

# 國立臺灣大學課程綱要格式

## Course Syllabus Form, National Taiwan University

107.08.30

課程資訊 Course Information																						
課程名稱 Course title	中文名稱：學術與專業英文使用 英文名稱：Use of English for Academic Purposes and Professional Development																					
課程編號 Curriculum Number	850M0250	班次 Class	學分數 Credits	1 (16 one-hour lectures and two-hour in-class activities / discussions)																		
全/半年 Full/Half Yr.	半年 Half year		必/選修 Required/Elective	Elective																		
授課教師 Instructor	<ul style="list-style-type: none"> <li>• Michi Fu 傅美蓁 (Visiting Professor from Alliant International University)</li> <li>• Ling-Yin Chang 張齡尹</li> <li>• Shu-Sen Chang 張書森</li> </ul>		開課系所 Designated for	健康行為與社區科學研究所 Institute of Health Behaviors and Community Sciences																		
上課時間 Time	8:10-18:20 July 4-5, 2019		上課地點 Venue																			
備註 Remarks	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #ADD8E6;"> <thead> <tr> <th colspan="4" style="text-align: center;">Contact list</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">Main instructor</td> <td>Michi Fu 傅美蓁</td> <td>(02)3366-8071</td> <td>michifu1222@ntu.edu.tw</td> </tr> <tr> <td>Ling-Yin Chang 張齡尹</td> <td>(02)3366-8061</td> <td>lingyin@ntu.edu.tw</td> </tr> <tr> <td>Shu-Sen Chang 張書森</td> <td>(02)3366-8062</td> <td>shusenchang@ntu.edu.tw</td> </tr> <tr> <td style="text-align: center;">TA</td> <td>TBD</td> <td></td> <td></td> </tr> </tbody> </table>				Contact list				Main instructor	Michi Fu 傅美蓁	(02)3366-8071	michifu1222@ntu.edu.tw	Ling-Yin Chang 張齡尹	(02)3366-8061	lingyin@ntu.edu.tw	Shu-Sen Chang 張書森	(02)3366-8062	shusenchang@ntu.edu.tw	TA	TBD		
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課程大綱 (中/英文) Course Syllabus																						
<p>為確保您我的權利,請尊重智慧財產權及不得非法影印</p> <p>Please respect the intellectual property rights of others and do not copy any of the course information without permission</p>																						
課程概述 Course Description	This course will help to prepare students for presenting or applying for positions in English speaking settings and conference/publication outlets in the fields of social and behavioral sciences and other related professional disciplines.																					
課程目標 Course Objective	Students will obtain practical skills regarding how to submit their work in English for publication or presentation consideration. Course participants will also obtain feedback regarding how to write professional correspondences (e.g., cover letter and emails) and CVs and have a chance to practice job interview skills in English. The course will end with feedback on students' professional presentations. The course will have a focus on the skills particularly useful for those who are interested in becoming a professional in social and behavioral sciences but the skills will be relevant for other related fields too.																					

