


Scientific Writing/ International and National Seminar/Conference Fall 2016

Instructors

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Office Hours

Fridays 15.00 – 17.30 pm or by appointment

Course Description and Objectives

Scientific Writing/International or national conferences may provide amazing networking opportunities. You may use them to identify prominent (and emerging) voices within your field of research. Strong social ties lead to publications, job opportunities, and invitations to present your research. Also attending conferences can be the most effective way to discover new research within your discipline. However, writing a conference or seminar paper can be a frightening and time consuming task while presenting your research at a conference can be stressful for new presenters as oral presentation is very different from written submissions. This course is designed for masters students in Educational Management who are starting out on a postgraduate degree or hoping to break into the academic career market. Additionally this course is designed to help students identify some strategies for success. These strategies are focused around the communication of complex ideas in an accessible and professional manner. The objectives of this course include helping students:

- (a) to understand the values of orally presenting research
- (b) to select an appropriate conference
- (c) to write and submit your title & abstract
- (d) to write the paper
- (e) to understand general preparation: beyond writing

Required Text & Readings

Required Texts :

American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association.

Bailey, S. (2011). *Academic writing: a handbook for international students*. New York: Routledge

Frazer, p. (online). *Writing a conference paper*. UK: Queen's University Belfast

Rocco, T.S., & Hatcher, T. (2011). *The handbook of scholarly writing and publishing*. San Francisco: Jossey-Bass.

Recommended Reading/Knowledge Building

All students will be advantaged by reading other sources on the tips for presenting a paper at international or national conferences.

Course Requirements

Assignments and Grading Policy. Please arrive to class on time and prepared for discussion. Readings are to be done in advance of the class period for which they are assigned.

The course is organized around in-class discussions, small-group activities, written assignments, lectures, student presentations, and readings. Your final course grade will be determined on the basis of the following formula:

1.	Introduction and outline of a conference paper	15 points
2.	The first draft of a conference paper	15 points
3.	The second draft of a conference paper	15 points
4.	Class Participation	25 points
5.	Final paper and Presentation (10-12 pages)	<u>30 points</u>
		100 points

The weight of each assignment is final and non-negotiable.

*Details of each assignment are provided under “Course Agenda”. Information pertaining to the assignments, including evaluation criteria, can be found in this syllabus.

Grading Scale.

<u>Points Accrued</u>	<u>Grade Earned</u>
80 – 100	A
75 – 79	B+
70 – 74	B
65 – 69	C+
60 – 64	C
55 – 59	D+
50 – 54	D
49 or below	F

Additional Information. Please note: Assignments must be typewritten, double-spaced, with a font size of 12, and margins of 1” all around. All written work should conform to the guidelines set forth in the current edition of the Publication Manual of the American Psychological Association. Organized (titles, headings, introductions, summaries, references) and well-written papers are expected.

Resources. You may consult with the instructors to ask about books or other sources.

Class Preparation & Participation: Some Helpful Hints. The class participation portion of your grade will be based on your attending each class and demonstrating through discussion that you have read all assigned materials. This course will rely heavily on class discussion of the readings.

Attending class: Note that attendance does not equal participation; rather attendance is but one component of it. It is essential that you come prepared to each class, having read AND thought about the readings, and actively participate in discussions and other class activities.

Staying current: You are expected to stay current with information of any conferences on education

Missing class: If for any reason you must miss a class, please let me know ahead of time. You are responsible for all material covered in the class that you miss. More than one absence will result in a one point deduction for each additional absence unless excused by instructors

To prepare yourself for class and for insightful contributions to class discussions you might

- write one-page briefs. The briefs should consist of reflections on and/or reactions to the readings and topics for the week (not simply a summary of the readings). **You are after synthesis, analysis, and evaluation.** You are most welcome to turn them in for review if you would like to ensure that you are on track.
- “Map” each reading by delineating the purpose, thesis/hypothesis, major arguments to support/counter the argument, and the quality of evidence used. Ask yourself what the readings contribute to the particular session topic and how they relate to course objectives and previous readings.

