

**PJSC "Higher Education Institution "INTERREGIONAL ACADEMY OF
PERSONNEL MANAGEMENT"**



***SYLLABUS OF THE ACADEMIC DISCIPLINE
«FUNDAMENTALS OF ACADEMIC WRITING»***

Specialty: **C4 Psychology**

Educational level: **first (bachelor's) level**

Educational program: **Psychology**

General information about the academic discipline

Name of the academic discipline	Basics of Academic Writing
Code and name of specialty	C4
Level of higher education	First (bachelor's) level of higher education
Discipline status	selective
Number of credits and hours	3 credits/90 hours. Lectures: 20 hours. Practical classes: 14 hours. Independent work: 56 hours.
Term of study of the discipline	... semester
Language of instruction	Ukrainian
Type of final control	test
Discipline page on the website	

General information about the teacher. Contact information

Academic degree	
Academic title	
Position	
Disciplines taught by the NPP	
Areas of scientific research	
Links to identifier registries for scientists	
Teacher contact information:	
Email:	
Contact phone number	
Teacher's portfolio on the department's website	

Course abstract.

"Basics of Academic Writing"- mastering this course is a good basis for more successful completion by students of various types of active practice (diagnostic, correctional). The program is developed on the basis of modern ideas about the structure and functions of the human nervous system in accordance with modern provisions on the Bologna principle of obtaining higher education.

Subject of study of the academic discipline:

This includes the formation and study of principles, norms, and strategies for creating academic texts, the development of skills in logical, reasoned, and ethically correct written presentation of scientific and educational materials, mastering genres of academic discourse (essay, abstract, article, theses, qualification work), as well as mastering the rules of academic integrity, citation, formatting sources, and working with scientific information.

Course objective:

The goal of the academic discipline "Fundamentals of Academic Writing" is to develop in students the following abilities:familiarizing higher education applicants with the principles and rules of adhering to the policy of academic integrity using the example of domestic and international experience, mastering scientific terminology; forming an idea of the role and place of academic integrity in the higher education system;

Subject objectives:

to provide opportunities for building a theoretical and methodological base for students' own scientific developments, as well as for solving practical problems in various spheres of human life, where knowledge of academic writing is applied.

Prerequisites (previous disciplines)

To successfully complete the course, the student must have basic knowledge of:

Ukrainian language (by professional direction)

Speech cultures

Fundamentals of scientific knowledge

Logicians

Information literacy and working with sources

Introduction to a specialty (psychology, pedagogy, social sciences, etc.)

Post-requisites / post-requisites (following disciplines)

The knowledge and skills acquired in the course are applied when studying:

Methodologies and methods of scientific research

Student research work

Preparation of course, bachelor's and master's theses

Writing scientific articles and abstracts

Academic communication and presentation of scientific results

Professional discipline with written analytical tasks

Software competencies:

General competencies	GC1. Ability to apply knowledge in practical situations. GC2. Knowledge and understanding of the subject area and understanding of professional activity.
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Special competencies	<p>SK4. The ability to independently collect and critically process, analyze and summarize psychological information from various sources.</p> <p>SK7. Ability to analyze and systematize the results obtained, formulate reasoned conclusions and recommendations</p>
Learning outcomes	<p>PR4 Justify one's own position, draw independent conclusions based on the results of one's own research and analysis of literary sources.</p> <p>PR8 Present the results of one's own research orally/in writing to specialists and non-specialists.</p>

Content of the academic discipline

No.	Topic name	Number of hours, of which:			Teaching methods/assessment methods		
		Lectures	Practical classes	Independent work			
1 semester							
Content module 1. Theoretical foundations of academic writing							
Topic 1	Topic 1. Purpose, objectives, characteristics of academic writing	2	1	6	Teaching methods: verbal (teaching lecture; conversation; educational discussion); inductive method; deductive method; translational method; analytical; synthetic; practical (working with plots of legal cases); explanatory-illustrative; reproductive; problem-based presentation method; partially search; research; interactive methods (situation analysis; discussions, debates, polemics;		
Topic 2	Topic 2. Academic integrity and its violation. Code of Honor	2	2	6			
Topic 3	Topic 3. Intellectual property and its infringement	2	1	6			
Topic 4	Academic essay as one of the genres of academic writing.	2	2	4			
Topic 5	Interpreting and editing your own academic essay.	2	1	6			
Content module 2. Academic text: organization and work technologies							

