

**DEPARTMENT OF ENGLISH EDUCATION**  
**FACULTY OF TEACHING**  
**UNIVERSITY OF SWADAYA GUNUNG JATI (UNSWAGATI)**  
**SYLLABUS**

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**Course name** : Academic writing  
**Credits** : 3 credits

**I. Course description**

This course is aimed at developing students' (a) understanding of academic writing, (b) skills in writing academically, and (c) positive attitudes towards academic ethics relating to writing in academic settings. This course covers the following topics: basic concepts and principles of academic writing, essay writing, journal / book reviews and research proposal. Besides, students are also involved in developing their awareness of ethics and consents. Evaluation is concerned with both theory and practice, through assignments, the mid-semester test, and the final test.

**II. Competency standard (aims):**

Upon completion of this subject, students are expected to:

1. understand the importance of writing academically,
2. have knowledge of academic writing in standard norms (scholar acceptance), and
3. be able to write academic texts such as essays, book and journal reviews, and research introduction (proposal).

**III. Meetings and topic**

week	Competences	topics	Sub-topics	methods	Media	Allocated time	Soft skill	References
1	Having understanding about the course coverage	Introduction		Lecture, Small group discussion,	Whiteboard , website,	150'	Critical, discipline	Baley, S. (2003). <i>Academic writing: A Handbook for International Students</i> (2 <sup>nd</sup> Ed.)

								UK: Routledge
2-3	Capable to write an essay in the context of academic contexts	Essay writing		Lecture, Small group discussion	Whiteboard , website,	150'	Critical, discipline	Baley, S. (2003). <i>Academic writing: A Handbook for International Students</i> (2 <sup>nd</sup> Ed.) UK: Routledge
4-7	Critical capability to evaluate journals	Journal reviews		Lecture, Small group discussion	Whiteboard , website,	150'	Critical, discipline	Baley, S. (2003). <i>Academic writing: A Handbook for International Students</i> (2 <sup>nd</sup> Ed.) UK: Routledge
8	Evaluation	Midterm test				100		
9	Capability to address and write adequate research proposal for undergraduate level	Research proposal	Topic selection	Small group discussion, workshop, seminar	Whiteboard , website,	150'	Discipline, teamwork, concise	Baley, S. (2003). <i>Academic writing: A Handbook for International Students</i> (2 <sup>nd</sup> Ed.) UK: Routledge
10			Selecting and reviewing literatures : presenting research gab <ul style="list-style-type: none"> <li>○ Journals review</li> <li>○ Book reviews</li> </ul>	Small group discussion, workshop, seminar	Whiteboard , website,	150'	Discipline, teamwork, concise	Baley, S. (2003). <i>Academic writing: A Handbook for International Students</i> (2 <sup>nd</sup> Ed.) UK: Routledge
11			Writing an introduction	Small group discussion, workshop, seminar	Whiteboard , website,	150'	Discipline, teamwork, concise	Baley, S. (2003). <i>Academic writing: A Handbook for International Students</i> (2 <sup>nd</sup> Ed.) UK: Routledge
12-			Constructing proposal	Small	Whiteboard	150'	Discipline,	Baley, S. (2003).

14			outline	group discussion, workshop, seminar	, website,		teamwork, concise	<i>Academic writing: A Handbook for International Students (2<sup>nd</sup> Ed.)</i> UK: Routledge
15		Review						
16	Evaluation	Final test				100		

**IV. References**

Baley, S. (2003). *Academic Writing: A Handbook for International Students (2<sup>nd</sup> Ed.)* UK: Routledge  
 McCarter, S. (2003) *Academic Writing Practice for IELTS*. Southwark: IntelliGene

**V. Evaluation**

- critical discussion and quizzes (20 %)
- Midtest: Journal review (40 %)
- Final test: writing a-three page-proposal for student research project (40 %)

**VI. Ethics and codes:**

- A seventy five percents of attendance is required to join the final exam and will get E score (failed)
- Well performed dress-code is a must
- Outdoor mobile phone- use ONLY is committed
- No second 15' extended time will be allowed (late)
- Critical participation and involved in discussion are highly accredited.

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