<p>課程要求 Course Requirement</p>	<p>Students are expected to:</p> <ul style="list-style-type: none"> <li>• Be enthusiastic about learning the subject and participating in lecture and discussions.</li> <li>• No prior knowledge is required.</li> </ul> <p>Before the class, the students are required to</p> <ol style="list-style-type: none"> <li>(1) read assigned readings (i.e. 'Designated readings' in the below);</li> <li>(2) submit an abstract (350-500 words in English) based on any topics as a written assignment to the TA by 11:59pm Tuesday July 2, 2019. The abstract can be based on any of your scientific projects to be or already conducted; it should be prepared in a structured format (i.e. Background, Methods, (expected) Results, and Conclusions (or Implications for projects yet to be conducted)); and</li> <li>(3) submit a PowerPoint presentation (5 slides in English) based on the submitted abstract to the TA by 11:59pm Tuesday July 2, 2019.</li> </ol> <p>In the class, the students are expected to:</p> <ol style="list-style-type: none"> <li>(1) actively participate in small group discussions and the plenary discussion;</li> <li>(2) write a cover letter for publication or job search as a written assignment;</li> <li>(3) write a curriculum vita as a written assignment; and</li> <li>(4) give a presentation based on PowerPoint slides submitted before the class (5 slides in 5 to 6 minutes).</li> </ol>
<p>關鍵字 Keywords</p>	<p>Professional Development, Publication, Presentation, Job Search, English</p>
<p>Office Hours</p>	<p>By appointment on Mondays, Wednesdays or Fridays</p>
<p>指定閱讀 Designated reading</p>	<p>Agarwal, S. S., Yadav, P. P., Chavali, K. H., &amp; Kumar, L. (2011). How to write a thesis?. <i>National Journal of Physiology, Pharmacy and Pharmacology</i>, 1(2), 86. Retrieved on October 6, 2018 from <a href="https://www.researchgate.net/profile/Krishnadutt_Chavali/publication/279203053_How_to_write_a_thesis/links/5590146008aed6ec4bf65417/How-to-write-a-thesis.pdf">https://www.researchgate.net/profile/Krishnadutt_Chavali/publication/279203053_How_to_write_a_thesis/links/5590146008aed6ec4bf65417/How-to-write-a-thesis.pdf</a></p> <p>Cover letters. (2018) <i>Springer</i>. Retrieved on October 18, 2018 from <a href="https://www.springer.com/gp/authors-editors/authorandreviewertutorials/submitted-to-a-journal-and-peer-review/cover-letters/10285574">https://www.springer.com/gp/authors-editors/authorandreviewertutorials/submitted-to-a-journal-and-peer-review/cover-letters/10285574</a></p> <p>Ranse, J., &amp; Aitken, C. (2015). Preparing and presenting a poster at a Scientific Conference. <i>Australasian Journal of Paramedicine</i>, 6(1). Retrieved on October 1, 2018 from <a href="https://ajp.paramedics.org/index.php/ajp/article/viewFile/440/440">https://ajp.paramedics.org/index.php/ajp/article/viewFile/440/440</a></p> <p>Stoilescu, D., &amp; McDougall, D. (2010). Starting to publish academic research as a doctoral student. <i>International Journal of Doctoral Studies</i>, 5, 1-14. Retrieved September 28, 2018, from <a href="http://ijds.org/Volume5/IJDSv5p079-092Stoilescu299.pdf">http://ijds.org/Volume5/IJDSv5p079-092Stoilescu299.pdf</a></p> <p>The Graduate College. (2014, June). Curriculum vitae tips and samples. Retrieved October 1, 2018, from <a href="https://grad.illinois.edu/sites/default/files/pdfs/cvsamples.pdf">https://grad.illinois.edu/sites/default/files/pdfs/cvsamples.pdf</a></p> <p>陳為堅, 從期末作業的問答題寫作談起—如何避免抄襲或剽竊, in <i>科學論文寫作入門</i>. 2009, 金名: 台北, 台灣.</p>
<p>參考書目 References (Optional)</p>	<p>Campbell, R. S. (2004). How to present, summarize, and defend your poster at the meeting. <i>Respiratory care</i>, 49(10), 1217-1221. Retrieved on October 2, 2018 from <a href="http://rc.rcjournal.com/content/respcare/49/10/1217.full.pdf">http://rc.rcjournal.com/content/respcare/49/10/1217.full.pdf</a></p>