Topic 6	Integrity of academic text and academic writing models	2	1	6	dialogue, synthesis of thoughts; brainstorming; skills development; situational modeling, processing of discussion questions); modeling of professional activity; innovative teaching methods (competence-based; project-research); case method.
Topic 7	Organization of the entire text	2	2	6	
Topic 8	Citing and working with information resources	2	1	4	
Topic 9	Culture design scientific text	2	2	6	
Topic 10	Psychological and logical principles of editing academic text	2	1	6	
Modular test work					
Total:		20	14	56	
Form of control: credit					

Technical equipment and/or software

The educational process uses classrooms, a library, a multimedia projector and a computer for conducting lectures and seminars with presentation elements. Studying individual topics and completing practical tasks requires access to information from the World Wide Web, which is provided by a free Wi-Fi network.4.

Forms and methods of control

Monitoring the progress of students is divided into current and final (semester).

Current control is carried out during practical, laboratory and seminar classes, the purpose of which is to systematically check the understanding and assimilation of

theoretical educational material, the ability to use theoretical knowledge when performing practical tasks, etc. The possibilities of current control are extremely wide: motivation for learning, stimulation of educational and cognitive activity, differentiated approach to learning, individualization of learning, etc.

Forms of student participation in the educational process that are subject to ongoing control:

- speech on the main issue;
- oral report;
- addition, question to the person answering;
- systematic work in seminar classes, activity during discussion of issues;
- participation in discussions, interactive forms of organizing classes;
- analysis of legislation and monographic literature;
- written assignments (tests, quizzes, creative works, essays, etc.);
- preparation of theses, abstracts of educational or scientific texts;
- independent study of topics.

Monitoring the progress of students is divided into current and final.

Methods of current control: oral control (survey, conversation, report, message, etc.); written control (test work, essay, presentation of material on a given topic in writing, etc.); combined control; presentation of independent work; observation as a control method; test control; problem situations.

Evaluation system and requirements

Table of distribution of points received by higher education applicants*

Topics	Current knowledge control										Modular test work	Credit	Total points
	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	Topic 9	Topic 10			
Work in a seminar class	3	3	3	3	3	3	3	3	3	3	20	20	100
Independent work	3	3	3	3	3	3	3	3	3	3			

*The table contains information about the maximum points for each type of academic work of a higher education applicant.

When assessing the mastery of each topic for current educational activities, the student is given grades taking into account the approved assessment criteria for the relevant

discipline.

The criteria for assessing the learning outcomes of students and the distribution of points they receive are regulated by the Regulations on the Assessment of Academic Achievements of Students of Higher Education at PJSC "Higher Education Institution "MAUP".

Module control is carried out in the last lesson of the module in written form, in the form of testing.

Evaluation criteria for the module test in the academic discipline "Fundamentals of Academic Writing":

When evaluating a module test, the volume and correctness of the tasks are taken into account:

- the grade "excellent" (A) is given for the correct completion of all tasks (or more than 90% of all tasks);
- a grade of "good" (B) is given for completing 80% of all tasks;
- a grade of "good" (C) is given for completing 70% of all tasks;
- a grade of "satisfactory" (D) is given for the correct completion of 60% of the proposed tasks;
- the grade "satisfactory" (E) is given if more than 50% of the proposed tasks are completed correctly;
- an "unsatisfactory" (FX) grade is given if less than 50% of the tasks are completed.

Failure to appear for a module test - 0 points.

The above scores are converted into rating points as follows:

"A" - 18-20 points;

"B" - 16-17 points;

"C" - 14-15 points;

"D" - 12-13 points.

