SYLLABUS

1. Information regarding the programme

1.1 Higher education institution	Babeş–Bolyai University
1.2 Faculty	Faculty of Political, Administrative and Communication Sciences
1.3 Department	Political Science Department
1.4 Field of study	Political Science
1.5 Study cycle	BA
1.6 Study programme / Qualification	Political Science

2. Information regarding the discipline

2.1 Name of the discipline (en) (ro)	Academic Writing (Tehnici de cercetare si redactare academica)					
2.2 Course coordinator	-					
2.3 Seminar coordinator	Dr. Daniela ANGI, CSIII daniela.angi@ubbcluj.ro; angi@fspac.ro [office hours: Wednesdays 15.00-17.00, room 206, FSPAC 2 – Topaz building]					
2.4. Year of study	1	2.5 Semester	1	2.6. Type of evaluation	VP	2.7 Type of discipline	compulsory
2.8 Code of the discipline	ULE1105					

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

3.1 Hours per week	3	Of which: 3.2 course	-	3.3 seminar/laboratory	3
3.4 Total hours in the curriculum	42	Of which: 3.5 course	-	3.6 seminar/laboratory	42
Time allotment: 3 hours face to face, 2 hours individual study per week					hours
Learning using manual, course support, bibliography, course notes					1x14
Additional documentation (in libraries, on electronic platforms, field documentation)					
Preparation for seminars/labs, homework, papers, portfolios and essays					1x14
Tutorship					
Evaluations					
Other activities:					

3.7 Total individual study hours	28
3.8 Total hours per semester	70
3.9 Number of ECTS credits	3

4. Prerequisites (if necessary)

4.1. curriculum	There are no prerequisites in place for this discipline
4.2. competencies	There are no prerequisites in place for this discipline

5. Conditions (if necessary)

5.1. for the course	-
5.2. for the seminar /lab activities	According to the regulations set by the University, students must attend at least 75% of the total number of seminar meetings. In a 14 week- semester, students are expected to be present at minimum 11 meetings. Academic dishonesty - plagiarism, cheating, fabrication or multiple submissions - will not be tolerated. Consequences will be in accordance with the department's rules. For details, see: https://fspac.ubbcluj.ro/application/files/9715/6828/0474/Cod_etic_studenti.pdf>. Apart from having attended the seminar as described above, the successful completion of this discipline involves the submission of all 4 (four) written assignments listed in the weekly calendar and in the evaluation rubric.

6. Specific competencies acquired

Professional competencies	Developing active reading skills for understanding scientific and media texts Developing skills related to oral and written communication, in an appropriate language, of ideas from a scientific or profile text from the mass media, oral and written formulation of summaries on such texts, oral and written formulation of some criticism on the content of such texts Familiarity with basic concepts related to the scientific approach and types of scientific texts in the field of political science Developing an adequate vocabulary in oral and written communication in the field of social sciences
Transversal competencies	Developing active reading and writing skills for a professional purpose, in a language suitable for various types of messages with scientific content Competencies for understanding complex tasks and effective tasks planning Skills for using specialized software for specific tasks Improving public speaking skills in front of an audience on a given topic

7. Objectives of the discipline (outcome of the acquired competencies)

7.1 General objective of the discipline	The seminar, offered to 1st year students, aims to be a valuable resource for reading and writing in political science, undergraduate level. To this end, the seminar will: - familiarize students with basic concepts regarding the scientific approach in social sciences in general and political science in particular - familiarize students with different types of scientific and non-scientific texts related to the political phenomenon - develop oral and written communication skills, using appropriate language, specific to social sciences in general and political science in particular - familiarize students with the rigors of writing in the field of political science In addition, the seminar aims to lay the foundations for active learning by developing reading skills for critical thinking and clear written

	communication in specialized language.
7.2 Specific objective of the discipline	At the end of this seminar students will: • be familiar with a series of basic concepts and distinctions in thinking and oral communication and in scientific writing; • be able to recognize the components and discuss the quality of scientific and non-scientific texts about political phenomena at the first reading; • be familiar with a series of strategies for active reading and annotating texts on topics of interest, including scientific ones; • be able to produce, in writing, critical reactions on some texts on topics of interest - be able to identify topics of interest on which to develop texts using appropriate language and using correctly cited sources from the existing literature

