

ESSENTIAL ACADEMIC SKILLS: PRODUCING TEXT AND GIVING PRESENTATIONS

(6 cr)

SYLLABUS

Version: April 16, 2019

Instructors' contact information	Course information
Name 1: Carol Kiriakos Email: carol.kiriakos@aalto.fi Phone: 040-571 4040 Office Hours: by appointment	Academic Year, Period: 2018-2019, IV Location: Room M240 on Tuesdays and Thursdays at 12:15-15:00 except for: <ul style="list-style-type: none">the first two Thursdays, April 18 and 25, at 9.00-12.00, also in room M240the small group consultation sessions on May 6 in room U358the consultation session and class on May 7 in room Y307athe lecture on May 9 in room Alma Media (Otakaari 1, U-wing)the conference days on May 14 and 16 at 9.00-16.00 in room Y307a
Name 2: Christa Uusi-Rauva E-mail: christa.uusi-rauva@aalto.fi Phone: 050-530 0377 Office Hours: by appointment	Language of Instruction: English MyCourses: https://mycourses.aalto.fi/course/view.php?id=20121

1. OVERVIEW

The course will help you learn how to unleash your writing and presentation potential so that you can function effectively in the academic context. It consists of two main themes that aim at supporting your dissertation process.

First, we will develop your understanding of academic writing as a comprehensive process. Here, the focus will be on making writing an integral part of your daily work by creating a writing habit, learning to manage your writing time, and identifying and practicing the use of different tools that help in the writing process. As a result, you will learn how to produce text regularly as well as identify and overcome your challenges as a writer. *Please note that in this is not a typical writing course in that we*

will not focus on the features of academic texts or publishing, but on the process. However, by focusing on regular practice, this course offers a good basis for developing your academic writing or language skills in other courses too.

Second, the course will help you develop yourself as a presenter. You will give several presentations during the course, and through practice learn how to deliver convincing, coherent and engaging research talks.

In both writing and presenting, you will learn how to build a strong argument and give and receive constructive feedback.

2. PREREQUISITES

Only degree students studying in the doctoral program are eligible for the course.

3. LEARNING OUTCOMES

The course will enable the participants to

- understand academic writing as both a creative and a practical process
- write more productively and with more ease
- present their research coherently and convincingly in different contexts
- give and receive feedback on academic texts and presentations
- develop their self-management and reflective skills as academic researchers

4. ASSIGNMENTS, ASSESSMENT AND GRADING

The course consists of mandatory attendance and the following assignments:

Pre-course assignment Due April 15

Written assignments (W1-W3):

Assignment W1: First version of research/thesis introduction Due April 23

Assignment W2: Summary of two course readings Due May 30

Assignment W3: Feedback to group members on the introduction Due May 7

Presentation assignments (P1-P4):

Assignment P1: 1-min pitch about your research, version 1 Due April 18

Assignment P2: 1-min pitch about your research, version 2 Due April 25

Assignment P3: Conference presentation version 1 Due May 2/6/7

Assignment P4: Conference presentation version 2 Due May 14/16

All assignments must be completed to pass the course. Late assignments are not accepted.

All the assignments are assessed on a pass/fail scale.

5. READINGS

- Antoniou, Maria & Moriarty, Jessica (2008). What can academic writers learn from creative writers? Developing guidance and support for lecturers in Higher Education. *Teaching in Higher Education*, Vol 13, No. 2, 157-167.
- Becker, Howard (1986). *Writing for Social Scientists. How to Start and Finish Your Thesis, Book, or Article*. Chicago: University Press.
- Sword, Helen (2009). Writing higher education differently: a manifesto on style. *Studies in Higher Education*, Vol 34, No. 3, 319-336.
- Valian, Virginia (1977). Learning to Work. In S. Ruddick & P. Daniels (Eds.), *Working it out: 23 women writers, artists, scientists, and scholars talk about their lives and work*, pp. 162-178. New York: Pantheon Books. Available online at: <http://maxweber.hunter.cuny.edu/psych/faculty/valian/docs/1977workingItOut.pdf>
- Wright, A., Murray, J. P. & Geale, P. (2007). A Phenomenographic Study of What It Means to Supervise Doctoral Students. *Academy of Management Learning and Education*, Vol. 6, No. 4, 458-474.

