

SYLLABUS

1. Information about the study programme

1.1	Institution	The Technical University of Cluj-Napoca
1.2	Faculty	
1.3	Department	Psycho-Pedagogy
1.4	Field of study	Electronics and Telecommunications Engineering
1.5	Cycle of study	Bachelor of Science
1.6	Program of study/Qualification	Telecommunications Technologies and Systems/ Engineer
1.7	Form of education	Full time
1.8	Subject code	TST-E100.00

2. Data about the subject

2.1	Subject name	Academic Writing and Expression										
2.2	Subject area	Psycho-Pedagogy										
2.3	Course responsible/lecturer	Dipl. Psy. Dorin Stanciu PhD, Lecturer (ionut.stanciu@dppd.utcluj.ro)										
2.4	Teachers in charge of applications	Dipl. Psy. Dorin Stanciu PhD, Lecturer (ionut.stanciu@dppd.utcluj.ro)										
2.5	Year of study	IV	2.6	Semester	7	2.7	Assessment	Colloquium	2.8	Subject category	DC/FAC	

3. Estimated total time

Sem.	Subject name	Lecture			Applications			Lecture			Applications			Individual study	TOTAL	Credit
		[hours / week.]						[hours / semester]								
			S	L	P		S	L	P		S	L	P			
II/1	Academic Writing and Expression	2	-	-	-	28	-	-	-	24	52	2				

3.1	Number of hours per week	2	3.2	of which, course	2	3.3	applications	-
3.4	Total hours in the teaching plan	52	3.5	of which, course	28	3.6	applications	-
Individual study								Hours
Manual, lecture material and notes, bibliography								12
Supplementary study in the library, online and in the field								8
Preparation for seminars/laboratory works, homework, reports, portfolios, essays								3
Tutoring								-
Exams and tests								1
Other activities								-
3.7	Total hours of individual study			24				
3.8	Total hours per semester			52				
3.9	Number of credit points			2				

4. Pre-requisites (where appropriate)

4.1	Curriculum	-
4.2	Competence	Baccalaureate level of instruction and general knowledge Beginner literacy with desktop applications, including Internet utilization

5. Requirements (where appropriate)

5.1	For the course	Auditorium or large lecture room. Audio-video installation for on-screen presentations (with room speakers). WiFi or cable Internet connectivity.
5.2	For the applications	Auditorium or large lecture room. Audio-video installation for on-screen presentations (with room speakers). WiFi or cable Internet connectivity. Writing board (classical or interactive) / Flip chart

6. Specific competences

Professional competences	
Cross competences	Academic Writing and Expression course contributes to developing competencies a) of identification, analysis and redaction of academic works, including scientific papers; and b) of identification, selection and efficient usage of presentations, including presentation of scientific works.

7. Discipline objectives (as results from the *key competences gained*)

7.1	General objective	To develop the student's abilities in academic writing and reading, and in academic presentation.
7.2	Specific objectives	To acquire explicit and procedural knowledge about the scientific publications and writing procedures. To develop skills aimed at identifying and selecting the proper academic writing procedure, utilization of dedicated academic writing software, utilization of referencing and citation software, bibliographic organizers, academic virtual communities.

8. Contents

8.1. Lecture (syllabus)		Teaching methods	Notes
1	Research types. Specificities of quantitative, qualitative and mixed research	Interactive lectures: - Exposition - Discourse - Debating - Case studies - Problem-solving - Heuristic conversations - Role playing	
2	Research publications (e.g., essays, reports, reviews, journals)		
3	Academic citing and referencing. Current procedures and standards (e.g., IEEE, ASCE, AIP, ASME, AMS, Turabian, Chicago, MLA, APA)		
4	Specific traits of a successful researcher (skills, procedures, critical thinking, work styles, etc.)		
5	Academic writing standards and academic ethics. Academic rigour and expression. Plagiarism and peer-review		
6	Academic writing software tools #1. The LaTeX culture		
7	Academic writing software tools #2. Windows culture (e.g. WritingOutliner, StyleWriter, Biblioscape)		
8	Academic writing software tools #3. Mac culture (e.g., Scrivener, Papers)		
9	Academic citation software. Standalone and web-based tools (e.g. Mendeley, Qiqqa, CiteULike, EndNote)		
10	Academic literature organizers		
11	Academic virtual communities (e.g., Mendeley, Academia.edu, Research Gate)		
12	Presentation in conferences, symposiums and other academic gatherings		
13	Scientific journals writing		
14	Grand proposals and applications		
Bibliography			
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3. American Association of Law Libraries. Committee on Citation Formats. (2004). <i>Universal Citation Guide</i> : William S. Hein.			
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5. Bailey, S. (2014). <i>Academic Writing: A Handbook for International Students</i> : Taylor & Francis.			
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7. Biklen, S. K., & Casella, R. (2007). <i>A Practical Guide to the Qualitative Dissertation</i> : Teachers College Press.			
8. Bitzer, E., Albertyn, R., Frick, L., Grant, B., & Kelly, F. (2014). <i>Pushing Boundaries in Postgraduate Supervision</i> .			
9. Blackwell, J., & Martin, J. (2011). <i>A Scientific Approach to Scientific Writing</i> : Springer New York.			
10. Camenson, B. (2001). <i>Careers in Writing (Vgm Professional Careers Serie)</i> : McGraw-Hill/Contemporary.			
11. Campbell, G. M. (2002). <i>Bulletproof Presentations: No One Will Ever Shoot Holes in Your Ideas Again!</i> : Career Press.			
12. Canavor, N., & Meiorowitz, C. (2010). <i>How to Write Proposals and Grant Applications That Win</i> : Pearson Education.			
13. Caplin, J. (2008). <i>I Hate Presentations: Transform the way you present with a fresh and powerful approach</i> : John Wiley & Sons.			
14. Carolyn M. Driver, M. (2010). <i>Guidelines for Writing Successful Grant Proposals for Nonprofit Organizations</i> : AuthorHouse.			

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8.2. Applications (Seminars, Laboratory, Projects)		Teaching methods	Notes
1	N/A		
Bibliography (Study materials: Course synthesis, Lecture presentations, additional multimedia presentations)			

9. Bridging course contents with the expectations of the representatives of the community, professional associations and employers in the field

Competences acquired will be used in the following COR occupations (Electronics Engineer; Telecommunications Engineer; Electronics Design Engineer; System and Computer Design Engineer; Communications Design Engineer) or in the new occupations proposed to be included in COR (Sale Support Engineer; Multimedia Applications Developer; Network Engineer; Communications Systems Test Engineer; Project Manager; Traffic Engineer; Communications Systems Consultant).

10. Evaluation

Activity type	10.1	Assessment criteria	10.2	Assessment methods	10.3	Weight in the final grade
Course		Standardized written test with multiple choice questions.		Written test Duration: 1 hr.		50%
Applications		Collaborative and individual semester projects. Collaborative and individual homework. Assessment criteria include: accuracy/precision, completeness, fluency, and relevance		Individual portfolio		50%

10.4 Minimum standard of performance

The total weighed score exceeds the equivalent of 5/10 of the final grade.
Each assessment exceeds 50% of the allotted grading.

Date
8.03.2015

Course responsible
Lecturer Dorin Stanciu, PhD

Teachers in charge of applications
Lecturer Dorin Stanciu, PhD

Date of approval in the department
8.03.2015

Head of department
Prof. Carmen Bal, Ph.D