"E" - 10-11 points;

"FX" - less than 10 points.

The final semester assessment in the discipline "Fundamentals of Academic Writing" is a mandatory form of assessing students' learning outcomes. It is conducted within the time frame specified in the curriculum and covers the scope of material specified in the course program.

The final assessment is carried out in the form of a test. A student who has completed all the required work is allowed to take the semester assessment.

The final grade is based on the student's performance during the semester. The student's grade consists of points accumulated from the results of the current assessment and incentive points.

Students who have completed all required assignments and received a score of 60 points or higher receive a grade corresponding to the grade received without additional testing.

For students who have completed all the required tasks but received a score below 60 points, as well as for those who wish to improve their score (result), the teacher conducts a final work in the form of a test during the last scheduled lesson in the discipline in the academic semester.

Evaluation of additional (individual) types of educational activities. Additional (individual) types of educational activities include the participation of applicants in scientific conferences, scientific circles of applicants and problem groups, preparation of publications, participation in All-Ukrainian Olympiads and competitions and International competitions, etc. in excess of the tasks established by the relevant work program of the academic discipline.

By decision of the department, students who participated in research work and performed certain types of additional (individual) educational activities may be awarded incentive (bonus) points for a specific educational component.

Assessment of independent work

The total number of points received by a student for completing independent work is one of the components of academic success in the discipline. Independent work on each topic, in accordance with the course program, is evaluated in the range from 0 to 3 points using standardized and generalized knowledge assessment criteria.

Scale for evaluating the performance of independent work (individual tasks) evaluation criteria.

Maximum possible assessment of independent work (individual tasks)	Execution level			
	Perfectly	Good	Satisfactorily	Unsatisfactorily
3	3	2	1	0

Forms of assessment include: ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral responses, reports, presentations and

other forms of participation during practical (seminar) classes; individual or group projects requiring the development of practical skills and competencies (optional format); solving situational tasks; preparing summaries of independently studied topics; testing or written exams; preparing draft articles, conference abstracts and other publications; other forms that ensure comprehensive mastery of the curriculum and contribute to the gradual development of skills for effective independent professional (practical, scientific and theoretical) activity at a high level.

To assess the learning outcomes of a higher education applicant during the semester, a 100-point, national and ECTS assessment scale is used.

Final assessment scale: national and ECTS

Total points for all types of learning activities	ECT8 assessment	National scale assessment	
		for exam, course project (work), practice	for credit
90 – 100	AND	perfectly	Enrolled
82-89	IN	good	
75-81	WITH		
68-74	D	satisfactorily	
60-67	THERE		
35-59	FX	unsatisfactory with the possibility of reassembly	not passed with the possibility of retaking
0-34	F	unsatisfactory with mandatory re-study of the discipline	not passed with mandatory re-study of the discipline

Course policy

To successfully complete the course "Fundamentals of Academic Writing", the student must:

- regularly attend lectures and practical classes;
- work systematically, systematically and actively in lectures and practical classes;
- make up for missed classes or unsatisfactory grades received in classes;
- to fully perform the tasks that the teacher requires to prepare, their quality is appropriate;
- perform control and other independent work;
- adhere to the norms of academic conduct and ethics.

Course «Basics of Academic Writing» involves the assimilation and observance of the

principles of ethics and academic integrity, in particular the orientation towards preventing plagiarism in any of its manifestations: all works, reports, essays, abstracts and presentations must be original and authorial, not overloaded with quotations, and must be accompanied by references to primary sources. Violations of academic integrity are considered to be: academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, and biased evaluation.

The assessment of the student is focused on receiving points for activity in seminar classes, completing tasks for independent work, as well as completing tasks that are capable of developing practical skills and abilities for which, at the teacher's decision, additional (bonus) points may be awarded (participation in round tables, scientific conferences, olympiads and scientific competitions among students).

