

DEPARTMENT OF INTERCULTURAL MANAGEMENT
COURSE SYLLABUS

Course Details					
Code				Academic Year	Semester
IKM 116				1	2
Title	T	A	L	ECTS	
English 2.2	3			1	
Language	English				
Level	Graduate	X	Postgraduate		
Department / Program	Intercultural Management				
Forms of Teaching and Learning	Face to Face				
Course Type	Compulsory		Elective	X	
Objectives	This lecture aims to provide students with the knowledge and skills they need to acquire in academia and the world of work.				
Content	In keeping with the above aim, this lecture will include topics such as the use of academic English, reference programs such as EndNote, OneNote and Mendeley, methods of preventing plagiarism and the rules of business correspondence in English.				
Prerequisites	-				
Coordinator	Yasemin AKSOYALP				
Lecturer(s)	Yasemin AKSOYALP				
Assistant(s)					
Work Placement	-				
Recommended or Required Reading					
Books / Lecture Notes	Swales, J. M. & Feak, C. B. (1994). Academic Writing for Graduate Students: Essential Tasks and Skills. Ann Arbor: University of Michigan Press.				
Other Sources	<p>Chapman, R. (2003). English for Emails. Oxford: Oxford University Press.</p> <p>Meyers, A. (2005). Gateways to academic writing: Effective sentences, paragraphs, and essays. White Plains. New York, NY: Longman.</p> <p>Pile, L. (2004). E-mailing: Business Communication Skills. London: Delta Publishing.</p> <p>Sowton, C. (2012). 50 Steps to Improving your Academic Writing. Reading: Garnett Education.</p> <p>Zwier, J. (2002). Building Academic Language: Meeting Common Core Standards Across Disciplines (2nd ed). Ann Arbor, MI: University of Michigan Press.</p>				
Additional Course Material					
Documents	-				

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Assignments	-		
Exams	-		
Course Composition			
Social Sciences			%
Educational Sciences			%
Natural Sciences			%
Health Sciences			%
Expert Knowledge	100		%
Assessment			
Activity	Count	Percentage (%)	
Midterm Exam	1	40	
Quiz			
Assignments			
Attendance			
Recitations			
Projects			
Final Exam	1	60	
		Total	100
ECTS Points and Work Load			
Activity	Count	Duration	Work Load (Hours)
Lectures	14	3	42
Self-Study			
Assignments			
Presentation / Seminar Preparation			
Midterm Exam	1	1	1
Recitations			
Laboratory			
Projects			
Final Exam	1	1	1
		Total Work Load	44
		ECTS Points (Total Work Load / 28)	1
Learning Outcomes			
1	Scanning sources through databases		
2	Identifying strategies for using academic English		

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3	Citing and referencing through APA, MLA, and other common methods.
4	Rephrasing ideas from the source text using their own sentences.
5	Being able to analyze articles written in their areas of interest in a multi-dimensional way

Weekly Content

1	Meeting with the students
2	Introduction to the content of the lecture
3	Email etiquette in business correspondence
4	Scientific Writing Considerations: Audience
5	Academic Writing Considerations: Objective
6	Scientific Writing Considerations: Organization
7	Scientific Writing Considerations: Style
8	Scientific Writing Considerations: History
9	Scientific Writing Considerations: Presentation and Positioning
10	Focusing on the academic collection of idioms
11	University of Manchester
12	Quoting, paraphrasing and summarizing (part 1)
13	Quoting, paraphrasing and summarizing (part 2)
14	Intermediate exams
15	Writing texts progressing from general to specific (part 1)

Contribution of Learning Outcomes to Program Objectives (1-5)

	P1	P2	P3	P4	P5	P6	P7	P8
1	3	3	3				4	
2	3	3	3				4	
3	3	3	3				4	
4	3	3	3				4	
5	3	3	3				4	

Contribution Level 1: Low 2: Low-intermediate 3: Intermediate 4: High 5: Very High

<https://obs.tau.edu.tr/oibs/bologna/progLearnOutcomes.aspx?lang=tr&curSunit=199>

Compiled by: Yasemin Aksoyalp

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