

**TLL 001-Y – Communication Skills**  
**Fall 2021-2022**

Wednesday 14:40-16:30

Instructor: Tuğba Yıldırım

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Online office hours: Wednesday 12:40-14:30 or by e-mail appointment via Zoom

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**Zoom Meeting Rules:**

- We will meet via Zoom at the original time scheduled for this course.
  - Before attending the meeting, make sure you are in a quiet working environment and have a notebook and a pen/pencil ready in order to take notes during the session.
  - Attend the synchronous Zoom lectures with your sabanciuniv.edu email address.
  - Keep your camera on during the online session.
  - Turn on your microphone when you have something to say or are asked to speak. Mute yourself when you are not talking.
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**Course Description:** TLL 001-Communication Skills is a non-credit, obligatory course for FDP students, which aims to improve their communication skills with a special emphasis on writing argumentative essays. To this end, the course is designed as a “workshop” where everyone interacts with each other and it entails a “process” to achieve its goals. While in the short run, the course seeks to develop academic communication skills, it also has the long term objective of enabling students to utilize these skills in their professional lives.

**Course Requirements and Policies**

**Evaluation:** The passing mark is 60/100. If you get 60 or over, you will get the grade “S” (Satisfactory) and if you get below 60, you will get the grade “U” (Unsatisfactory). Those who get a “U” will be required to repeat and pass this course before graduation. Students who do not complete the assignments and fulfill the responsibilities in the first seven weeks (finding an appropriate secondary source, forming an acceptable proposition, submitting the outline on SuCourse+ etc) will automatically get a “U” grade for violation of process.

Assignment 1:	Finding secondary sources	5%
Assignment 2:	Preparing five propositions	5%
Assignment 3:	Forming the proposition	5%
Assignment 4:	The outline	10%
Assignment 5:	The defense part of your essay (2nd and 3rd paragraphs)	10%
Assignment 6:	The first draft of your essay	15%
Assignment 7:	The second draft of your essay	15%
Assignment 8:	Oral presentation	20%
Participation	In class exercises	15%

**Attendance:** Attendance is obligatory. Students are required to attend all the synchronous Zoom lectures with their sabanciuniv.edu email address. Checking absenteeism is your responsibility, for this you can consult SUCourse+ / Attendance. If you miss a class without a valid excuse, 5 points will be deducted from your final grade. In addition, you will lose 1 point for lack of participation. So, you will lose 6 points for each absenteeism. If you have a medical report provided or approved by the University Health Center, or if you join an activity on behalf of the university, you will not lose any marks but you will still be responsible for the assignments. Playing with the phones during the lecture will also lower your participation grade. Students are also expected to come to class on time. If you are late by more than ten minutes, it will be considered that you have missed the first hour and your attendance and participation will be calculated accordingly.

**Online Lectures:** We will meet via Zoom at the original time scheduled for this course. The link is available on SUCourse+. Students are expected to attend the section they are enrolled in on its scheduled day and time via Zoom with their camera on. The cameras should be kept on during the online session and the microphones should be on when speaking. The online meetings will be recorded by the instructor. These videos will be accessible on SUCourse+ after each online meeting until the end of the semester to help students who have not been able to join the online session. Recording online meetings and taking photographs with any devices without the permission of the instructor is prohibited. Therefore, students are not allowed to record the online lectures with any devices, and they are not allowed to share the online sessions which are recorded by the instructor. If students act against these rules, they will be referred directly to the Dean's Office for disciplinary action. All the slides presented by the instructor during the online lectures will be available on SUCourse+ (under Course Materials / Lecture Slides folder) after that week's lectures have been delivered.

