



## **SYLLABUS “METHODOLOGY AND TECHNIQUES OF SCIENTIFIC WORK”**

<b>Basic data of the subject</b>	
<b>Academic Unit:</b>	Faculty of Philology
<b>Course title:</b>	Methodology and techniques of scientific work
<b>Program:</b>	Albanian Language and Literature
<b>Level:</b>	Bachelor
<b>Course status:</b>	Obligatory
<b>Study year:</b>	Third year, VI semester
<b>Number of hours per week:</b>	2+0
<b>Credit value – ECTS:</b>	4
<b>Time / location:</b>	University “Ukshin Hoti”
<b>Lecturer:</b>	prof. asoc. dr. Izer Maksuti
<b>Contact details:</b>	<a href="mailto:izer.maksuti@uni-prizren.com">izer.maksuti@uni-prizren.com</a> ; +383 45346341
<b>Course description:</b>	The course aims at introducing students to writing techniques used in writing different texts. The course is focused on the formal structure of texts. Students will learn how to use techniques in research, planning, forming and structuring scientific texts; how to use footnotes, quotations, how to write content page, references, the selection of words and certain expressions in different texts.
<b>Course objectives:</b>	Course objectives and Learning outcomes: - to introduce students to main writing techniques; - to expand active and passive vocabulary of students in order to write a seminar paper, to refer to a source or to write diploma paper; - to advance lexical, grammatical and stylistic accuracy of students in German in order to write scientific texts; - to teach students how to quote, write the content page, references and the list of names and expressions; - to master main techniques for writing a scientific paper.
<b>Learning outcomes:</b>	- to introduce students to main writing techniques; - to expand active and passive vocabulary of students in order to write a seminar paper, to refer to a source or to write diploma paper; - to advance lexical, grammatical and stylistic accuracy of students in German in order to write scientific texts; - to teach students how to quote, write the content page, references and the list of names and



	expressions; - to master main techniques for writing a scientific paper.		
<b>Contribution on student load (must correspond with learning outcomes)</b>			
<b>Activity</b>	<b>Hours</b>	<b>Days/week</b>	<b>Total</b>
Lectures	2	15	30
Exercise theoretical/laboratory	-	-	-
Practice work	-	-	-
Contact with lecturer/consultations	1	9	9
Field exercises	-	-	-
Mid-terms, seminars	-	-	-
Homework	4	4	16
Individual time spent studying (at the library or home)	5	5	25
Final preparation for the exam	3	5	15
Time spent in evaluation (tests, quiz, final exam)	5	1	5
Projects, presentations, etc.	-	-	-
<b>Total</b>			<b>100 hours (4 ECTS)</b>
<b>Teaching methods:</b>	Lectures, exercises, discussions, consultations, semestral projects, homework, exams.		
<b>Evaluation methods:</b>	Regular and active attendance: 10%, Homeworks: 20%, Semestral project: 30%, Final exam: 40%.		
<b>Literature</b>			
<b>Basic Literature:</b>	Karmasin, Matthias/Ribing, Reiner (2012): Die Gestaltung wissenschaftlicher Arbeiten. Wien: Facultas.  Kornmeier (2008): Wissenschaftlich schreiben leicht gemacht – für Bachelor, Master und Dissertation. Haupt UTB.		



<b>Additional Literature:</b>	Stephany, Ursula/Froityheim, Claudia (2009): Arbeitstechniken Sprachwissenschaft. UTB: W. Fink.
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<b>Designed study plan:</b>		
<b>Week</b>	<b>Lectures</b>	<b>Exercises</b>
<i>First week:</i>	Introduction (Course presentation and student assessment policy, Focus on research questions, What is information knowledge? Where to start? How to create a study plan?)	Distribution of the homework topics.
<i>Second week:</i>	Wissenschaftliches Arbeiten; Grundbegriffe der Wissenschaftstheorie.	Quizzes and case studies related to the topic of the first week lecture.
<i>Third week:</i>	Der Weg zur Abfassung einer wissenschaftlichen Arbeit; Thema, Betreuer	Quizzes and case studies related to the topic of the second week lecture.
<i>Fourth week:</i>	Die Wahl des Themas; Forschungsfrage;	Quizzes and case studies related to the topic of the third week lecture.
<i>Fifth week:</i>	Der Arbeitsplan, Tipps zur Planung	Quizzes and case studies related to the topic of the fourth week lecture.
<i>Sixth week:</i>	Der wissenschaftliche Forschungsprozess; Formulieren, Fragestellungen	Quizzes and case studies related to the topic of the fifth week lecture.
<i>Seventh week:</i>	Materialsuche: Literaturrecherche; Wissenschaftliche Quellen; Wissenschaftliche Bibliotheken.	Quizzes and case studies related to the topic of the sixth week lecture.
<i>Eighth week:</i>	Aufbau der Arbeit; Gliederung Form und Formatierung.	Quizzes and case studies related to the topic of the seventh week lecture.
<i>Ninth week:</i>	Beurteilung wissenschaftlicher Arbeiten.	Quizzes and case studies related to the topic of the eighth week lecture.



<i>Tenth week:</i>	Der Inhalt einer wissenschaftlicher Arbeit; Schreibprozess.	Quizzes and case studies related to the topic of the ninth week lecture.
<i>Eleventh week:</i>	Die Kunst des Zitierens, Fußnoten	Quizzes and case studies related to the topic of the eleventh week lecture.
<i>Twelfth week:</i>	Der Stil wissenschaftlicher Arbeiten; Rechtschreibung, Korrekturlesen.	Quizzes and case studies related to the topic of the eleventh week lecture.
<i>Thirteenth week:</i>	Die Schlussredaktion; Die Bibliographie; Anhänge	Quizzes and case studies related to the topic of the twelfth week lecture.
<i>Fourteenth week:</i>	Präsentieren und Vortragen; Vorbereitung	Quizzes and case studies related to the topic of the thirteenth week lecture.
<i>Fifteenth week:</i>	Zusammenfassung, Wiederholung, Vorbereitung für die Finalprüfung	Presentation of the semester projects.
<b>Academic policies and rules of conduct:</b>		
Students are obliged to attend lectures regularly, to take part in field study tours (excursion). Disconnection of mobile phones, timely access to the classroom and keeping quiet during the lecture hours are also mandatory.		