



General information		
Course instructor	Asst. Prof. Suzana Baresa	
Name of the course	The Essentials of Academic Writing	
Study programme	Undergraduate study: Business Economics in Tourism and Hospitality Module: Hospitality Management	
Status of the course	compulsory	
Year of study	1st	
ECTS credits and manner of instruction	ECTS credits	3 ECTS
	Number of class hours (L+E+S)	30 (15+0+15)
1. COURSE DESCRIPTION		
1.1. <i>Course objectives</i>		
<p>The main objective of the course is to enable the student to independently formulate a written paper at a higher education institution on the topic in the field of research with the correct citation of bibliographic units, based on theoretical knowledge of the methodology of scientific research. Specific objectives of the course are to enable the student to understand and know the basic concepts of logic and methodology, distinguish between general and specific scientific methods of knowledge, collect, evaluate and select adequate and relevant scientific and professional publications as sources of information, technically correctly formulate the text of the manuscript with all the basic elements of written papers, and correctly apply the rules for citing Chicago-style bibliographic units.</p>		
1.2. <i>Course enrolment requirements</i>		
No course enrolment requirements		
1.3. <i>Expected learning outcomes</i>		
<p>After attending and passing the course the student will be able to:</p> <ol style="list-style-type: none"> <li>1. specify and interpret the basic concepts of logic and methodology,</li> <li>2. identify general and specific scientific methods of knowledge,</li> <li>3. distinguish between different types of scientific and professional works, and identify relevant sources,</li> <li>4. apply the methodological and technical rules for writing and citing Chicago-style bibliographic units,</li> <li>5. apply acquired knowledge in writing and designing written work in the field of research topic at a higher education institution.</li> </ol>		
1.4. <i>Course content</i>		
<p>Logical and gnoseological basis of methodology: Definition and classification of concept, Court and classification of courts, Conclusion as a form of thought, Cognitive importance of concept, judgment and conclusion; General scientific methods of cognition; Specific scientific methods of cognition; Scientific and professional publications and information; Searching online bibliographic databases. Creation of scientific and professional papers: Principles of structuring, Basic elements (parts), Presentation and interpretation of research results, Indication of elements of bibliographic descriptions of bibliographic units in Chicago style, Documentary basis of the manuscript of the papers (notes and quotes), Essential characteristics of scientific and professional papers.</p>		
1.5. <i>Manner of instruction</i>	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> exercises <input type="checkbox"/> distance learning <input type="checkbox"/> fieldwork	<input checked="" type="checkbox"/> individual assignments <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratories <input checked="" type="checkbox"/> mentorship <input type="checkbox"/> other
1.6. <i>Comments</i>		



1.7. <i>Student responsibilities</i>							
In accordance with the faculty assessment rules.							
1.8. <i>Monitoring of student work<sup>1</sup></i>							
Class attendance	1,0	Class participation	0,1	Seminar paper		Experimental work	
Written exam	0,4	Oral exam		Essay		Research	
Project		Continuous assessment	0,8	Report		Practical work	0,3
Portfolio							
1.9. <i>Assessment of learning outcomes in class and at the final exam (procedure and examples)</i>							
Assessment and evaluation of students in classes and at the final exam is conducted under the Rulebook on students' evaluation at the Faculty of Tourism and Hospitality Management. For each course there is a detailed course syllabus which coordinates activities, student load, learning outcomes and evaluation methods.							
1.10. <i>Mandatory literature (at the time of submission of study programme proposal)</i>							
Stephen Bailey. <i>Academic Writing: A Handbook for International Students</i> . 3rd ed. London and New York, Routledge Taylor & Francis Group, 2011.							
1.11. <i>Optional/additional literature (at the time of submission of the study programme proposal)</i>							
Derek Soles. <i>The Essentials of Academic Writing</i> . 2nd ed. Wadsworth Cengage Learning, 2010. John M. Swales and Christine B. Feak. <i>Academic Writing for Graduate Students: Essential Tasks and Skills</i> . 3rd ed. University of Michigan, Ann Arbor: University of Michigan Press, 2012. Azlina Murad Sani. <i>Academic Writing Essentials: A Guide for Postgraduate Students</i> . Penerbit Universiti Utara Malaysia (UUM): UUM Press, 2016. Kate L. Turabian. <i>Manual for Writers of Research Papers, Theses, and Dissertations (Chicago Style for Students and Researchers)</i> . 9th ed. Chicago and London: University of Chicago Press, 2018. Collis, J. & Hussey, R. (2014). <i>Business Research: A Practical Guide for Undergraduate and Postgraduate Students</i> (4th ed.). Hampshire: Palgrave Macmillan.							
1.12. <i>Number of assigned reading copies in relation to the number of students currently attending the course</i>							
<i>Title</i>						<i>Number of copies</i>	<i>Number of students</i>
Stephen Bailey. <i>Academic Writing: A Handbook for International Students</i> . 3rd ed. London and New York, Routledge Taylor & Francis Group, 2011.						e-book	
1.13. <i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>							
The quality of the program, the teaching process, the teaching skills and the level of the material acceptance will be established by means of a written evaluation of the extensive questionnaires and in other ways envisaged by the accepted standards, in accordance with the Rulebook on Quality Assurance and Improvement of the University of Rijeka and the Quality Assurance and Improvement of the Faculty of Tourism and Hospitality Management.							

<sup>1</sup> IMPORTANT: Enter the appropriate proportion of ECTS credits for each activity so that the total number of credits equals the ECTS value of the course. Use empty fields for additional activities.