

DISCIPLINE DESCRIPTION

1. Information about the program

1.1 Higher education institution	Babeş–Bolyai University, Cluj–Napoca	
1.2 Faculty	Faculty of Political, Administrative and Communication Sciences	
1.3 Department	Political Science	
1.4 Field of study	Political Science	
1.5 Level of study	Undergraduate	
1.6 Study program / Qualification	Political Science	

2. Information about the discipline

2.1 Discipline title	Academic Writing and research techniques						
2.2 Course lecturer	-						
2.3 Seminar assistant	Daniela Angi						
2.4 Year of study	1	2.5 Semester	1	2.6. Evaluation type	E	2.7 Discipline type	Compulsory

3. Total estimated time (hours of didactic activities per semester)

3.1 Number of hours per week	3	of which: 3.2 course		3.3 seminar/laboratory	3
3.4 Total hours in the study plan	42	of which: 3.5 course		3.6 seminar/laboratory	42
Time distribution:					hrs
Studying the manual, course reader, bibliography and notes:					20
Supplementary documentation in the library, on electronic platforms and in the field:					20
Preparing seminars/laboratories, homework, syntheses, portfolios and essays:					26
Tutorials					
Examinations					4
Other activities:					
3.7 Total hours of individual study	70				
3.8 Total hours per semester	112				
3.9 Number of credits	3				

4. Prerequisites (where applicable)

4.1 based on the curriculum	
4.2 based on competences	

5. Conditions (where applicable)

5.1 for the course	-
5.2 for the seminar/laboratory	Attendance at seminars is required by university regulations to a level of 75%. Engaging in plagiarism or academic fraud while preparing the essays is strictly forbidden. Team work that is not specifically approved by the seminar

	<p>instructor will also be considered plagiarism.</p> <p>The notion of plagiarism is defined in accordance with the Department of Political Science policies: (http://fspac.ubbcluj.ro/resurse/formulare-regulamente/reguli-etice-si-deontologie/). Plagiarism and attempted fraud examination is punishable by grade 1. Final exam fraud is punishable by removal from the exam.</p>
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6. Accumulated specific competencies

Professional competencies	<p>Application of social and political theories in the understanding, the analysis and assessment of socio-political organization</p> <p>The analysis of specific situations by applying principles, theories and methods from the field of political science</p> <p>Constructing, individually, or as part of a team, research projects concerning social and political theories</p> <p>The appropriate use of basic concepts in political science</p>
Transversal competencies	<p>Using information to solve complex situations in specific contexts (receiving, transmitting, processing information), including the use of a foreign language (advanced level) or a second foreign language (advanced or intermediate level)</p>

7. Discipline objectives (from the accumulated competencies grid)

7.1 General objective	The seminar is offered to first year students from the Political Science Department and aims to teach and assist students in learning and using international standards of academic writing.
7.2 Specific objectives	<p>Students will learn to:</p> <p>(1) work with texts i.e: to locate the relevant literature, read critically and be able to assess the validity and strength of arguments;</p> <p>(2) construct informed arguments and thesis statements to be developed in essays and position papers</p> <p>(3) use sources correctly, learning about the meanings and forms of plagiarism and how to avoid engaging in plagiarism</p> <p>(4) have a general understanding of the logic of research and the structure of research proposals</p>

8. Contents

8.1 Course	Teaching methods	Observations
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8.2 Seminar / laboratory	Teaching methods	Observations
Presenting the structure and requirements of the seminar.	Exposition	-
Introduction to the discipline of political science: general aspects of research writing in political	Exposition Group work	Discussions about research topics and research hypotheses.

science	Interactive discussions	Exercises on how to formulate research questions and research hypotheses.
Effective reading I - Sources of information and available databases for political science research; Library tour	Exposition Experiential learning	Students learn about the library, its resources, the registration rules and the lending procedure.
Effective reading II - Working with texts: how to read, how to take notes, evaluating a text, elements of critical reading	Presentation and interactive discussions exercises	Students learn how to read in an effective manner and how to assess the texts
The writing process I: Finding a topic; constructing a thesis, developing arguments	Exposition Interactive discussions	Students learn how to narrow down research topics and how to develop arguments
The writing process II: Using existing works for writing purposes; the process of literature review	Presentation and interactive discussions	Students learn how to select relevant literature, how to summarize and critically assess what they read
The writing process III: Working with sources: quoting, paraphrasing; constructing a bibliography; citation styles	Presentation, interactive discussions, learning through exercises	Students learn how to build a bibliography for their papers, using the American Political Science Association style
The writing process IV: The essay	Presentation and learning through exercises	Students learn how to develop and structure their arguments in an essay
The writing process V: The critical review/position paper	Presentation and learning through exercises	Students learn how to develop a critical reaction to a given text, how to structure and defend their arguments
Plagiarism: what is it, how to avoid it	Presentation and learning through simulation exercises	How to avoid plagiarism and why is important to never simply copy-paste, without acknowledging the proper source.
How to organize your Research	Presentation, interactive discussions and learning through simulation exercises	Discussion about scientific research and the steps involved in writing a scientific paper
How to make an oral presentation	Presentation and learning through simulation exercises	Discussions on how to present during a seminar, how to address in front of an audience. Discussions