8. Content

8.2 Seminar / laboratory	Teaching methods	Remarks
1. Introductory meeting Presentation of the Academic Writing discipline: rationale, content, evaluation (discussion of the syllabus)	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates.
2. Reading and writing in the field of political science. Discussion on the nature of political science as an area of study. What do we read AND what do we write in the field of political science?	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates. Students must read the texts indicated under the bibliography heading
3. Focus on the reading process (1) Types of texts in political science. Spotlight on scientific texts (purpose, format). Where to find the useful sources and how to organize them.	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates. Students must read the texts indicated under the bibliography heading
4. Focus on the reading process (2) Taking notes while reading. Engaging critically with texts.	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates. Students must read the texts indicated under the bibliography heading
5. Focus on the reading process (3) – working with texts at first sight In class exercises. Announcing and explaining **Assignment no. 1**: critical observations on a text. Submission deadline: before	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates. Students must read the texts indicated under the

the meeting from Week 6.		bibliography heading
6. Reading for writing – using existing sources for writing your own papers. Citing sources. Plagiarism: its meaning, forms and how to avoid it (1) Using texts - summarizing and paraphrasing. Citing and referencing. How to stay away from plagiarism when using sources.	Exposure of a set of concepts. Interactive discussion of examples.	Students must read the texts indicated under the bibliography heading
7. Reading for writing – using existing sources for writing your own papers. Citing sources. Plagiarism: its meaning, forms and how to avoid it (2) In class exercises. Announcing **Assignment no. 2**: written task on citing and referencing when using sources Submission deadline: 3 days before the meeting from Week 9.	Exposure of a set of concepts. Interactive discussion of examples.	Students must read the texts indicated under the bibliography heading Students are required to actively engage in the discussion and participate in the debates.
8. Writing in political science (1): general aspects Finding a topic to write about. Research topics in political science. In class exercises.	Exposure of a set of concepts. Interactive discussion of examples.	Students must read the texts indicated under the bibliography heading
9. Writing in political science (2): writing an essay The structure of an essay. Rigors of content and form. Examples and exercises. Discussion of students' Assignment no. 2. Announcing **Assignment no. 3**: short essay on a given topic. Discussion of requirements and evaluation. Submission deadline: 3 days before the meeting from Week 11.	Exposure of a set of concepts. Interactive discussion of examples.	Students must read the texts indicated under the bibliography heading
10. Writing in political science (3): writing a critical review The structure of a critical review. Rigors of content and form. Examples and in-class exercises.	Exposure of a set of concepts. Interactive discussion of examples.	Students must read the texts indicated under the bibliography heading
11. Discussion of students' essays (as approached during Week 9) Learning from feedback - Seminar meeting dedicated to discussing the short essays (Assignment no. 3) submitted by students.	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates.
12. Review meeting (before the winter break) Review of topics approached weeks 1-11 Discussion of common challenges encountered in the	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates.

writing process Announcing the final written assignment of the semester (**Assignment no. 4**) –final essay on a given topic, discussion of requirements, evaluation and setting the submission deadline.		
13. Communicating your own professional development in writing: cover letters and CVs Elements of self-presentation in writing. In class exercises.	Exposure of a set of concepts. Interactive discussion of examples.	Students must read the texts indicated under the bibliography heading Students are required to actively engage in the discussion and participate in the debates.
14. Wrap up seminar meeting Review of topics discussed throughout the semester. Discussing students' progress in relation to their reading and writing skills and routine in the discipline of Political Science.	Exposure of a set of concepts. Interactive discussion of examples.	Students are required to actively engage in the discussion and participate in the debates.

Readings (resources and bibliography for the weekly meetings):

Week 1. Introductory meeting.
Resource: the syllabus

Week 2. Reading and writing in political science
Ragin, Charles C., and Lisa M. Amoroso. 2011. Constructing Social Research: The Unity and Diversity of Method. 2nd ed. Los Angeles, CA: SAGE, pp. 35-50.

Week 3. Focus on the reading process (1)
Ragin, Charles C., and Lisa M. Amoroso. 2011. Constructing Social Research: The Unity and Diversity of Method. 2nd ed. Los Angeles, CA: SAGE, Ch. 1, pp. 15-32.
Schmidt, Diane E. 2019. Writing in political science: a practical guide. Routledge, 5th edition. From Ch. 4, read pp. 62-80.

Week 4. Focus on the reading process (2)
Schmidt, Diane E. 2019. Writing in political science: a practical guide. Routledge, 5th Edition. From Ch. 2, read pp. 26-40
Paul, Richard and Elder, Linda. 2008. A Miniature Guide to Critical Thinking: Concepts and Tools. 5th ed. Foundation for Critical Thinking Press, pp. 10-11.