6. PRELIMINARY SCHEDULE

Please note: The lecture time is 12:15-15:00 with the exception of the two first Thursdays, April 18 and 25, that are at 9:00-12:00, as well as the small group presentation sessions that have a separate schedule.

Please read the indicated texts before coming to class.

Date	Topic	Readings, Assignments + Due Date
April 15 Mon		Pre-course assignment due by noon.
April 16 Tue 12:15-15:00	Course introduction Writing process: intro	Readings for class: Becker 1986 & Antoniou & Moriarty 2008
April 18 Thu 9:00-12:00	Presentations: Preparation basics; Designing impactful openings and closings	Due in class: Assignment P1: 1-minute pitch about your research Reading: presentation links available in MyCourses; read before class

Date	Topic	Readings, Assignments + Due Date
April 23 Tue 12:15-15:00	Writing: Process, goals, and habit	Assignment W1: Research introduction due in MyCourses at 10:00h.
April 25 Thu 9:00-12:00	Presentations: Making good presentation visuals; Using nonverbals effectively	Due in class: Assignment P2: 1-minute pitch about your research, version 2
April 30 Tue 12:15-15:00	Writing: Giving and receiving feedback	Assignment W2: Summary of two course readings due in MyCourses at 10:00h. Read your group members' intros before coming to class. Reading for class: Wright et al. 2007
May 2 Thu 9:00-11:30	Presentations: small group consultation session 1	Due in class: Assignment P3: Conference presentation first version Note: everyone attends only one consultation session on either May 2, 6 or 7; you will sign up for these separately in MyCourses (course homepage, available when course starts).
May 2 Thu 12:15-15:00	Writing: Time management	Reading for class: Valian 1977
May 6 Mon	Presentations: small group consultation sessions 2 & 3; 9.00-11.30 / 12.30-15.00	Due in class: Assignment P3: Conference presentation first version Note: everyone attends only one consultation session on either May 2, 6 or 7; you will sign up for these separately in MyCourses (course homepage, available when course starts).
May 7 Tue	Presentations: small group consultation session 4; 9.00-11.30	Due in class: Assignment P3: Conference presentation first version Note: everyone attends only one consultation session on either May 2, 6 or 7; you will sign up for these separately in MyCourses (course homepage, available when course starts).
May 7 Tue 12:15-15:00	Writing: TBA	Assignment W3: Written feedback to group members on Assignment W1 due in MyCourses at 10:00h. Reading for class: Sword 2009
May 9 Thu 12:15-15:00	Writing: Concluding session	
May 14 Tue	Presentations: conference day 1 9:00-16:00	Due in class: Assignment P4: conference presentation second version Note: everyone attends both conference days

Date	Topic	Readings, Assignments + Due Date
May 16 Thu	Presentations: conference day 2 9:00-16:00	Due in class: Assignment P4: conference presentation second version Note: everyone attends both conference days
May 20 Mon		Final course paper due in MyCourses at 10:00h.

7. COURSE WORKLOAD

Readings	34 h
Classroom hours (including consultation sessions and conference days)	36 h
Individual work	90 h
Total	160 h (6 op)

8. ETHICAL RULES

<https://into.aalto.fi/pages/viewpage.action?pagelid=3772443>

9. OTHER ISSUES

- Registration to the course via Weboodi. Please note that there is a **pre-assignment to be submitted before the course begins** (see instructions for the course pre-assignment at MyCourses).
- Attendance in all sessions is mandatory. A **maximum of two absences** is allowed during the course: every absence is to be compensated with a written assignment.
- Additional information:
The weekly meetings will consist of lectures, discussions and hands-on exercises. Attendance and commitment are essential: the purpose is to make the course useful and motivating, and everyone's role is important. The course will give you an opportunity to identify and reflect on your personal strengths and challenges as an academic researcher. You will also learn practical tools for setting goals, planning daily work and approaching writing as a process, as well as ways to present research effectively and engagingly, with a clear objective and suitable audience focus.