beyond* (pp. 29-42). Frankfurt: Peter Lang.
- Razi, S. (2017b). *Benefiting from anonymous multi-mediated writing model to avoid plagiarism*. Paper presented at the European Network for Academic Integrity 1st Joint Staff Training Event, 13 September, University of Maribor, Slovenia.
- Razi, S. (2017c). *How to benefit from similarity reports?* Paper presented at the European Network for Academic Integrity 1st Joint Staff Training Event, 14 September, Ministry of Education, Science and Sports, Ljubljana, Slovenia.
- Razi, S. (2018). *Fallacies in the interpretation of text-matching software similarity reports*. Paper presented to be at the 4th Plagiarism across Europe and Beyond Conference, Fostering academic integrity through consistent and transparent approaches, 9-11 May 2018, Ephesus, Turkey.

**Supplementary reading:**

- American Psychological Association (APA). (2009). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.
- Bailey, S. (2011). *Academic writing: A handbook for international students*. New York, NY: Routledge.
- Cumming, A. (2006). *Goals for academic writing: ESL students and their instructors*. Amsterdam: John Benjamins.
- Hashimoto, I. Y., Kroll, B. M., & Schafer, J. C. (1982). *Strategies for academic writing: A guide for college students*. Ann Arbor, MI: The University of Michigan Press.
- Oshima, A. (1997). *Introduction to academic writing*. White Plains: Longman.
- Peachy, N. (2017). *Digital tools for teachers*. Peachey Publications.
- Reid, J. M. (2000). *The process of composition* (3<sup>rd</sup> ed.). Englewood Cliffs: Prentice Hall Regents.
- Zemach, D. E., & Rumisek, L. A. (2003). *Academic writing: From paragraph to essay*. Oxford: Macmillan.
- Williams, K., & Davis, M. (2017). *Referencing & understanding plagiarism* (2<sup>nd</sup> ed.). London: Palgrave.

# Turnitin Assignment Submission Guidelines

**Class ID:** 22407958

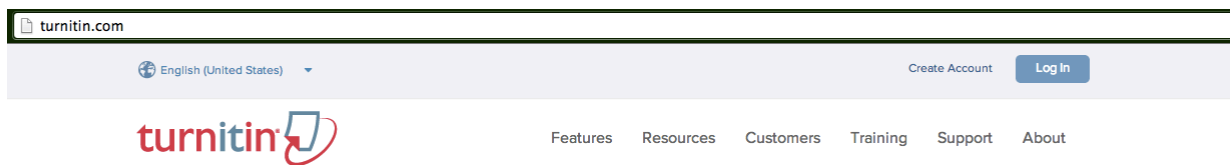
**Enrollment password:** Writing2019

## Enrolling in a class

You must enroll in your class before you can begin using Turnitin. To do this, use the class ID and enrollment password above. To create your account, please visit **<http://turnitin.com/>** and follow the instructions below.

## How to create a new user profile and enrol in your class

1. Click the **“Create Account”** link to the left of the Sign in button on the Turnitin homepage.



2. Click on the **student link** from the Create a New Turnitin Account screen.

A screenshot of the 'Create a User Profile' form on Turnitin. The form has a blue header with the title 'Create a User Profile'. Below the header, it asks 'Have You Ever Used Turnitin?' and provides instructions. There are input fields for 'Email address' and 'Password (Login to Turnitin)'. A link 'Forgot your password? Click here.' is provided. Under the heading 'Create a New Account', there is a prompt to select a role: 'Please select whether you will be using the service as an instructor or a student.' Below this are three links: 'Student', 'Instructor', and 'Teaching assistant'. At the bottom of the form is a 'Login' button.

3. Enter your **class ID** and **enrollment password** in the appropriate fields.

## Create a New Student Account

### Class ID Information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor.

Please note that the password and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

**Class ID**

**Class enrollment password**

4. Enter your **first** and **last names** and the **e-mail address** you would like associated with your Turnitin account. This will be your user name.

### User Information

**Your first name**

**Your last name**

**Display names as**

☒ First name (Space) Last name (example: John Smith)

☐ Last name (Space) First name (example: Smith John)

☐ Last name(No space)First name (example: SmithJohn)

**Email address**

5. Enter and re-enter the **password** you would like to use as your Turnitin login password.

### Password and Security

Please keep in mind that your password is case sensitive (for example, paSS123 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).

Enter an email address and password you can easily remember. Please write down your email address and password for future reference.

**Enter your password**

**Confirm your password**

6. Select a secret question using the **secret question** pull down menu, enter an answer.

**Secret question**

What is your favorite book? 

**Question answer**

APA style handbook 

7. Review the **Turnitin user agreement** and click to agree and finalize user profile creation.

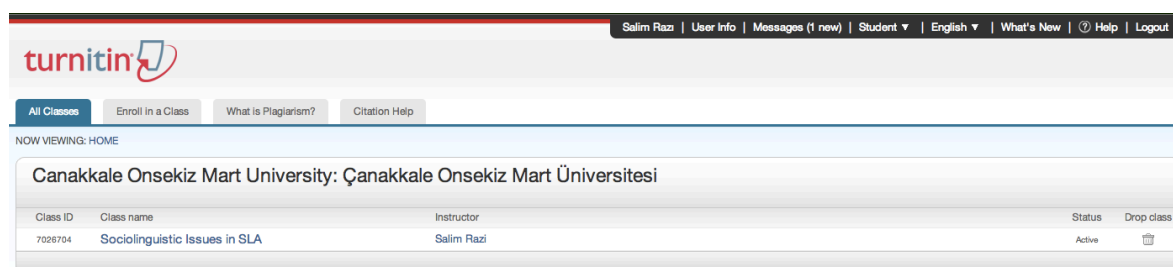
### User Agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin.com and its services (the "Site" or the "Services") are maintained by iParadigms, LLC ("iParadigms"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement").  
**You should review this User Agreement carefully before accepting it.**  
**If You breach the User Agreement, Your authorization to use the Site**

[I Agree -- Create Profile](#) [I Disagree -- Cancel Profile](#)

8. Once you register, you will have an access to **your account** and see a page like this:



9. Click on the name of your class (**Writing Skills 2019 Fall**).
10. Click on **'submit'** and select the appropriate assignment.
11. For paper item submission method, please choose **'single file upload'**.

12. Your name will appear automatically. Please, write the **title** of your paper and continue by clicking '**Choose from this computer**'. At this step, it is also possible to upload files from '**Dropbox**' and '**Google Drive**'.
13. Do not forget to click '**Upload**' to submit your assignment.
14. To complete your submission, you need to click '**Confirm**' to indicate that this is the file you would like to submit.
15. Finally, if your submission is successful you will receive the following notification. If you do not receive such a notification, it means that there is something wrong with your submission.

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.