



“EXTENSION SERVICES IN AGRIBUSINESS” SYLLABUS

Basic data of the subject	
Academic Unit:	Economy Faculty
Course title:	Academic writing
Program:	Business Administration
Level:	Bachelor
Course status:	Obligatory
Study year:	Second year, Second semester
Number of hours per week:	2+1
Credit value – ECTS:	3
Time / location:	To be announced
Lecturer:	Prof. assoc. dr.Shukri MAXHUNI
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Course description:	<p>The Academic Writing course aims to give students basic knowledge on the ways and methods of writing academic papers in international styles. At the heart of this course will be equipping students with the necessary knowledge to successfully cope with all the academic demands of university studies so that they learn to express themselves clearly, organize their thoughts properly, and encourage their critical thinking and scientific judgment. During the development of this subject, students will become familiar with the types of writing styles and sources used in research work, as well as with the paths followed to collect all the necessary material that serves in writing academic papers. Students will also acquire the methods of analyzing and reading primary and secondary sources in order to use them as best as possible during and after the bachelor studies. Students will also learn the criteria used for structuring the paper and the efficient use of materials collected by them during research work.</p>
Course objectives:	<ul style="list-style-type: none">-The main goal of the course is to acquaint students with the basic concepts of communication and academic writing. This goal will be achieved through various practical tasks, lectures, discussions, reading various materials/books, which may also include a daily newspaper.-Students will acquire familiarity with the most common terminology used in understanding, expression and academic writing.-Students will be able to write the various tasks they will have during their high school years, with an appropriate academic style.- To further strengthen critical thinking. Students will be encouraged to create comparative perspectives and use the same tools and forms used by professionals in the relevant sciences.
Learning outcomes:	<p>Students who successfully complete this course will be able to:</p> <ol style="list-style-type: none">1. Clearly identify the research question.

	2. Understand how to effectively use scientific literature to write an academic paper. 3. Operationalize key concepts in scientific research to enable empirical measurements. 4. To know how to form the conceptual framework where the relationships between independent and dependent variables are reflected. 5. Draft the research plan of a scientific study, defining the unit, the population, the reference list and the sample of the study. 6. Analyze the data and formulate and test the main hypotheses of the study. 7. To be able to discuss the main scientific findings that emerge from scientific research in relation to the theoretical propositions on which the study is based. 8.To be able to analyze and identify the substantial, theoretical and practical contribution of their research (justify the benefit that the professional, scientific and institutional entity will have from the use of scientific findings).		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15	30
Exercise theoretical/laboratory	1	15	15
Practice work	1	3	3
Contact with lecturer/consultations	0.5	4	2
Field exercises	1	3	3
Mid-terms, seminars	2	2	4
Homework	1	5	5
Individual time spent studying (at the library or home)	1	4	4
Final preparation for the exam	0.5	10	5
Time spent in evaluation (tests, quiz, final exam)	1	2	2
Projects, presentations, etc.	2	1	2
Total			75 o hours
Teaching methods :	Lectures, discussions, laboratory activities, consultations, seminars, individual research and teaching, partial exam, final exam.		
Evaluation methods:	Regular and active attendance: 10%, Midterm exam: 10%,		

	Case study: 10% Seminar: 10%, Final exam: 60%.
Literature	
Basic Literature:	<ol style="list-style-type: none"> 1. Sylvian Barnet, Pat Bellanca, Marcia Stubbs: SHKRIMI AKADEMIK – A short Guide to college writing. Isp, Dita 2000. Tiranë 2. X.J.Kennedy, Dorothy M. Kennedy, Maria M. Futh: UDHËRREFYES I AVANCUAR I SHKRIMIT AKADEMIK – The Bedford Guide for Collegewriters, në nivelin Universitar. Dhjetor 2009, Tiranë. 3. Bernard Zeneli, Sonila Danaj: Shkrim Akademik, Cikël Leksionesh & Përmbledhje artikujsh, Shtëpia botuese UFFO Press Tiranë. 4. Bonnie Miller, Komunikimi me fëmijë, QPEA, 2004, Ferizaj, Kosovë 5. Shaban Demiraj, Gramatika e gjuhës shqipe, Fonetika Morfologjia. Enti i Teksteve dhe Mjeteve të Kosovës, Prishtinë. 6. Korniza Kombetare e Kualifikimeve, dhjetor 2011, Prishtinë. 7. Fjalori Enciklopedik Shqiptar, Akademia e Shkencave e shqipërisë, 2008, Tiranë. <p>Writing Research Papers, Courtesy:Rice University 6100 Main St Houston, TX 77251, United States.</p>
Additional Literature:	

Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Presentation of the subject. What is academic writing?	Clarification of taking notes in lectures. Academic writing. Critical thinking process.
<i>Second week:</i>	To write for the reader.	Techniques for gathering information: Primary sources Archive, catalog and search of primary sources. Techniques for extracting information. The beginning of the process of academic creation.
<i>Third week:</i>	The sentence.	The beginning of the creative process.

<i>Fourth week:</i>	The beginning of the creative process.	Topic sentence. Paragraph development. Analysis of secondary sources and text-author relationship. Catalogs and research work in the library.
<i>Fifth week:</i>	The academic writing process I.	Analysis of secondary sources and text-author relationship. Catalogs and research work in the library. The writer-reader connection. What the reader wants from the writer. The process of academic creation. Writing the sentence "Thesis". Use of the press. Its importance and limitations.
<i>Sixth week:</i>	International styles for citing academic references and writing bibliographies, academic writing.	Why should references be mentioned and cited? What is a "referencing" style. Styles: Harvard, APA, Chicago, Vancouver. IEE (per computer). Abbreviations that can be used in citations Tips to prevent plagiarism. Additional information on the Internet about referencing forms.
<i>Seventh week:</i>	Confusion. The need to limit.	Definition strategies. Definition process. Discovery process. Final project and definitions. Review of definitions.
<i>Eighth week:</i>	Intermediate exam (colloquium). Educational technology in extension	Colloquium. Argument structure.
<i>Ninth week:</i>	The quote. Paraphrasing. Summary.	How to cite sources. Why are they quoted? Forms of paraphrasing. Summary method. Contrast and comparison. Writing with more than one source or with coordinated sources. The four pitfalls of academic writing and citation.
<i>Tenth week:</i>	Construction and types of essays I. The methodology of an academic writing.	The critical essay. The problem essay.
<i>Eleventh week:</i>	Construction and types of essays II. Review. Essay exam.	Students will learn about: -Finding and narrowing down

	The methodology of an academic writing.	the topic. Analysis of secondary sources and text-author relationship. - Discussion questions and assignments.
<i>Twelfth week:</i>	Research essay – scientific/coursework I. The methodology of an academic writing.	Use and determination of research - scientific resources. -Primary and secondary sources. - Preparing the biography. Discussion questions and assignments.
<i>Thirteenth week:</i>	Research essay – scientific/coursework II. The methodology of an academic writing.	Finding and narrowing down the topic. Use and determination of research - scientific resources. Primary and secondary sources. Preparation of biography.
<i>Fourteenth week:</i>	Science research essay conclusion.	Reviewing the thesis, main idea. -Writing the draft. - Citation, credit, acknowledgment of sources. - Avoiding plagiarism. -Writing the final project. - Grammatical - formal revision. -Peer review. The writing of the 'Preface.
<i>Fifteenth week:</i>	Academic expression.	Presentations. - Oral presentation of the paper. - Communication. - Public speaking techniques. - Use of electronic tools. The body of the paper and the main argument. - Group presentation. How to answer the questions. Seminar work for a group of students (2-3 students per group maximum) related to the research project Presentation and reflection on the given topic. Exam preparation
Academic policies and rules of conduct:		
Regular and active participation of students in lectures, exercises (practical part) and seminar work. Keeping the peace in learning, the disconnection of mobile phones, entry hall time learning, etc.		