Readings)	<p>Cerejo, C., (2018). 10 tips to write an effective cover letter for journal submission. <i>Editage</i>. April, 18. Retrieved on October 18, 2018 from <a href="https://www.editage.com/insights/writingan-effective-cover-letter-for-journal-submission">https://www.editage.com/insights/writingan-effective-cover-letter-for-journal-submission</a></p> <p>Bond, R., Donohoe, K. L., Jakeman, B., Davis, H. T., &amp; Morgan, L. (2017). Combining rhetoric and role-play to introduce and develop patient presentation skills in third year pharmacy students. <i>Currents in Pharmacy Teaching and Learning</i>, 9(6), 1164-1169. Retrieved on October 2, 2018 from <a href="https://www.sciencedirect.com/science/article/pii/S1877129715301003">https://www.sciencedirect.com/science/article/pii/S1877129715301003</a></p> <p>Cleary, M., &amp; Horsfall, J. (2013). Keeping your curriculum vitae up to date. <i>Journal of psychosocial nursing and mental health services</i>, 51(6), 4-5. Retrieved on October 9, 2018 from <a href="https://www.healio.com/psychiatry/journals/jpn/2013-6-51-6/%7B8dead49c-6701-45d5-a04a-6a78a30772ff%7D/keeping-your-curriculum-vitae-up-to-date">https://www.healio.com/psychiatry/journals/jpn/2013-6-51-6/%7B8dead49c-6701-45d5-a04a-6a78a30772ff%7D/keeping-your-curriculum-vitae-up-to-date</a></p> <p>Collins, J. C. (2015). Writer's forum— writing for publication while in graduate school: An accessible reality. <i>New Horizons in Adult Education &amp; Human Resource Development</i>, 27(1), 51-55. Retrieved September 28, 2018, from <a href="https://onlinelibrary.wiley.com/doi/pdf/10.1002/nha3.20094">https://onlinelibrary.wiley.com/doi/pdf/10.1002/nha3.20094</a>.</p> <p>Cunningham, S. J. (2004). How to write a thesis. <i>Journal of orthodontics</i>, 31(2), 144-148. Retrieved on September 28, 2018 from <a href="https://www.tandfonline.com/doi/abs/10.1179/146531204225020445">https://www.tandfonline.com/doi/abs/10.1179/146531204225020445</a></p> <p>Doyle, A. (2018, July 23). Curriculum Vitae (CV) Sample and Writing Tips. Retrieved October 9, 2018, from <a href="https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349">https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349</a></p> <p>Erren TC, Bourne PE (2007) Ten Simple Rules for a Good Poster Presentation. <i>PLoS Comput Biol</i> 3(5): e102. <a href="https://doi.org/10.1371/journal.pcbi.0030102">https://doi.org/10.1371/journal.pcbi.0030102</a></p> <p>Gallo, A. (2014). How to write a cover letter. <i>Harvard Business Review</i>. February, 4. Retrieved on October 17, 2018 from <a href="http://newsector.org/wp-content/uploads/2016/11/Reading-Resource-How-to-Write-a-Cover-Letter.pdf">http://newsector.org/wp-content/uploads/2016/11/Reading-Resource-How-to-Write-a-Cover-Letter.pdf</a></p> <p>Goates, M. C., Nelson, G. M., Frost, M., &amp; Johnston, J. (2018, February). Poster competitions: Teaching effective scholarly communication. Presented at the Annual Meeting of the American Association for the Advancement of Science, Austin, TX.</p> <p>Green A. (2018). How to write a cover letter, <i>The Cut</i>. May, 29. Retrieved on October 17, 2018 from <a href="https://www.thecut.com/article/how-to-write-a-cover-letter.html">https://www.thecut.com/article/how-to-write-a-cover-letter.html</a></p> <p>Griffen, M. C., (No Date). Writing the Thesis. Retrieved October 26, 2018 from <a href="http://online.sfsu.edu/mgriffin/WritingTheThesis.pdf">http://online.sfsu.edu/mgriffin/WritingTheThesis.pdf</a></p> <p>Hughes, J. L., &amp; College, A. S. (2014). Invited editorial: A Model for a Research Program That Encourages Undergraduate Students to Present and Publish Original Research. <i>Psi Chi Journal of Psychological Research</i>, 19, 220-224. Retrieved October 9, 2018 from <a href="http://0-web.a.ebscohost.com.library.alliant.edu/ehost/pdfviewer/pdfviewer?vid=20&amp;sid=7b3db255-d2ac-4bc2-a897-6f87498e44e3%40sdc-v-sessmgr04">http://0-web.a.ebscohost.com.library.alliant.edu/ehost/pdfviewer/pdfviewer?vid=20&amp;sid=7b3db255-d2ac-4bc2-a897-6f87498e44e3%40sdc-v-sessmgr04</a></p> <p>Klingner, J. K., Scanlon, D., &amp; Pressley, M. (2005). How to publish in scholarly journals. <i>Educational researcher</i>, 34(8), 14-20. Retrieved October 9, 2018 from <a href="http://journals.sagepub.com/doi/pdf/10.3102/0013189X034008014">http://journals.sagepub.com/doi/pdf/10.3102/0013189X034008014</a></p> <p>Kuther, T. (2017, March 6). Writing your curriculum vitae. Retrieved October 1, 2018, from <a href="https://career.unca.edu/sites/default/files/documents/gradschool/CVInformation.pdf">https://career.unca.edu/sites/default/files/documents/gradschool/CVInformation.pdf</a></p>
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Nolan, R., & Rocco, T. (2009). Teaching graduate students in the social sciences writing for publication. *International Journal of Teaching and Learning in Higher Education*, 20(2), 267-273. Retrieved September 28, 2018, from <http://www.isetl.org/ijtlhe/pdf/IJTLHE326.pdf>

Smith, B. L. (2015, January). Build a better CV: Simple steps to help graduate students improve their CVs. Retrieved October 9, 2018, from <https://www.apa.org/gradpsych/2015/01/curriculum-vitae.aspx>

Tribe, R. & Tunariu, A. D. (2017) Preparing for and writing up your doctoral thesis. *Counselling Psychology Review*, 32,2, 57-66. Retrieved on October 1, 2018 from <http://roar.uel.ac.uk/6006/1/Pre%20proof%20copy%20Preparing%20for%20and%20Writing%20up%20your%20Doctoral%20Thesis.pdf>

Victor, D., (2016). How to write a cover letter people will actually read. *New York Times*. October, 21. Retrieved on October 18, 2018 from <https://www.nytimes.com/2016/10/22/business/how-to-write-a-cover-letter-that-standsout.html>

Wang, X., & Yang, L. (2012). Problems and strategies in learning to write a thesis proposal: A study of six MA students in a TEFL program. *Chinese Journal of Applied Linguistics*, 35(3), 324-41. Retrieved on October 3, 2018 from <http://www.celea.org.cn/teic/101/5.pdf>

