

Workflow

Scoring (max points): assignments and quizzes = 30 pts, peer feedback activities = 20pts, peer review of partner's text (written feedback, face-to-face meetings) = 10 pts, final assignment = 40 points.
For max points, complete according to instructions **and** on time.

Grading scale for the course grade

Points	Grade
93 -100	5
85 – 92	4
77 – 84	3
69 – 76	2
61 – 68	1
60 or less	0 (fail)

For detailed instructions, deadlines, and possible changes, see MyCourses (MyC).

Unless otherwise instructed, all assignments are handed in to the teacher/s via MyC.

3 ECTs = 81 hrs in 6 weeks = on average 13.5 h/week. Reserve the time in your personal schedule.

Tasks per week

Deadlines for submissions*

Prior to Workshop 1 (W1)

Prepare to bring 2-3 pages of your draft thesis text (background chapters/literature review) to the course during week 1.

Contribute to the collective ground rules for working in our e-environment (Add to MyC)

Introduce yourself (Add to MyC)

After Workshop 1

Task 1 Watch video on researchable question

Task 2 Complete research question forum exercise (**Peer feedback activity, 3pts**)

Task 3 View links and watch video on thesis/ purpose statements

Task 4 Use thesis statement generator

Task 5 Complete thesis statement forum exercise (**Peer feedback activity, 3 pts**)

Task 6 Complete thesis statement reflection exercise (**A1 2pts**)

Task 7 Complete portfolio (**A2 2 pts**)

Task 8 Watch video on finding sources

Task 9 Complete citation style forum (**A3 2pts**)

Task 10 Upload research article in chosen citation style (**A4 2pts**)

After Workshop 2

Task 1 Watch video on integrating sources (replaced with text)

Task 2 Take quiz on citing and referencing (**A5 2pts**)

Task 3 Take quiz on punctuating quotations (**A6 2pts**)

Task 4 View material on Peel paragraphs and topic sentences

Task 5 Take paragraph structure quiz (**A 7 2pts**)

Task 6 Take identifying topic sentence quiz (**A8 2pts**)

Task 7 Practice Turnitin (submit own text to see if it contains elements of plagiarism; **A9 2pts**)

Task 8 R1 [= First revision of your own text]: Revise text so that sources are integrated (including paraphrases and summarizing), Peel paragraphs and topic sentences are present, and reference list is correctly formatted. Submit to MyC (**A10 2pts**)

Task 9 Bring **R1** to class (W3) and participate in peer feedback activity (R1) (**5 pts**)

After Workshop 3

Task 1 R2 [=Second revision] Revise pages according to comments, add end-focus and familiar-before-new and submit to teacher for comments (**A11 2pts**)

Task 2 Read material on four types of paragraph (rhetorical modes)

Task 3 Calculate and compare word counts in own text and published article (T10/W1) and post to forum (**A 12 2pts**).

Task 4 Watch videos on a) zombie nouns (nominalizations) and b) academic tenses

Task 5 Read material on academic phraseology and transitions

Task 6a R3 Revise pages adding academic phraseology, checking the verb tense, eliminating zombie nouns, highlighting the metalanguage (signposting phrases, transitional phrases, connectors). Submit to MyC before W4 (**A 13 2pts**)

Task 6b Bring R3 to W4 and participate in class peer feedback activity (**5 pts**)

Task 7a&b Review material on introductions and conclusions

Tasks 8 Complete mid-course feedback

Task 9 Prepare to bring your introduction or conclusion to Workshop 4 (if not written yet, find two examples from the Aaltodoc publication archive: <https://aaltodoc.aalto.fi/>)

Task 10 Complete sign-up for Part 2, or “sign-out”

After Workshop 4

Task 1 Analyse your conclusion (or one from an aaltodocs thesis) to see whether it fulfills specific criteria. Bring to Workshop 5 for discussion

Task 2 R4. Revise text according to teacher comments on R2 and peer review comments and submit to MyC (**A14 2pts**)

Task 3 1-page reflection on revising own text and peer review feedback, feedback received so far, analyzing an introduction and conclusion, video on abstracts, etc. (**A 15 2pts**)

Task 4 Watch video on abstracts

Task 5 Read materials on parallel structure, relative clauses, relative vs noun clauses, formal-informal language. Bring any questions you may have to class.

Task 6 Try the grammar exercises from the links. Which would you recommend, to whom, and why?

After Workshop 5

Task 1 R5 Revise text for informal features/ grammatical problems: contractions, phrasal verbs, question structures, personal pronouns, punctuation problems (relative pronouns, conjunctive adverbs etc.) and other features from the course contents that may need polishing. Email text to peer review partner and upload in MyC to teacher/s. See instructions in MyC (**A 16 2pts**)

Task 2 Review your partner’s text according to instructions, email the text and the feedback document to your partner and upload in MyC to teacher/s. See instructions in MyC.

Meet your partner for a face-to-face peer review session (**A 17 10 pts**)

Task 3 R6 Revise your own text according to peer review comments and submit to teacher for comments. Also upload the very first version of the sample pages you have been working with in the course. (Check. In which respects has your text improved? Be prepared to share you observations in the STF) (**A 18 2pts**)

Week 6

STF Students-teacher feedback session (week 41, exact times TBA = to be announced)

Task 1 R7 Revise text according also to teacher feedback and discussions in the STF and submit to Turnitin deposit box in MyC. Preliminary deadline (**Final assignment max 40 pts. Graded.**)

Task 2 Complete course evaluation and course feedback

*You can print this document and transfer the deadlines from MyC.