

DETAILED COURSE CURRICULUM

GENERAL INFORMATION		
Course name	The Essentials of Academic Writing	
Study programme	Business Economics in Tourism and Hospitality - module Hospitality Management	
Year of study	1 st	
Course status	Mandatory	
Course web site	https://moodle.srce.hr/2022-2023/course/view.php?id=136836	
Evaluation in points and forms of classes:	ECTS coefficient of student workload	3 ECTS
	Number of classes (L+P+S)	15+0+15
Course holder	Name and surname	Asst. prof. Sinisa Bogdan, PhD
	Office	
	Office hours	OPATIJA: Monday 10.00 a.m. - 12.00 a.m. Thursday 3.00 p.m. - 5.00 p.m.
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	Course assistant	Name and surname
	Office	
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COURSE DESCRIPTION		
Course objectives		
<p>The main objective of the course is to enable students to independently produce a written paper at a higher education institution on a research topic with proper citation of bibliographic units based on theoretical knowledge of the methodology of scientific research. Specific objectives of the course are to enable students to understand and know the basic concepts of logic and methodology, to distinguish between general and specific scientific methods of knowledge, to collect, evaluate and select appropriate and relevant scientific and professional publications as sources of information, to formulate the text of the manuscript with all the basic elements of a written work in a professionally correct way and to apply correctly the rules of citation of bibliographic units in Chicago style.</p>		
Expected learning outcomes related to the Course		
<p>After attending and passing the course the student will be able to:</p> <ol style="list-style-type: none"> 1. Identify general and specific scientific methods of knowledge, 2. Distinguish between different types of scientific and professional works, and identify relevant sources, 3. Apply the methodological and technical rules for writing and citing Chicago-style bibliographic units, 4. Apply acquired knowledge in writing and designing written work in the field of research topic at a higher education institution. 		

Teaching methods					
Lectures, seminars and workshops, distance learning, individual assignments, mentorship					
Students' obligations and method of evaluating the obligations (integration of learning outcomes, teaching methods and assessment)					
Activity type	ECTS credits assigned to the activity	Learning outcomes	Student activity	Assessment method	Credits (maximum per value)
Class attendance	1,0	1-4	Attendance: >75%	Evidence of class attendance	0
Active participation in classes	0,15	1-4	Active participation in debates, discussions, presentation of arguments, opinions, and conclusions, answering questions, and concretely solving class assignments.	Systematic observation and monitoring of classroom work and activities, engagement and ability to solve specific problem tasks, individual performance, and teamwork performance on specifically assigned tasks.	5
PP presentation	0,15	1-2	Written and oral presentation of the assigned topic (team or individual work), commentary and discussion on the topics presented, understanding of the topic, conclusions. Presentations are in preparation for successful writing of a term paper (2nd teaching assignment).	Evaluation of the presentation PP according to the rounded number of slides and the evaluation of the total rounded text and graphic attachments. Evaluation of the success of the presentation, argumentation and demonstration of the given topic, understanding of the presented topic. The written and oral parts of the presentation form a unified assessment based on the criteria for awarding points for the presentation of the work.	7
Seminar	0,5	3-4	Preparation of an independent practical task, written and oral presentation, commentary and argumentation of scientific facts, procedures, methods, reasoning, presentation of results and conclusions from the preparation and presentation of	Written part - evaluation of the preparation of the seminar paper, the overall formatting of the text and illustrative contributions. Oral part - evaluation of the success of the presentation, argumentation and demonstration of the given subject, understanding of the	10

			the term paper.	presented subject. The written and oral part of the presentation constitutes a unique assessment, which is elaborated through the criteria for obtaining points from the seminar paper.	
First mid-term exam	0,8	1-4	Preparation for the periodic test	0-24 points per mid term exam, depending on the level of accuracy	48
Final exam	0,4	1-4	Preparation for the final exam	0-30 credits	30
Total ECTS credits	3			Total credits	100

Notes and activity description

Practical Work 1 - Classwork (6 points):

The student will receive points for his or her activity in the interactive class (through his or her discussions, responses, special written or oral activities, or other activities in practical assignments set exclusively in class). The student's work and activity in class, oral expression, responses, interest in the thematic unit, participation in discussions, engagement, and ability to solve specific problems and practical tasks will be observed and evaluated.

