

SYLLABUS

Basic data of the subject	
Academic Unit:	Faculty of Architecture, Design and Wood Technology
Program:	Design and Construction of Wood Products
Academic Unit:	Academic and Communication Skills
Level:	Bachelor
Course Status:	Obligatory
Year of study:	I
Number of hours per week:	3
Credits - ECTS:	6
Time / location:	
Teacher of the course:	
Contact details:	
Course Description	
Course Description	The module focuses on the theory and practice of writing and communication; it also includes writing and reading written papers during lectures in order to encourage discussion and critical thinking. The module includes the study of the research paper process, the structure and technical aspects of the paper. Students will be encouraged to write as much as possible in order to complete the basic requirements of the subject, namely to complete the practical implementation of the writing style. They will be encouraged to communicate and develop communication in the most effective way.
Course content:	The module includes the study of the research paper process, the structure and technical aspects of the paper. Academic skills in the process of study, writing and presentation to the public constitute the core of the module. In addition, special importance is given to communication with special emphasis on communication in the professional field.
Course objectives:	The main goal of the course is to familiarize students with the culture of writing, the culture of communication, as well as the essential notions of intellectual-academic writing. Another goal is to enable students to

	communicate effectively during their professional activity.
Expected outcomes of learning:	<p>After completing this course (subject), students will be able to:</p> <ul style="list-style-type: none"> • Understand the research proces; • Distinguish academic language from other registers of language; • Communicate effectively; • Understand the importance of communication in the contemporary organizational context; • Demonstrate skills in the writing process: generating ideas, preparing drafts, reviewing and revising papers and in presentations; • Apply the knowledge provided by the course in drafting papers and in communication.

The contribution of the student's load (something that should be correspond with the result of the students learning)			
Activity	Hour	Day/ week	Total
Lectures	3	15	45
Theoretical / laboratory exercises			
Practical work			
Contacts with teacher / consultations	1	10	10
Field exercises			
Tests, seminars	1	15	15
Homework			
Self learning time of the student (at the library or at home)	4	11	44
Final preparation for the exam	5	6	30
Time spent on evaluation (tests, quiz, final exam)	2	2	4
Projects, presentations, etc.	2	1	2
Total			150
Teaching methodology:	Lectures (combined form - interactive) Exercises (compilation of scientific papers, their discussion in groups) and		

	Interactive communication (related to students' papers) Discussions
Evaluation methods:	<ul style="list-style-type: none"> - Final exam 60% - Research paper presentation 30% - Active participation in discussions 10% - Total 100%
Literatura	
Basic literature:	<ul style="list-style-type: none"> • Buisness Communication Today, Bovee/Till, ninth edition. • Gjovalin Shkurtaç, Si të shkruajmë shqip, Morava, Tiranë, 2013. • Sylvian Barnet, Pat Bellanca, Marica Stubbs, Shkrimi akademik, Dita, Tiranë, 2000.
Additional literature:	<ul style="list-style-type: none"> • Boce, Elona Si të shkruajmë një punim kërkimor, CDE, Tiranë, 2004. • Musaj, Bardhyl, Si të shkruajmë ese, "Pegi", Tiranë, 2004. • Nishku, Majlinda, Procesi dhe shkrimet funksionale, QAD, Tiranë, 2004.
Design learning plan:	
Week	Topic that will be lectured
<i>Week One:</i>	Course Introduction 1. Course description, assessment methods and literature.
<i>Week Two:</i>	Academic Resources 1. Using Academic Databases and Digital Libraries Exercise: Identifying Literature on a Specific Topic
<i>Week Three:</i>	The meaning and importance of academic and professional communication: 1. Types of communication: verbal, non-verbal, written, digital 2. Rules of professional communication (with professors, colleagues and academic institutions) Exercise: Writing professional emails (exercise with real examples)
<i>Week Four:</i>	Writing Technical and Academic Documents 1. What is a technical document?

	<p>2. Technical reports, scientific articles, software documentation</p> <p>Exercise: Writing a short technical report on a chosen topic</p>
Week Five:	<p>The Research Paper Process</p> <ol style="list-style-type: none"> 1. Choosing a Topic 2. Selecting and Using Academic Literature <p>Exercise: Identifying and Summarizing 3 Academic Sources on a Specific Topic</p>
Week Six:	<p>Structure of a research paper</p> <ol style="list-style-type: none"> 1. Introduction, content and division into chapters 2. How to draft a good conclusion <p>Exercise: Writing an introduction on a given topic.</p>
Week Seven:	<p>Academic Citation and References</p> <ol style="list-style-type: none"> 1. Types of Citations (APA, IEEE, Chicago) 2. Using Footnotes and References <p>Exercise: Correctly Citing an Article and Writing a Bibliography</p>
Week Eight:	<p>Technical aspects of an academic paper</p> <ol style="list-style-type: none"> 1. Document formatting (LaTeX, Word) 2. Rules for structuring a bibliography <p>Exercise: Formatting a document according to a specific academic style</p>
Week Nine:	<p>Writing an Academic Paper in the Field of Study</p> <ol style="list-style-type: none"> 1. Students choose a topic and begin their paper <p>Exercise: Writing an Argumentative Paragraph on Their Topic</p>
Week Ten:	<p>Discussion of research papers</p> <ol style="list-style-type: none"> 1. Students present parts of their paper and receive feedback <p>Exercise: Discussing the structure and arguments of papers among colleagues</p>
Week Eleven:	<p>Recapitulating the main issues of academic communication</p> <ol style="list-style-type: none"> 1. Reviewing the main topics from the course 2. Preparing for the final presentation <p>Exercise: Improving the final draft of the paper</p>
Week Twelve:	<p>Presentation of research papers</p> <ol style="list-style-type: none"> 1. Students present their papers <p>Exercise: Evaluating presentations according to academic criteria</p>
Week Thirteen:	<p>Preparing for Academic and Professional Applications</p> <ol style="list-style-type: none"> 1. Writing an Academic CV and Cover Letter

	Exercise: Writing a Cover Letter for a Scholarship or Study Program
<i>Week Fourteen:</i>	Preparing for Academic and Professional Interviews 1. How to Prepare for a Master's/PhD Interview Practical Exercise: Simulating an Academic Interview
<i>Week Fifteen:</i>	Final assessment

Academic policies and rules of conduct:	
<i>Regular attendance, to maintain the peace and active engagement in dialogue during lectures and exercises is obligatory.</i>	