Week 5. Focus on the reading process (3)
Paul, Richard and Elder, Linda. 2008. A Miniature Guide to Critical Thinking: Concepts and Tools. 5th ed. Foundation for Critical Thinking Press, pp. 10-11.

Week 6. Reading for writing – using existing sources for writing your own papers. Citing sources. Plagiarism: its meaning, forms and how to avoid it (1)

Schmidt, Diane E. 2019. Writing in political science: a practical guide. Routledge, 5th Edition. From Ch. 1 "Political Inquiry", read pp. 12-25.
American Political Science Association [APSA]. 2018. 'Style Manual for Political Science', revised Jul

2020. Accesat în 8 septembrie 2022 la https://connect.apsanet.org/wp-content/uploads/sites/43/2020/07/Style-Manual-for-Political-Science-July-2020-Revision.pdf.

Week 7. **Reading for writing – using existing sources for writing your own papers. Citing sources. Plagiarism: its meaning, forms and how to avoid it (2)**

Schmidt, Diane E. 2019. Writing in political science: a practical guide. Routledge, 5th Edition. From Ch. 1 "Political Inquiry", read pp. 12-25.

American Political Science Association [APSA]. 2018. 'Style Manual for Political Science', revised Jul 2020. Accesat în 8 septembrie 2022 la https://connect.apsanet.org/wp-content/uploads/sites/43/2020/07/Style-Manual-for-Political-Science-July-2020-Revision.pdf.

Week 8. Writing in political science (1) – general aspects

Schmidt, Diane E. 2019. Writing in political science: a practical guide. Routledge, 5th Edition. From Ch. 3, read pp. 51-61.

Week 9. Writing in political science (2) – writing an essay

Schmidt, Diane E. 2019. Writing in political science: a practical guide. Routledge, 5th Edition. From Chapter 6 "Properties of a good essay or research paper" read p. 137, pp. 141-143, pp. 154-157.
Bailey, Stephen. 2003. Academic Writing. A practical guide for students. London: Routledge Falmer, read pages 39-41.

Week 10. Writing in political science (3) – writing a critical review

Paul, Richard and Elder, Linda. 2008. A Miniature Guide to Critical Thinking: Concepts and Tools. 5th ed. Foundation for Critical Thinking Press, read pages 4-11.
Tracy, Sarah J. 2010. "Qualitative Quality: Eight "Big-Tent" Criteria for Excellent Qualitative Research." Qualitative Inquiry 16(10): 837-851.

Week 11. Discussion of students' essays
No bibliography for this meeting.

Week 12. Review meeting
No bibliography for this meeting.

Week 13. Communicating your own professional development in writing: cover letters and CVs
Schmidt, Diane E. Writing in political science: a practical guide. Routledge, 2019. Ch. 15, pp. 535-565.

Week 14. Wrap up meeting.
No bibliography for this meeting.

9. Corroborating the content of the discipline with the expectations of the epistemic community, professional associations and representative employers within the field of the program

This discipline aims to develop students' critical thinking, writing skills and their general understanding of

how a social problem can be examined in a systematic manner and with scientific rigor. As such, the content covered is aligned not only to the expectations of the epistemic community, but also with a relevant set of skills that are valuable in relation to the employability in the field.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Share in the grade (%)
10.4 Course			
10.5 Seminar/lab activities	Active participation during the semester	Active participation in the discussion of the mandatory bibliography and discussions around the topics approached throughout the semester	25%
	Assignment no. 1	Written assignment	10%
	Assignment no. 2	Written assignment	15%
	Assignment no. 3	Written assignment	20%
	Assignment no. 4	Written assignment	30%
10.6 Minimum performance standards			

Students must attend at least 75% of the total number of seminar meetings. In a 14 week- semester, students are expected to be present at minimum 11 meetings. Apart from having attended the seminar as described above, the successful completion of this discipline involves the submission of all four written assignments listed in the weekly calendar and in the evaluation rubric.

Any academic paper is based on information the sources of which must be properly cited. In writing any academic paper, it is mandatory to consistently use one of the existing bibliographic styles (APA, MLA, Chicago, etc.). The Department of Political Science recommends using the APSA (American Political Science Association) style. If another bibliographic style is preferred, it should be used consistently. The evaluation of the works will also consider the correctness of the use of the chosen bibliographic style.

Date   Signature of seminar coordinator

September 25, 2024

Date of approval

September 25, 2024   Signature of the head of department