Academic Writing Education Center, NTU (台灣大學教學寫作中心) 。 <https://www.awec.ntu.edu.tw/>

評量方式  
Grading

No.	項目 Participation Content	百分比 Percentage	說明 Explanation
1.	Attendance and participation	20%	Attendance and participation in the classroom and discussions.
2.	Abstract submission (before the class by 11:59pm Tuesday July 2, 2019)	20%	Individual grade
3.	Resume/CV submission (1-2 pages; in the class; submitted by 11:59pm Friday July 12, 2019)	20%	Individual grade
4.	Cover letter submission (1-2 pages; in the class; submitted by 11:59pm Friday July 12, 2019)	20%	Individual grade
5.	Final Presentation (slides submitted before the class; presentation given at the end of the class)	20%	Includes content and format of presentation as well as the submission of PowerPoint slides.

**\*\*Assignment Rules\*\***

- (1) Pre-class assignments (abstract and powerpoint presentation) must be submitted electronically to the TA by 11:59pm Tuesday July 2, 2019.

	<p>(2) In-class assignments (Resume/CV and Cover letter) must be submitted electronically to the TA by 11:59pm Friday July 12, 2019.</p> <p>(3) Late submission will not be accepted.</p> <p><b>**Grading of Attendance and Participation**</b></p> <p>(1) Being absent without a good reason will lead to a loss of points out of your participation grade.</p> <p>(2) Students are expected to actively participate in the group discussion during class.</p> <p><b>**Final Presentation**</b></p> <p>Each student is expected to give a 10-minute mock professional presentation in English (5 to 6-minute presentation, 2 to 3-minute Q &amp; A, and 1 to 2-minute feedback).</p>			
週次 Week	天/時間 Day/Time	單元主題 (中/英文) Topic	授課教師 Chair	CEPH 核心能力 (Core Compete nce)
Day 1 (7/4)				
Lecture 1	8:10-9:00	Introductions	Fu	BE
Lecture 2	9:10-10:00	Developing professional goals	Fu	ABD
Lecture 3	10:20-11:10	How to write a thesis ( <b>Guest Lecturer: Elizabeth Stuart</b> )	Fu	ABCD
Lecture 4	11:20-12:10	How to write a dissertation	Fu	ABCD
Lecture 5	13:20-14:10	How to prepare for an interview ( <b>Guest Lecturer: Deanna Park</b> )	Fu	ABD
Lecture 6	14:20-15:10	Writing a Paper – Part I	Ling-yin Chang	ABCD
Lecture 7	15:30-16:20	Writing a Paper – Part II	Shu-Sen Chang	ABCD
Lecture 8	16:30-17:20	How to present at a professional meeting/conference	Fu	AD
Lecture 9	17:30-18:20	How to write a professional email ( <b>Guest Lecturer: Daniel Mabie</b> )	Fu	CE
Day 2 (7/5)				
Lecture 10	8:10-9:00	Recap of Day 1 (How to write) & Discussion of the required readings	Fu	ABCDE
Lecture 11	9:10-10:00	How to write a professional cover letter	Fu	CE
Lecture 12	10:20-11:10	How to write a CV ( <b>Guest Lecturer: Anna Arzuyan</b> )	Fu	CE
Lecture 13	11:20-12:10	Interacting with other professionals while abroad ( <b>Guest Lecturer: Grace Chen</b> )	Fu	BC

Lecture 14	13:20-14:10	How to host international colleagues ( <b>Guest Lecturer: Alvin Alvarez</b> )	Fu	CE
Lecture 15	14:20-15:10	Student Presentations	All	ABCDE
Lecture 16	15:30-16:20	Student Presentations	All	ABCDE
Lecture 17	16:30-17:20	Student Presentations	All	ABCDE
Lecture 18	17:30-18:20	Student Presentations	All	ABCDE

CEPH 核心能力

- A. 能確認影響個人與群體健康之重要社會行為與社區因素。  
Identify the key socio-behavioral and community factors that affect the health of individuals and populations.
- B. 能敘述在公共衛生研究與實務中所運用的不同社會與行為科學基本理論、概念與模式。  
Describe the basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice.
- C. 能針對社會與行為科學計畫的多重目標與多層次介入，確認個人、組織團體與社區等不同層次的考量與資源。  
Identify individual, organizational, and community concerns and resources for multiple targets and levels of intervention for social and behavioral science programs.
- D. 能運用實證研究方法來發展與評價社會行為科學導向的介入方案。  
Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.
- E. 能從社會行為科學的觀點分析國內外健康與環境議題。  
Analyze domestic and international issues about health and environment from a socio-behavioral perspective.