Policy on Late Assignments. Assignments are due at the class period for which they are assigned. Please notify the instructor **in advance** of any extenuating circumstances that might prevent your submission. Extensions will be granted only in instances of excused absences due to illness or family emergencies. If work or other responsibilities will prevent you from turning the assignment in on the due date, arrangements should be made with the instructors whenever possible to submit it early.

Student Evaluations of the Course. Students will be asked to submit a formal evaluation of the course at the semester’s end.

Academic Honor Policy. The Masters’ program in Educational Management Jambi University honors Academic Honor Policy outlining the university’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Jambi University. All work completed by students in MEG 414 is assumed to be the product of individual work and to have been submitted exclusively for completion of THIS course.

COURSE AGENDA

The schedule set forth below as well as the above policies and assignments for this course are subject to change in the event of extenuating circumstances.

Week #1

Introductions and course overview

Hand-outs: Syllabus; Assignment guidelines and evaluation rubric

Week #2

-Why Bother? The Values of Orally Presenting Research

-Background to writing

- Reasons to Write, Writing Opportunities, and Other Considerations

-Types of Articles

Writing models: Reports, case studies and literature reviews

Readings:

- a. Frazer, p. (online). *Writing a conference paper*. UK: Queen's University Belfast (pp.3-5)
- b. Bailey, S. (2011). *Academic writing: a handbook for international students*. New York: Routledge (pp.3-11)
- c. Rocco, T.S., & Hatcher, T. (2011). *The handbook of scholarly writing and publishing*. San Francisco: Jossey-Bass. (pp. 3-12)

Week #3

- Selecting an Appropriate Conference (The Call for Papers, Location(s), Networking, Publication)

- Writing and Submitting Your Title & Abstract

Readings:

Frazer, p. (online). Writing a conference paper. UK: Queen's University Belfast (pp.5-7)

Week #4

-Types of Articles

-Writing models: Reports, case studies and literature reviews

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 1-11)
- b. Bailey, S. (2011). *Academic writing: a handbook for international students*. New York: Routledge (pp.257-265)

Assignment due: Introduction and outline of a conference paper

Week #5**Writing the Paper: Manuscript Structure and Content-Part One**

Readings:

- a. Frazer, p. (online). *Writing a conference paper*. UK: Queen's University Belfast (pp.15-17)
- b. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 21-37)

Week #6**Writing the Paper: Manuscript Structure and Content-Part Two**

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 21-37)

Week #7**Writing the Paper: Manuscript Structure and Content-Part Three**

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 21-37)

Week #8**Writing the Paper: Writing Clearly and Concisely-Organization**

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 61-63)

<p><i>Assignment Due: "Graded Introduction and outline of a conference paper returned" and The first draft of a conference paper should be submitted"</i></p>
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Week #9

Writing the Paper: Writing Clearly and Concisely-Style

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 65-70)
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Week #10

The APA Reference Styles-Part One

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 193-214)
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Week #11

The APA Reference Styles-Part Two

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 193-214)
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Week #12

The APA Reference Styles-Part Three

Readings:

- a. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 193-214)

<p><i>Assignment Due: "Graded The first draft of a conference returned" and The second draft of a conference paper should be submitted"</i></p>
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Week #13**Avoiding plagiarism and Ensuring the Accuracy of Scientific Knowledge****Readings:**

- a. Bailey, S. (2011). *Academic writing: a handbook for international students*. New York: Routledge (pp.30-35)
- b. American Psychological Association. (2010). *Publication manual of the American psychological association*. Washington, DC: The American Psychological Association. (pp. 11-15)

Week #14**General Preparation: Beyond Writing**

Readings:

- a. Frazer, p. (online). *Writing a conference paper*. UK: Queen's University Belfast (pp.18-20)

Graded The second draft of a conference returned

Week #15**Presentation of the last draft of a conference paper**

Week #16

Summary Discussion –: *What We've Learned from the course*

Assignment due: **Final paper**

Jambi, September 2015

Course Coordinator

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