

Course Title	: Professional Writing Workshop
Course Code	: DPS703
Recommended Study Year	: Doctor of Policy Studies Year 1
No. of Credits/Term	: 3 Credits/Term 2
Mode of Tuition	: Lecture, Seminar, and Tutorial
Class Contact Hours	: 3 hours per week
Category	: Required
Discipline	: Social Sciences
Prerequisite(s)	: N/A
Co-requisite(s)	: N/A
Exclusion(s)	: N/A
Exemption Requirement(s)	: N/A

Brief Course Description

The course covers professional skill and ethics in writing research papers. It would enable students to critically review literature, theories, methodologies and debates of the diverse policy areas with reference to research gap identification and research strategies. The course discusses major issues and challenges for writing research proposals and general academic papers. Students will also learn skills in building academic and professional writing vocabulary, managing the writing process, and ensuring cohesive and coherent arguments in academic and professional writing. It also consists of workshops on use of research support facilities and systems including the library and reference management software.

Aims

This course aims to

1. Deepen students' understanding of major policy issues, challenges and practical of writing academic papers and writing for international publications;
2. Demonstrate appreciable knowledge in managing professional writing process
3. Equip students with relevant research skills, tools and practices.

Learning Outcomes (LOs)

Upon successful completion of the course, students will be able to:

1. Understand the strategies and practical aspects managing the academic writing and publication process
2. Critically examine the relevant literature and policy debates; and

3. Identify and apply appropriate theories and research methods to address policy issues

Indicative Contents

1. Introduction to academic writing in social science
2. Understanding research articles: Reading towards writing
3. How to conduct literature review and identify research gaps
4. Preparing research proposal: Major issues and strategies
5. Research ethics and research methods
6. Workshop on professional writing facilities and support systems
7. Major issues and challenges for getting research published
8. Students presentations and discussions of their own research

Teaching Method

Workshops are combined with lectures, seminars and tutorials. Students will deliver presentations on their own research, and engage in discussion and in-class tasks.

Measurement of Learning Outcomes

Learning Outcome	Participation in Discussion	Research Report
1. Understand the strategies and practical aspects managing the academic writing and publication process	✓	✓
2. Critically examine the relevant literature and policy debates		✓
3. Apply appropriate theories and research methods to address policy issues	✓	✓

Assessment

- Participation in Discussion 30%
- Research Report 70%

Assessment Rubrics

Participation in Discussion (30%)

Criteria	Excellent	Good	Pass	Failure
	A (85-100) A- (80-84)	B+ (75-79) B (70-74) B- (65-69)	C+ (60-64) C (55-59) C- (50-54)	F (0-49)
Student has made effort to prepare for discussions during lectures and workshops	Expression of ideas is consistently accurate, logical and clear.	Expression of ideas is generally accurate, logical and clear. Lapses are rare and minor in nature.	Expression of ideas is generally factually accurate, logical and clear, but with a number of minor lapses.	Ideas are not expressed logically and are characterised by significant inaccuracies and lack of clarity.

Research Report (70%)

Criteria	Excellent	Good	Pass	Failure
	A (85-100) A- (80-84)	B+ (75-79) B (70-74) B- (65-69)	C+ (60-64) C (55-59) C- (50-54)	F (0-49)
Comprehension of all the relevant concepts	Demonstrates a deep insightful level of understanding.	Demonstrates a good surface level of understanding.	Show an adequate level of surface understanding.	Demonstrates an inadequate level of understanding.
Application of concepts to the problem posed	Appropriate concepts are all applied correctly, to provide comprehensive solutions to all aspects of the problem.	Appropriate concepts are correctly applied, to provide solutions to all aspects of the problem.	Appropriate concepts are, for most part, correctly applied, to provide solutions to all important aspects of the problem.	Concepts are not applied, or are generally applied inappropriately or incorrectly; important aspects of the problem remain unaddressed.
Presentation	Expression of ideas were consistently accurate, logical and clear.	Expression of ideas were generally consistently accurate, logical and clear. Lapses were rare and minor in nature.	Expression of ideas were generally consistently accurate, logical and clear, but with a number of minor lapses.	Ideas were not expressed logically, and were characterized by significant inaccuracies and lack of clarity.
Quality of English in the Report	English is consistently excellent.	English is proficient, with no major errors.	English is of a fair standard but minor errors are present.	English is below standard, with many major errors.

Required/Essential Readings

- Babbie, E. (2016) *The Practice of Social Research*, Thomson.
- Denscombe, M. (2014) *The Good Research Guide*, Open University Press.
- Healey, J. F. (2005) *Statistics: A Tool for Social Research*, Belmont, CA: Wadsworth.
- Silverman, D. (2006) *Interpreting Qualitative Data*, SAGE.
- Swales, J. M., & Feak, C. B. (2012) *Academic Writing for Graduate Students: Essential Tasks and Skills*. Michigan: University of Michigan Press.
- Treiman, D. J. (2014) *Quantitative Data Analysis: Doing Social Research to Test Ideas*, John Wiley & Sons.
- University of Edinburgh, *How to Write a Good Postgraduate RESEARCH PROPOSAL*, <http://www.ed.ac.uk/files/imports/fileManager/HowToWriteProposal090415.pdf>

Recommended/Supplementary Reading (on reserve at the Library)

Lewis-Beck, M. S. (1995) *Data Analysis: An Introduction*, Sage.

Additional readings will also be given weekly on a topic by topic basis.

Important Notes:

- (1) Students are expected to spend a total of 9 hours (i.e. 3* hours of class contact and 6* hours of personal study) per week to achieve the course learning outcomes.
- (2) Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations. In particular, plagiarism, being a kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.
- (3) Students are required to submit writing assignment(s) using Turnitin.
- (4) To enhance students’ understanding of plagiarism, a mini-course “Online Tutorial on Plagiarism Awareness” is available on <https://pla.ln.edu.hk/>.

* Numbers of hours are subject to adjustment for individual courses.

(20 July 2018)