		on the most frequent oral presentation mistakes.
Writing for your career (CVs, letters of motivation)	Presentation and learning by doing	Students learn how to write a CV in the Europass format and how to write a statement of purpose
Final Review		

Seminar 1: Presentation of the seminar structure and requirements

Seminar 2: Introduction to the discipline of political science: general aspects of research writing in political science

- Baglione, L. A. (2015) *Writing a research paper in political science. A practical guide to inquiry, structure and methods*, 3rd edition, LA: CQ Press, pp. 15-46.

Homework # 1

Seminar 3: Effective reading I - Sources of information and available databases for political science research; Library tour

- Booth, C. W. et al. (2008) *The Craft of Research*. Chicago: The University of Chicago Press, pp. 68-82.

Seminar 4: Effective reading II - Working with texts: how to read, how to take notes, evaluating a text, elements of critical reading

- Bailey, S. (2003) *Academic Writing. A practical guide for students*. London: Routledge Falmer, pp. 9-11, pp. 15-20

Homework # 2

Seminar 5: The writing process I: Finding a topic; constructing a thesis, developing arguments

- Zemach, D. E. & Rumisek, L. A. (2005) *Academic writing. From paragraph to essay*. London: MacMillan, pp. 5-10; pp. 56-70.

Homework # 3

Seminar 6: The writing process II: Using existing works for writing purposes; the process of literature review;

- Baglione, L. A. (2015) *Writing a research paper in political science. A practical guide to inquiry, structure and methods*, 3rd edition, LA: CQ Press, pp. 75-90.

Seminar 7: The writing process III: Working with sources: quoting, paraphrasing; constructing a bibliography; citation styles

- Bailey, S. (2003) *Academic Writing. A practical guide for students*. London: Routledge Falmer, pp. 21-28

Homework # 4

Seminar 8: The writing process IV: The essay

- Bailey, S. (2003) *Academic Writing. A practical guide for students*. London: Routledge Falmer, pp. 32-47

Homework # 5 (essay writing)

Seminar 9: The writing process V: The critical review/position paper

- Booth, C. W. et al. (2008) *The Craft of Research*. Chicago: The University of Chicago Press, pp. 68-82.

Review of homework # 5

Seminar 10: Plagiarism: what is it, how to avoid it

- Neville, C. (2010) *The complete guide to referencing and avoiding plagiarism*, 2nd edition, Berkshire: Open University Press, pp. 1-43.

Intermediate essay assignment (graded)

Seminar 11: How to organize your Research

- Babbie, E. (2010) *The practice of social research*, 12th edition. Wadsworth Cengage Learning, pp. 506-528.

Seminar 12: How to make an oral presentation

- Templeton, M. (2010) *Public speaking and presentations demystified*. New York: McGraw Hill, pp. 57-90.

Seminar 13: Writing for your career (CVs, letters of motivation)

- <http://europass.cedefop.europa.eu/documents/curriculum-vitae>
- Bailey, S. (2003) *Academic Writing. A practical guide for students*. London: Routledge Falmer, pp. 133-136

Homework # 6

Seminar 14: General overview

9. The corroboration of discipline contents with the expectations of epistemic community representatives, professional associations and representative employers in the study program's corresponding field

This seminar is useful in relation to all the courses taught at the Political Science specialization, as it provides a thorough introduction to the methods and techniques of academic writing.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Weight in final mark
10.4 Course	-	-	-
10.5 Seminar/laboratory	Seminar activity	Attendance, active participation in class assignments and submission of required	30%

		homework	
		Submission of an intermediary essay	20%
	Final reaction paper	Written paper	50%
<p>The final grade consists of</p> <p>Activity during the semester- 30% (3 points of the overall grade) - Seminar activity (attendance, homeworks, exercises, discussions)</p> <p>- 20% (2 points of the overall grade) - Submission of an intermediary argumentative essay</p> <p>Final examination - 50% (5 points of the overall grade)</p> <p>The final examination consists of writing and sending a critical review/position paper</p>			
10.6 Minimum performance standard			
All students must read the required texts and take part in at least 75% of all meetings.			

Date

Course lecturer signature

Seminar assistant signature

25.09.2017

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Daniela Angi



Date of approval in the Department

Head of department's signature

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