**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: 03214621929  Email: [fauzia.naheed@umt.edu.pk](mailto: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 Session  Ice breaking to know each other  Introducing free Styles Writing  Formal and Informal writing: The difference  What is Academic Writing?  Importance of Academic Writing | |
| 2 | Writing Process  Background of writing  Reading  Finding Suitable Sources  Combing Sources  Avoiding Plagiarism  Reference and Quotation | |
| 3 | From understanding titles to planning  Finding key points and Note making  Summarizing and paraphrasing  Organizing paragraphs  Introduction and conclusion  Rewriting and Proof reading | |
| 4 | Elements of writing  Arguments and Discussion  Causes and Effect  Cohesion  Comparisons  Definitions | |
| 5 | Examples  Generalization  Problems and Solution  Style  Visual Information | |
| 6 | Vocabulary for writing  Approaches to Vocabulary  Academic Vocabulary  Noun and adjectives/verbs and adverbs  Definite articles  Passives  Singular or plural/Numbers  Conjunctions  Prefix and Suffix  Prepositions  Synonyms  Time markers  Punctuations | |
| 7 | Writing Models  Case Studies  Literature Review and Book Reviews  Writing longer essays  Reports  Surveys  Writing proposals | |
| 8 | What is a research proposal: Component of Research proposal: An overview Identifying topics for Research | |
| 9 | Developing research question  Searching the literature  Interpreting 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 |