**Academic Integrity:** Plagiarism is an ethical and academic offense. Cases of plagiarism and cheating will automatically be penalized with a 0 (zero) from the assignments and also the entire grade component related to that assignments. In addition, these cases will be directly referred to the Dean's Office for disciplinary action. Students might be called for an authenticity interview for any of the assignments of this course if deemed necessary by the instructor. This TLL course does not tolerate any breach of academic integrity. Please consult the academic integrity statement in the internal web for more information:

<http://www.sabanciuniv.edu/en/academic-integrity-statement>

**Non-Discrimination Statement:** Please consult the non-discrimination statement in the internal web: <https://www.sabanciuniv.edu/en/non-discrimination-statement>

## WEEKLY SCHEDULE

<b>Week 1 (Sept 29)</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Finding sources</li> </ul> <p><b>ASSG 1:</b> Find an academic secondary source in your field of interest and bring it into class.</p>
<b>Week 2 (Oct 6)</b>	<ul style="list-style-type: none"> <li>• Discussing the sources you have found</li> <li>• Comprehensive reading</li> <li>• Topics, generalizations, propositions</li> </ul> <p><b>ASSG 2:</b> Prepare five propositions and submit them to SUCourse+ by <b>October 10, Sunday, 23.55.</b></p>
<b>Week 3 (Oct 13)</b>	<ul style="list-style-type: none"> <li>• Proposition Traps</li> <li>• Discussion on the propositions</li> </ul> <p><b>ASSG 3:</b> Prepare the proposition of the essay that you are going to write and submit it to SUCourse+ by <b>October 17, Sunday, 23.55.</b></p>
<b>Week 4 (Oct 20)</b>	<ul style="list-style-type: none"> <li>• Discussion on the finalized propositions</li> <li>• Defense strategies</li> </ul>
<b>Week 5 (Oct 27)</b>	<ul style="list-style-type: none"> <li>• Defense strategies</li> <li>• Preparing an outline</li> </ul> <p><b>ASSG 4:</b> Prepare the outline of your essay and submit it to SUCourse+ by <b>October 31, Sunday, 23.55.</b></p>
<b>Week 6 (Nov 3)</b>	<ul style="list-style-type: none"> <li>• Discussion on the outlines</li> <li>• Paragraph, consistency, coherence</li> </ul>
<b>Week 7 (Nov 10)</b>	<ul style="list-style-type: none"> <li>• Plagiarism, quotation, citation, references</li> </ul> <p><b>ASSG 5:</b> Write the defense part of your essay and submit it to SUCourse+ by <b>November 21, 23.55</b> (References to secondary sources must be made according to APA Style)</p>
<b>Week 8 (Nov 17)</b>	<ul style="list-style-type: none"> <li>• Plagiarism, quotation, citation, references</li> </ul> <p><b>Reminder: ASSG 5:</b> Write the defense part of your essay and submit it to SUCourse+ by <b>November 21, 23.55</b> (References to secondary sources must be made according to APA Style)</p>
<b>Week 9 (Nov 24)</b>	<ul style="list-style-type: none"> <li>• One-to-one meetings and feedback on the assignments</li> </ul>
<b>Week 10 (Dec 1)</b>	<ul style="list-style-type: none"> <li>• Writing an introduction</li> <li>• Writing a conclusion</li> </ul> <p><b>ASSG 6:</b> The first draft of your essay: Add an introduction and a conclusion (1st and 4th paragraphs) to your essay and submit it to SUCourse+ by <b>December 5, Sunday, 23.55.</b></p>
<b>Week 11 (Dec 8)</b>	<ul style="list-style-type: none"> <li>• One-to-one meetings and feedback on the assignments</li> </ul> <p><b>ASSG 7:</b> Correct your mistakes and submit the second draft of your essay to SUCourse+ by <b>December 12, Sunday, 23.55.</b></p>
<b>Week 12 (Dec 15)</b>	<ul style="list-style-type: none"> <li>• One-to-one meetings and feedback on the completed essays</li> <li>• Making an oral presentation</li> </ul>

	<b>ASSG 8:</b> Prepare an oral presentation by <b>December 19, Sunday, 23.55</b> . Correct your mistakes and submit your essay to SUCourse+ by <b>December 19, Sunday, 23.55</b> .
<b>Week 13 (Dec 22)</b>	<ul style="list-style-type: none"> <li>• Oral presentations</li> </ul>
<b>Week 14 (Dec 29)</b>	<ul style="list-style-type: none"> <li>• Oral presentations</li> <li>• Wrap-up discussion</li> </ul>