

Syllabus Academic Writing and Other Study Skills (CJVA401 / CJVA101)

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A: Aim of the Course

The aim of the course is to provide students with a solid foundation on how to write and structure scientific texts in a coherent manner, using an appropriate academic style and method of referencing. In addition, students will learn how to evaluate the merit of sources and find their own voice based upon that source material. The three pillars of the course are coherency, referencing, and language / style.

B: Grading

Two grading points will be established. The first grading point will make up 30% of the total final grade and will arrive midway through the course. It will be based on the selection of appropriate source material, the formulation of a thesis statement (including sub questions), a short tentative background and a short tentative introduction which will allow students to have a solid basis to work towards the final essay which will make up the 70% remainder of the total grade. The first grading point will be based upon a literature matrix using the thesis statement and sub-questions to prove the merit of the source material in answering the research question and a thesis statement, first draft of the background and an introduction.

Literature Matrix Example:

Questions	Deephouse (2000)	Rindova et al. (2005)	Roberts & Dowling (2002)	Synthesis
What is corporate reputation? (main question)				
What are the dimensions of corporate reputation? (sub question)				
How is corporate				

reputation formed? (sub question)				
What are the effects of positive corporate reputation? (sub question)				

The final essay will be graded in the following manner:

Student's Name	Highest Possible Score	Actual Score
A. Introduction & Conclusion		
Discussion of the relevance of the paper	2	
Statement of the objective(s) of the paper	1	
Discussion of the sections of the paper	1	
Congruence between the research objectives and the concluding remarks	3	
Conformity between the discussion and the concluding remarks	3	
B. Body of the Paper	10	0
Logical organisation of the paper into sections/subsections	2	
Sufficient use of facts and information to support arguments	3	
Balance between the writers voice and other authors' voices	3	
Adequate operational definition of important terms and concepts (appropriate jargon)	2	
C. Sentences and Paragraphs	10	0
Clarity and correctness of sentences	5	
Paragraph unity	1	
Paragraph coherence via topic sentences & linking words	3	
Logical transition between paragraphs	1	
D. Grammar & Other technical writing aspects	10	0

Appropriateness of word usage	2	
Appropriateness of verb tenses	2	
Adherence to the correct rules of spelling	2	
Adherence to the rules of capitalization and proper use of punctuation marks	2	
Appropriateness of the papers' tone	2	
E. In-text Citation and Referencing	10	0
Conformity of the in-text citation APA style	4	
Conformity of the reference list (end-of-text)	4	
Balance between direct quotation and summarizing	2	
Score Computation	10	0