Course Syllabus-For Graduate Courses

Department of Industrial Engineering and Engineering Management

Course No.	**IEEM xxxx**	**Required/Elective course**		Elective	
Course Time	M2M3M4 F7F8F9	**Room**	R827	**Size limit**	30
Credits	**3**			**Hours offered per week**	6
Math	**Basic Science**	**Engineering**			
		Theory	**Design**		
0	**1**	**1**	**1**		
Course Title	學術寫作與報告技巧 (Academic Writing and Presentation Skills)				
Lecturer	Dr. Hareesh 何玄 (hareesh.pillai@ie.nthu.edu.tw) TA: Ms. Yeh Li-chia 葉力嘉 (home.yeh@gmail.com)				
Prerequisite	The course prerequisite basic reading and writing ability in the English language.				

Core capability to be cultivated by this course	■	工工專業與系統分析能力 IE profession and systems analysis skills	10 %
	■	獨立研究及解決問題的實作能力 Capability of independent research and problem solving	20 %
	■	領導、溝通與團隊合作能力 Leadership and coordination abilities	25 %
	■	自我充實能力 Capability of self-development and enrichment	15 %
	■	國際觀視野、國際化互動與表達能力 Global interaction and communication skills	30 %

Course Description

This course is designed for graduate students.

Academic works such as term report, conference paper, thesis, and their presentation belong to the area of scientific works. Academic works have to meet the general requirements of scientific style content and structure. This course is designed as an exercise for conception, ideation, composition, organization, and presentation of academic work through the systematic review of scientific texts. The first part of this course is academic writing and the second is presentation practice. Students will be provided with a variety of text samples and activities to practice techniques necessary for composing their own paragraphs, and summaries in a cohesive and coherent manner. A brief overview of APA (American Psychological Association) guidelines will be discussed to promote writing consistency. Further, the classes will address the student's presentation abilities to effectively convey their thus generated writing compositions. The objectives of the course are:

- Communicate effectively in specific writing situations, which include various academic situations.

	● Critique their own writing and provide effective and useful feedback to enable other students to improve their writing. ● Demonstrate critical and evaluative thinking skills in locating, analyzing, synthesizing, and using information in writing activities. ● Understand, present, and respond appropriately to the critical elements that shape communication situations, such as audience, purpose, and genre.
Textbook	● Finkelstein, L. (2007). Pocket Book of Technical Writing for Engineers & Scientists. McGraw-Hill, Inc. (The textbook is available at our campus bookstore).
References	● Gerald, A., Brusaw, C., & Walter, O. (2015). Handbook of Technical Writing. Boston. Bedford: St. Martin's. ● Swan, M. (2005). Practical English Usage. Oxford Univ. Press.
Teaching Method	The primary teaching objective will be towards enabling students to think in the context of academic writing and applications. The course is planned as reading, writing, and presentation practice centered course with improvements across iteration.
Teaching software	PowerPoint, Word, LaTeX, draw.io
Syllabus	<u>Week 1. Introduction:</u> Introduction, course syllabus, objectives, class policy, purpose in texts, academic research papers, critical reading, reading homework. <u>Week 2. Summary writing:</u> Analyzing text structure, topic, main points, review, ideation, planning, and writing a coherent introduction. <u>Week 3. APA (American Psychological Association) guidelines:</u> Consistent writing, the general format of APA research papers, in-text citations, footnotes, quoting, paraphrasing, summarizing, avoiding plagiarism, and the reference page. <u>Week 4. Writing synthesis:</u> Topics for writing, identifying, and evaluating relevant sources, formulating a question and writing a plan, analytical tools, argument formulation, organization of paragraphs, creating a conference draft, and review, LaTeX format. <u>Week 5. Creating a presentation:</u> The concept of a genre, identifying genre, audience, purpose, and features of information presentation, introduction, body, charts, and graphs, citations, conclusion, note card, handout. <u>Week 6. Delivering a presentation:</u> Academic presentation pattern, types of gestures, effectively control of pace, the difference between a sequencer and a transition with applications, audience Q&A planning.

	Week 7. Individual project presentation: Week 8. Concluding discussions:
Evaluation	The course includes weekly homework (reading, writing, or presentation) as a practice to apply concepts discussed in class. Students are expected to review the material presented in class and engage in discussions. Grades will be based on class attendance, interaction, homework, and final project performance. This is an English taught course, student writing and presentation has to be in English only. Attendance: 10% Class interactions: 10% Homework: 35% Project – 45%
Course website	Lecture notes (TBU)