**University of Management and Technology**

**Course Outline**

Course code: **ED897** Course title: **Academic Writing and Research Proposal Development**

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| Program | Ph.D. Education |
| Credit Hours | Non-Credit Course  |
| Duration | 16 weeks |
| Prerequisites | Nil |
| Resource Person | Prof. Dr. Fauzia Naheed Khawaja |
| Counseling Timing(Room# ) |  |
| Contact | Cell: 03214621929Email: fauzia.naheed@umt.edu.pk  |

**Chairman/Director signature………………………………….**

**Dean’s signature…………………………… Date………………………………………….**

**Learning Objective:**

* Making writing more academic
* Improving grammar
* Enriching vocabulary
* Familiarizing with common English mistakes
* Developing writing style
* Using functional language in writing
* Organizing the text
* Paraphrasing and Summarizing
* Writing Argumentative/Persuasive Essays
* Research Synopsis Writing
* Providing Guidelines for Writing Research Proposal
* Identify a researchable education problem suitable for PhD research project
* Situate that problem within relevant theoretical, empirical and normative literature
* Develop an appropriate research design to address the problem effectively
* Use APA referencing style for the referencing of sources at appropriate level

**Learning Methodology:**

* Lecture Method
* Discussion (Individual/Peer/Group)
* Presentations (Individual/Peer/Group)
* Class activities
* Class Assignment
* Home Assignment
* Quizzes
* Projects

**Grade Evaluation Criteria**

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

* Quizzes 2 (10 marks)
* Writing of topic, aim, objectives and research questions (5 marks)
* Writing of literature review (at least 30 references) (15 marks)
* Writing of methodology (15 marks)
* Writing of ethical consideration (10 marks)
* Writing of interview guide/Questionnaire (10 marks)
* Writing of Reference list (at least 40 references) (10 marks)
* Presentation of research proposal I (10 marks)
* Presentations of research proposal II (10 marks)
* Classroom Discussion (5 marks)

**Reference Books:**

* Bell., & Waters, S. (2014). Doing your research project: A guide for first time researchers in education, health and social science (6th ed.). Berkshire: McGraw-Hill Education
* Creswell, J. W. (2007). Qualitative enquiry and research design: Choosing among five approaches. New York: Sage Publications.
* Creswell, J. W. (2012). Education research: Planning, conducting and evaluating quantitative and qualitative research (4th ed.) Boston: Pearson.
* Creswell, J. W. (2014). Research design: Qualitative, quantitative and mixed methods approaches (4th ed.). London: Sage Publications, Inc.
* Morley, J. (2014). Academic phrasebank. Manchester: University of Manchester.
* O’Donoghue, T. (2006). Planning your qualitative research projects: An introduction to interpretivist research in education. London: Routledge.
* O’Donoghue, T., & Punch, K. (2003) Qualitative educational research in action: Doing and reflecting. London: Routledge
* O’Leary, Z. (2013). The essential guide to doing your research project (2nd ed.) London: Sage.
* Oshima, A., Hogue, A., & Le, H. L. (2006). Writing academic English. New York: Pearson/Longman.
* Petre, M., & Rugg, G. (2010). The unwritten rules of PhD. Berkshire: McGraw-Hill International.
* Punch, K. (2016). Developing effective research proposals (3rd ed.) London: Sage.

**Calendar of Course contents to be covered during semester**

**Course code: ED797**  **Course title: Academic Writing and Research Proposal Development**

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|  Week |  Course Contents  |
|  1 | Introductory SessionIce breaking to know each otherIntroducing free Styles WritingFormal and Informal writing: The differenceWhat is Academic Writing?Importance of Academic Writing |
|   2 | Writing ProcessBackground of writingReadingFinding Suitable SourcesCombing SourcesAvoiding PlagiarismReference and Quotation |
|  3 | From understanding titles to planningFinding key points and Note makingSummarizing and paraphrasingOrganizing paragraphsIntroduction and conclusionRewriting and Proof reading |
|  4 | Elements of writingArguments and DiscussionCauses and EffectCohesionComparisonsDefinitions |
|  5 | ExamplesGeneralizationProblems and SolutionStyleVisual Information |
|  6 | Vocabulary for writingApproaches to VocabularyAcademic VocabularyNoun and adjectives/verbs and adverbsDefinite articlesPassivesSingular or plural/NumbersConjunctionsPrefix and SuffixPrepositionsSynonymsTime markersPunctuations |
|   7 | Writing ModelsCase StudiesLiterature Review and Book ReviewsWriting longer essaysReportsSurveysWriting proposals |
|  8 | What is a research proposal: Component of Research proposal: An overview Identifying topics for Research |
|  9 | Developing research questionSearching the literatureInterpreting and assessing the quality of the literature presenting and synthesizing evidence |
|  10 | Matching the purpose, aims, questions and hypothesis with study design and methodology.  |
|  11 | Managing the search yield using endnote X8 (Basic and Advance techniques)APA Style Referencing (Basic and Advance)Using endnote X8 for APA referencing. |
|  12 | Ethical considerations and processes developing timeline.Effective Research proposal defense techniques (Using MS PowerPoint) |
| 13 |  Research Proposal Defense |
|  14 | Research Proposal Defense |
| 15 | Revision week  |
| 16 | Final Term |