Recommended sources of information:

Main sources:

1. Academic writing: a textbook / compilers: T. M. Kostyrko, S. V. Larenkova, I. V. Bondar, M. S. Zhigalkina. Mykolaiv: NUK, 2022. 116 p.
2. Beregova G.D. Business Ukrainian Language. Lecture course: teaching and methodical manual. – Kherson: Ailant, 2021. – 240 p.
3. Academic writing: a textbook / compilers: T. M. Kostyrko, S. V. Larenkova, I. V. Bondar, M. S. Zhigalkina. Mykolaiv: NUK, 2022. –116 p.
4. Academic integrity, open science and artificial intelligence: how to create a virtuous educational environment: a collection of essays of the advanced training program / editors: A. Artyukhov, M. Vikhlyayev, Y. Volk. September 18 - October 18, 2023. Lviv. Toruń: Liha-Press, 2023. 524 p.
5. Bibliographic reference. General provisions and rules of compilation: DSTU 8302:2015 / National standard of Ukraine. – Official edition – Introduced on 01.07.2016. – K.: UkrNDNTS, 2016. – 16 p. – (Information and documentation).
6. Bondarenko V.V. Academic integrity and academic writing. Kharkiv: Publishing house of the KhNADU, 2023. 150 p.
7. Koloiz Zh. V. Fundamentals of Academic Writing: Workshop. Kryvyyi Rih: FOP Marynchenko S. V., 2019. – pp. 48 – 50.
8. Intellectual property law: academic course: textbook for students of higher educational institutions / O.P. Orlyuk, G.O. Androschuk, O.B. Butnik-Siverskyi and others; edited by O.P. Orlyuk, O.D. Svyatotskyi. – Kyiv: Publishing house “In Yure”, 2019. – 696 p.

Additional:

1. Konversky A.E. Critical thinking. Textbook for students of higher educational institutions of all specialties. Kyiv: Center for Educational Literature, 2020
2. Matsko L.I., Kravets L.V. Culture of Ukrainian professional language: teaching aids. / L.I. Matsko, L.V. Kravets. – K.: Academic Center “Academy”, 2019. – 360 p. – (Series “Alma Mater”).
3. Shevchuk S.V. Ukrainian business speech: teaching manual. / S.V. Shevchuk. – 6th ed., corrected and supplemented. – K.: Alerta, 2020. – 301 p.
4. Bralatan V.P. Professional ethics: teaching aids/V.P. Bralatan, L.V. Gutsalenko, N.G. Zdyrko. – K.: Center for Educational Literature, 2020. – 252 p.

Electronic resources

5. Academic Integrity in Ukraine Project (SAIUP) - American Councils. – Screen name. – Access mode: <http://www.saiup.org.ua/>.
6. About the Code of Ethics of a Scientist of Ukraine. – Screen title. – Access mode: www.nas.gov.ua/legaltexts/DocPublic/P-090415-2-0.pdf.
7. Committee on Publication Ethics: (COPE): Promoting integrity in research publication. – Screen title. – Access mode: publicationethics.org/.
8. Plagiarism.org - Best Practices for Ensuring Originality in Written Work. – Screen name. – Access mode: www.plagiarism.org/.
9. Publication Integrity and Ethics. – Screen name. – Access mode: www.integrity-ethics.com/.
10. Academic Writing and Bibliography - Home. – Screen Title. – Access Mode: bibliosynergy.ula.org.ua/index.php/proekt1.
11. Recommendations for formatting references in scientific papers: DSpace. – Screen name. – Access mode: <https://ela.kpi.ua/handle/123456789/16051>.
12. Styles of formatting bibliographic references for international publications. Part 1. – Screen title. – Access mode: https://library.ukma.edu.ua/.../Styli_oformleniya_bibliohrafichnykh.
13. Cite This for Me. – Screen name. – Access mode: <http://www.citethis-forme.com/>.

VAK.in.ua - Automatic registration of sources according to the Higher Attestation Commission of Ukraine. – Name from the screen. – Access mode: <http://www.vak.in.ua/>.