Practical work 1 – PowerPoint Presentation - 6 points

The student creates a PowerPoint presentation on the given topic and presents it publicly and transparently in the classroom according to a given schedule based on at least 5-6 slides of the PowerPoint presentation. The student sends the presentation in electronic form to the specified e-mail address only by a specified deadline. Students will receive the schedule and due dates for lectures and the presentation of the first course assignment in written form (as well as any other information related to the course) to their personal faculty email address (@fthm.hr). Students will present their PowerPoint presentations individually and will receive points for presenting their PP to the class. Students will receive points based on their presentation of the assigned topic and based on the practical assignments completed and the evaluation criteria previously received orally in class and in writing in the instructions received via their official faculty emails.

Seminar paper (Word document - Second teaching assignment – 10 points)

Students will receive the topic of the seminar paper. The seminar paper is designed according to the instructions for writing the paper. The student presents their work publicly and transparently, according to a predetermined schedule.

Students must technically format the text according to the Instructions for writing the paper.

Two mid-term exams – 48 points:

First mid-term exam and second mid-term exam in written form consist of questions that can be composed in different combinations.

Each mid-term exam has a maximum of 24 points.

Final exam (I., II., III., IV. exam period) (30 points):

Assessment method

The assessment and the evaluation of the students' work during the class and on the final exam is carried out according to the Rulebook on evaluation of students at the Faculty of Tourism and Hospitality Management.

REFERENCES

Obligatory references

1. Thomas, C. George. Research methodology and scientific writing. 2nd ed. Cham, Springer Nature, 2021.

2. Novikov, Alexander M., and Dmitry A. Novikov. Research methodology: From philosophy of science to research design. CRC Press, 2019.
3. Teaching materials published on Merlin

Additional references

- Derek Soles. The Essentials of Academic Writing. 2nd ed. Wadsworth Cengage Learning, 2010.
- John M. Swales and Christine B. Feak. Academic Writing for Graduate Students: Essential Tasks and Skills. 3rd ed. University of Michigan, Ann Arbor: University of Michigan Press, 2012.
- Azlina Murad Sani. Academic Writing Essentials: A Guide for Postgraduate Students. Penerbit Universiti Utara Malaysia (UUM): UUM Press, 2016.
- Kate L. Turabian. Manual for Writers of Research Papers, Theses, and Dissertations (Chicago Style for Students and Researchers). 9th ed. Chicago and London: University of Chicago Press, 2018.
- Collis, J. & Hussey, R. (2014). Business Research: A Practical Guide for Undergraduate and Postgraduate Students (4th ed.). Hampshire: Palgrave Macmillan.

Quality and course performance monitoring method

The quality of lectures is monitored according to the regulations of the University of Rijeka. In the last weeks of lectures of the current semester, an anonymous survey is conducted to let students evaluate the quality of lectures in the Course.

EXAM DEADLINES

For undergraduate study:

The schedule of exam deadlines is available at the link: <https://www.fthm.uniri.hr/studiji/preddiplomski-sveucilisni-studij/ispiti>

ADDITIONAL COURSE INFORMATION

Method of informing the students

The students are informed on the course through the Merlin system and the Faculty web site <https://www.fthm.uniri.hr/>.

Regular information is the personal responsibility of the student.

LECTURES SCHEDULES

FULL-TIME STUDIES

The lectures of the course will be held according to the following schedule:

N.	Date/Hours from – till / Hall	Lecture type	Topic	Group	Coordinator
1	03/10/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Introductory information about the course “The Essentials of Academic Writing” Expected learning outcomes, required literature, student obligations (activities, colloquia, teaching assignments), communication, and the organization and schedule of courses in the course. Overview of class sessions and topics, and opening of discussion on current issues related to topics covered in class.	HM	S. Bogdan
	03/10/2022 12.30-13.15 pm Hall B3	S (seminar)	Seminar classes - introductory information Introduction to seminar classes, information about the teaching mission, students' duties in seminar classes, activities, schedule and method of development, organization, communication and	HM	S. Bogdan

