



## COURSE OUTLINE

### 1. Information about the program

1.1 Higher education institution	“Alexandru Ioan Cuza” University of Iași
1.2 Faculty	Faculty of Economics and Business Administration
1.3 Department	Management, Marketing and Business Administration
1.4 Field of study	Management
1.5 Cycle of study	Master
1.6 Study program / Qualification	Strategic Human Resource Management in Europe

### 2. Information about the course

2.1 Course title	Academic Writing in English						
2.2 Course coordinator							
2.3 Seminar coordinator	Associate Professor Ioana Alexandra Horodnic, PhD						
2.4 Year of study		2.5 Semester		2.6 Type of evaluation		2.7 Course status	

\* C – Compulsory / O – Optional / E – Elective

### 3. Estimated time allocation (hours per semester and teaching activities)

3. Estimated time allocation (hours per semester and teaching activities)					
3.1 Number of hours per week	1.5	out of which: course		seminar/laboratory	1.5
3.2 Total number	21	out of which: course		seminar/laboratory	21
3.3 Time allocation					h
Study based on course book, course material, bibliography and other					15
Supplementary study in the library, on electronic platforms and on the field					15
Preparing seminars/laboratories, assignments, papers, portfolios and essays					13
Tutorship					6
Examination					5
Other activities.....					
3.4 Total hours of individual study					54
3.5 Total hours per semester					75
3.6 Number of credits					3

### 4. Prerequisites (if applicable)

4.1 Referring to curriculum	Not necessary
4.2 Referring to competences	Not necessary

### 5. Conditions (if applicable)

5.1 For the course	Not necessary
5.2 For the seminar / laboratory	Not necessary

### 6. Specific competences accumulated

Professi	C1. Initiate, implement and successfully manage organizational processes in an international and intercultural environment from the HR perspective.
	C3. Gathering, processing and analyzing information about the internal/external environment in order



competences	to identify and propose alternatives for actions
Transversal competences	<p>CT2. Identifying complex problems and reviewing information to develop and evaluate ethical options and implement solutions.</p> <p>CT3. Identifying opportunities for life-long learning and the effective use of learning resources/techniques for personal and organizational development.</p>

#### 7. Course objectives (based on specific competences accumulated)

General objective 7.1.	<ul style="list-style-type: none"> <li>- to familiarize students with the basics elements of the general structure of scientific work;</li> <li>- to prepare students to progress with all stages of information literacy;</li> <li>- to know the most common styles used in academic writing.</li> </ul>
Specific objectives 7.2.	<p>After successfully finalizing this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the main concepts used in academic writing;</li> <li>• Describe each component of a scientific paper;</li> <li>• Use different styles of writing and references;</li> <li>• Develop case studies according to research methodology and academic writing techniques;</li> <li>• Develop skills to recognize and avoid plagiarism;</li> <li>• Develop peer-review skills;</li> <li>• Summarize the main rules to be respected in academic writing.</li> </ul>

#### 8. Content

8.1	Course	Teaching methods	Observations (time and bibliography)
1.			

**Bibliography:**

8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
1	What is academic writing? Basic elements of scientific texts.	Interactive course, heuristic conversation, problem solving method	1.5 hours
2	Literature review and information literacy.	Interactive course, heuristic conversation, problem solving method	1.5 hours
3	Styles of academic writing.	Interactive course, heuristic conversation, problem solving method	1.5 hours
4	Reference styles. Academic integrity and plagiarism.	Interactive course, heuristic conversation, problem solving method	1.5 hours
5	How to write a scientific paper? Structuring a scientific paper.	Interactive course, heuristic conversation, problem solving method	1.5 hours
6	Structural analysis of an original article/ research article. Case Study.	Interactive course, heuristic conversation, problem solving method	1.5 hours
7	Preparing a research paper. Quantitative research: how to obtain and analyse quantitative data.	Interactive course, heuristic conversation, problem solving method	1.5 hours
8	Preparing a research paper. Qualitative research: how to obtain and analyse qualitative data.	Interactive course, heuristic conversation, problem solving method	1.5 hours
9	Writing and revising. Incorporating feed-back.	Interactive course, heuristic conversation, problem solving method	1.5 hours
10	Paper presentations guidelines.	Interactive course, heuristic conversation, problem solving method	1.5 hours
11	Presentation: own short paper.	Interactive course, heuristic conversation, problem solving method	1.5 hours
12	Presentation: own short paper.	Interactive course, heuristic conversation, problem solving method	1.5 hours



13	Recap. Revisiting the overall process of academic writing.	Interactive course, heuristic conversation, problem solving method	1.5 hours
14	Feedback.	Interactive course, heuristic conversation, problem solving method	1.5 hours

**Bibliography:****Mandatory :**

McMillan, K and Weyers J., *How to Write Dissertations & Project Reports*, 2/E, Pearson: Harlow, 2011

**Recommended :**

Swales, M. J.; Feak C.B., *Academic Writing for Graduate Students*, 2/E, The University of Michigan Press, 2009.

Bailey, S., *Academic writing - A handbook for international students*, Routledge, 2015.

**9. Bridging course content with the expectations of the community, professional associations and representative employers in the field of the program**

On an annual basis, the course content is discussed with the representatives of the business environment, who hire or could hire graduates from this program, while students are required to provide feedback (on-line, anonymous) after each semester about the course structure, teaching methods, as well as strengths / weaknesses (after the final evaluation).

**10. Evaluation**

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Allocation to the final grade (%)
10.4 Course			
10.5 Seminar/ Laboratory	Theoretical and applied knowledge	A structural analysis of a Short Paper: 30%  <u>and</u>  Writing a Short Paper: 70%	100%
10.6 Minimal standard performance:			
Theoretical and applied knowledge			

Date:  
28 September 2020

Course coordinator,

Seminar coordinator,  
Ioana Alexandra Horodnic

Date of approval in the department:  
28 September 2020

Head of department,  
Assoc. Prof. **Andrei Ștefan NEȘTIAN**, PhD