



O.P. Jindal Global University
A Private University Promoting Public Service
NAAC Accreditation - 'A' Grade

O.P. JINDAL GLOBAL UNIVERSITY
OFFICE OF DOCTORAL STUDIES
SONIPAT

COURSE INFORMATION

PROGRAMME	:	Ph.D.
SEMESTER	:	SPRING SEMESTER
SESSION	:	Spring 2020
SUBJECT CODE	:	DS – C - 003
NO. OF CREDITS	:	3
SUBJECT	:	4 HOURS / WEEK
MEETINGS	:	NTH & JGU CAMPUS
LOCATION	:	

INSTRUCTOR INFORMATION

INSTRUCTOR	:	Dr Gopa Nayak, Dr Suman Rani, Dr Madhura Lohokare, Dr Jagdish Batra
EMAIL	:	gnavak@jgu.edu.in , srani@jgu.edu.in , mlohokare@jgu.edu.in , jbatra@jgu.edu.in

O. P. JINDAL GLOBAL UNIVERSITY

Sonipat-Narela Road, Near Jagdishpur Village, Sonipat,
Haryana-131001, NCR of Delhi.

Web : www.jgu.edu.in

COURSE MANUAL

COURSE DESCRIPTION & AIM

This course will focus on theoretical understanding of thesis writing combined with practical guidance in writing for research and academic purposes. The course will include topics such as: reading for writing, critical thinking and writing and finally, writing for an academic audience.

Additionally, the course will also focus on speaking and discussing as a pre-condition for writing.

The course will include workshops on process writing specifically on writing abstracts, critical reviews and other kinds of writing from the academic genre. Students will be given individualized attention in presenting arguments, writing introductions and conclusions among others. Step by step guidance will be provided in all aspects of writing such as organizing ideas for writing, writing topic sentences, writing paragraphs, editing and proofreading.

COURSE LEARNING OUTCOMES

After successfully completing Academic Writing, students will be able to:

- a) Analyze academic writing for audience, purpose, organization, style, and flow
- b) Identify standard elements of research papers
- c) Write summaries, critical reviews, and essays
 - a. Follow the process of composition: prewriting, outlining, drafting, revising and editing
 - b. Use formal academic style
 - c. Integrate outside sources with original content
 - d. Use field-appropriate in-text and end-of-text references
- d) Use university resources for writing support, including campus and online resources

PEDAGOGY

- ✓ *Interactive approach during the study. (Students shall be advised in advance to prepare the topics for discussion in the class)*
- ✓ *Work in small groups and personalized teaching (Student counseling, tutoring, and individual projects/ assignments, exercises)*
- ✓ *Presentations, Case Study, Quizzes, Brainstorming, Random Questioning, Video Sessions, Whiteboard Marker.*

EVALUATION & GRADING

Description	Weightage	Schedule
Formative Assessment	50%	Detailed Below
Summative Assessment	50%	Course Calendar

FORMATIVE ASSESSMENT BREAKUP

First Component	50% weightage	Individual/ Group Assignment (Tentatively in 3rd week of course)
Second Component	50% weightage	Group Project, Class Test/ Quiz (During mid of course)

QUIZZES & ASSIGNMENTS: Written quizzes containing short theory questions/MCQ. Cooperation among the students is encouraged and the students must try the home work/assignments individually. Late assignments will not be accepted (mark of zero).

SUMMATIVE ASSESSMENT

Summative assessments are quizzes and tests that evaluate how much someone has learned throughout a course. This assessment will be done through cases & analytical questioning methodology.

PASSING CRITERIA

As per JGU guidelines for Doctoral Courses.

ATTENDANCE

Daily participation is part of your grade in this class, so it is to your advantage to attend class regularly. Failure to attend class consistently will result in a failing grade. If you are absent, ask a classmate or your instructor about the work that you missed. Please try not to come to class late. The rule for ODS is as follows:

- When you are less than 10 minutes late, you are marked “late.”
- Three times “late” equals one time “absent.”
- You are also marked “absent” if you arrive more than ten minutes late.

As per ODS rules students are required to have minimum attendance of 75%. Students with less than said percentage shall not be allowed to appear in final examination.

Cell Phones: Cell phones and other electronic communication devices are not permitted in classes. Such devices MUST be turned off and left at the front or back of the room. Please turn off your cell phone and do not answer it during class. This will help the class work together without disruption.

Missed Classwork: You must be ready with assignments on the scheduled day. If you are absent, your grade will probably be 0. If you are absent due to a situation beyond your control, your teacher may or may not allow you to make up the missed work.

E-Mail: Generally important information related to the class will be transmitted via e-mail/LMS. The best way to arrange meetings with us or ask specific questions is by email.

Statement of Ethical and Professional Conduct: The JGU faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do. In an academic environment we will endeavor to not only teach these values but also to live them in our lives and daily work. Faculty and staff will be held to the same standards and expectations as our students. Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct: These are five different types of actions that will bring sanction. They are:

1. **Illegal activity:** Violation of any local, state or country laws that prohibit the offender from performance of his or her duty.
2. **Dishonest conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.
3. **Cheating:** using someone else's ideas and not giving proper credit.
4. **Plagiarism:** using someone else's ideas and not giving proper credit.

DETAILED SESSION PLAN

Topic	Professor Name	Hours
Introduction to Academic Writing	Dr. Gopa Nayak	2
Reading strategies	Dr. Madhura Lohokare	3
Understanding the basic elements of academic writing: summary, analysis, close reading, claim, evidence and argument, citations	Dr. Madhura Lohokare	3
Skimming, Scanning and Note Making for Academic Writing	Dr. Gopa Nayak	2
Understanding the basic elements of academic writing: summary, analysis, close reading, claim, evidence and argument, citations	Dr. Madhura Lohokare	3
Selecting Research topic	Dr. Jagdish Batra	2
Paragraph structure	Dr. Madhura Lohokare	3
Abstract Writing	Dr. Suman Rani	2
Fine tuning title and finalizing keywords	Dr. Jagdish Batra	2
The Art of summarizing	Dr. Jagdish Batra	2
Writing Research Proposal – Framing research problem and literature review	Dr. Suman Rani	2
Writing Research Proposal – Writing Research questions and Hypothesis	Dr. Suman Rani	2
Review of Research paper	Dr. Gopa Nayak	2
Writing Research Proposal – Methodology and conclusion	Dr. Suman Rani	2
Critical Review, Conclusions and Implications	Dr. Gopa Nayak	2
Paraphrasing and Explaining	Dr. Jagdish Batra	2
Finalizing and reviewing Research proposal	Dr. Suman Rani	2
Controlling language	Dr Jagdish Batra	3
Referencing and Proof Reading	Dr. Gopa Nayak	2
Bringing it all together	Dr. Gopa Nayak	2