

“RESEARCH SKILLS” SYLLABUS

Basic data of the subject			
Academic Unit:	FACULTY OF PHILOLOGY		
Course title:	STUDY SKILLS		
Program:	ENGLISH LANGUAGE AND LITERATURE		
Level:	BACHELOR		
Course status:	MANDATORY		
Study year:	II		
Number of hours per week:	2+2		
Credit value – ECTS:	4		
Time / location:	WINTER TERM/PRIZREN		
Lecturer:	SERMIN TURTULLA		
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Course description:	Study skills is a course that is designed to help students learn and study effectively at the university level by improving their cognitive and thinking skills.		
Course objectives:	Course aims at developing basics of successful study skills and enhancing student’s knowledge of the course content by enforcing their study skills. Additionally it aims at developing their critical thinking skills on reading/writing techniques that suit best the needs of individual students.		
Learning outcomes:	By the end of the course students will be able to identify the main ideas and specifics of study skills; synthesize information and comment topics, Develop thinking skills and skills in asking the right questions; integrate their skills in specific research fields; expand their abilities in searching libraries, note-taking, drafting, memory skills, task management, and academic skills.		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lecture	2	1/14	24
Practice	2	1/14	24
Homework	2	5/2	4
Study hours outside of class /library	3	2/11	33
Evaluation hours	1	1/2	2

Exam preparation hours	2	7/4	8
Teacher consultation hours	1	3/5	5
Total			100 hours (4 ECTS)
Teaching methods :	The course is taught through interactive lecture and directed discussions incorporating instructions, offering opportunities for asking questions, demonstrating and modeling techniques, giving structured outlines, motivating activities and handouts which help in mastering the course content successfully.		
Evaluation methods:	The course is evaluated according to criteria as follows: Participation 30 % Creativity 10 % Mid-term paper 20 % End-term paper 40%		
Literature			
Basic Literature:	Griffee, D. T. (2012). An Introduction to Second Language Research Methods: Design and Data. TESL-EJ Publications. Cohen, L., Manion, L. & Morrison, K. (2007). Research Methods in Education (6th ed.). New York: Routledge.		
Additional Literature:	Fraenkel, J. R., Wallen, N. E. & Hyun, H.H. (2012). How to Design and Evaluate Research in Education (8th ed.). New York: McGraw-Hill Company, Inc.		

Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	How do I learn? Getting to know your material How do you learn best	Preparation and pacing Study skills
<i>Second week:</i>	How to excel in class Thinking it through	How well do you think things through ...all those wh-questions!
<i>Third week:</i>	Thinking skills What do the words mean? Looking at an issue from a variety of angles	Defining words Don't let bias rule
<i>Fourth week:</i>	Critical thinking Why did it happen?	Practicing critical questions in

	What will happen? What happens if...? Does it follow?	academic topics
<i>Fifth week:</i>	Finding information Finding your way around the library Finding your way around a textbook Using journals	Reading bibliographic references
<i>Sixth week:</i>	Taking and making notes What makes good notes? Taking notes when reading Making notes for writing and speaking	Practicing comprehensible note taking
<i>Seventh week:</i>	Coping with extended English Reading and listening for study purposes	Reading and listening actively and efficiently
<i>Eighth week:</i>	Taking part in discussions Being prepared Getting your message across Understanding other's views	Discussing strategies put in use
<i>Ninth week:</i>	Mid-term paper	Mid-term paper
<i>Tenth week:</i>	Individual memory styles and general memory strategies to remember facts and events	Understanding and using memory aids
<i>Eleventh week:</i>	Using the brain Stages of the memory process Chunking information	Four stages in the memory process
<i>Twelfth week:</i>	Getting started on writing You as a writer Establishing your focus Tricks for getting started	Overcoming the writer's block Practice on drafting
<i>Thirteenth week:</i>	Structuring your writing Planning stages and concept pyramids	Essay plans as pyramids
<i>Fourteenth week:</i>	Getting the writing right The overall structure Paragraphs	Proof-reading and conventions
<i>Fifteenth week:</i>	Review of units learned	End-term paper practice
Academic policies and rules of conduct:		

Students are required to attend classes, conduct properly during lectures and practice classes, and participate actively in them.