			plan of seminar classes on the topic. Opening of the discussion and questions from the students on the topics covered in the seminar lesson.		
2	10/10/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Acquiring knowledge, Science and Technology, What is Research?	HM	S. Bogdan
	10/10/2022 12.30-13.15 pm Hall B3	S (seminar)	Seminar classes - instructions for the preparation of teaching assignments. Explanation of the tasks, all procedures and steps, and the way of carrying out the assigned tasks indicated in the instructions for the preparation of teaching assignments.	HM	S. Bogdan
3	17/10/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Motives of doing research, Qualities of research, Qualities of a researcher	HM	S. Bogdan
	17/10/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the first teaching assignment - PP Presentation on the given topic according to the given presentation plan. Public and transparent commentary and discussion of the presented topics involving students in the seminar discussion.	HM	S. Bogdan
4	24/10/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Means and methods of scientific research	HM	S. Bogdan
	24/10/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the first teaching assignment - PP Presentation on the given topic according to the given presentation plan. Public and transparent commentary and discussion of the presented topics involving students in the seminar discussion.	HM	S. Bogdan
5	31/10/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Classification and Arrangement of Publications, Tools for identifying literature, Types of publications, Grey literature, Microfiche, Digital Libraries	HM	S. Bogdan
	31/10/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the first teaching assignment - PP Presentation on the given topic according to the given presentation plan. Public and transparent commentary and discussion of the presented topics involving students in the seminar discussion.	HM	S. Bogdan
6	07/11/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Bibliographic Databases, General search engines, Metasearch Engines, Academic search engines, Citation Indexes, Citation Analysis, Online searching Methods	HM	S. Bogdan
	07/11/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the first teaching assignment - PP Presentation on the given topic according to the given presentation plan. Public and transparent commentary and discussion of the presented topics involving students in the seminar discussion.	HM	S. Bogdan

7	14/11/2022 11.45 – 12.30 pm Hall B3	L (lecture)	1st mid-term exam Review of previous thematic units and introduction to new thematic units	HM	S. Bogdan
	14/11/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the first teaching assignment - PP Presentation on the given topic according to the given presentation plan. Public and transparent commentary and discussion of the presented topics involving students in the seminar discussion.	HM	S. Bogdan
8	21/11/2022 11.45 – 12.30 pm Hall B3	L (lecture)	The Literature Review, Importance of the Literature Review, Planning a literature Search, Locating Relevant Literature, Managing information, Reliability of a Source, Writing a Review	HM	S. Bogdan
	21/11/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the first teaching assignment - PP Presentation on the given topic according to the given presentation plan. Public and transparent commentary and discussion of the presented topics involving students in the seminar discussion.	HM	S. Bogdan
9	28/11/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Chicago manual of style – part1	HM	S. Bogdan
	28/11/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the first teaching assignment - PP Presentation on the given topic according to the given presentation plan. Public and transparent commentary and discussion of the presented topics involving students in the seminar discussion.	HM	S. Bogdan
10	05/12/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Chicago manual of style – part2	HM	S. Bogdan
	05/12/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the second teaching assignment according to the given presentation plan. Public and transparent commentary and discussion of the presented topics, involving students in the seminar discussion.	HM	S. Bogdan
11	12/12/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Chicago manual of style – part3	HM	S. Bogdan
	12/12/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the second teaching assignment according to the given presentation plan. Public and transparent commentary and discussion of the presented topics, involving students in the seminar discussion.	HM	S. Bogdan
12	19/12/2022 11.45 – 12.30 pm Hall B3	L (lecture)	Chicago manual of style – part4	HM	S. Bogdan

	19/12/2022 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the second teaching assignment according to the given presentation plan. Public and transparent commentary and discussion of the presented topics, involving students in the seminar discussion.	HM	S. Bogdan
13	09/01/2023 11.45 – 12.30 pm Hall B3	L (lecture)	The Structure of a Seminar, Bachelor and Master Thesis, Thesis or Disertation?, Parts of a Thesis, Preliminary Pages of a Thesis, Formatting Requirements of a Thesis, Paper and Text Spacing, Tables and Illustrations,	HM	S. Bogdan
	09/01/2023 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the second teaching assignment according to the given presentation plan. Public and transparent commentary and discussion of the presented topics, involving students in the seminar discussion.	HM	S. Bogdan
14	16/01/2023 11.45 – 12.30 pm Hall B3	L (lecture)	Ethics and Related Issues in Research, Latin abbreviations	HM	S. Bogdan
	16/01/2023 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the second teaching assignment according to the given presentation plan. Public and transparent commentary and discussion of the presented topics, involving students in the seminar discussion.	HM	S. Bogdan
15	23/01/2023 11.45 – 12.30 pm Hall B3	L (lecture)	2nd mid-term exam Interactive preparation for the final exam.	HM	S. Bogdan
	23/01/2023 12.30-13.15 pm Hall B3	S (seminar)	Presentation of the second teaching assignment according to the given presentation plan. Public and transparent commentary and discussion of the presented topics, involving students in the seminar discussion.	HM	S. Bogdan