Department of Communication

Subject Syllabus

Subject Code : NAS01

Subject Title : Indonesian Language and Scientific Writing

Subject Specification : For students in Communication & Business Faculty

Subject Overview : The course involves a wide range of uses of Indonesian Language from writing for research, popular science articles, journals, and all academic papers. This course is to provide a wide scope on Bahasa Indonesia as tools on writing activity.

Course Objectives : This course is to introduce to students the importance of Indonesian Language in academic writing. The subject provides insights of Bahasa Indonesia to the writing techniques and the tricks and tips of academic writing.

Course Method : The Subject consists of lectures, presentations, assignments and paper submissions. It is expected that every student will regularly attend classes and participate in class discussion.

Learning Outcome (Competence) :

- Knowledge : Understand, explain, differentiate and writing current Bahasa Indonesia on academic papers and popular scientific paper.
- Skill : Able to produce and develop adequate Bahasa Indonesia as part of writing skills to enhance the academic papers.
- Attitude : Able to understand, analysis, and conclude the history, position and function, and varieties of Indonesian language, and able to apply skill of reading in scientific writing.

Course content :

Week	Topic
1	History of Indonesian Language
2	Variety of Indonesian language
3	Academic Writing
4	Reading Scientific Writing
5	Academic Writing in Digital Environment part 1
6	Academic Writing in Digital Environment part 2
7	Review for Mid Test
Mid Examination	
9	Effective Sentence & Paragraph Development
10	Article Journal Outline
11	Topic, Problem and Title
12	Collection, Analysis of Data & Publication
13	Citations and Bibliography
14	Plagiarism, Ethics and Related Issues in Research
15	Review for Final Test
Final Examination	

Grading System
In the Letter Grade System, the quantitative grades mean:

Grade	Symbol	Conversion Value
90 – 100	A	4.0
85 – 89.99	A-	3.7
80 – 84.99	B+	3.3
75 – 79.99	B	3.0
70 – 74.99	B-	2.7
65 – 69.99	C+	2.3
60 – 64.99	C	2.0
50 – 59.99	C-	1.7
40 – 49.99	D	1.0
< 40	E	0

The student Grade Point Average (GPA) is organized into the following categories:
GPA of 0.00 – 1.99 = Fail
GPA of 2.00 – 2.49 = Pass
GPA of 2.50 – 2.99 = Credit
GPA of 3.00 – 3.49 = Merit
GPA of 3.50 – 4.00 = Distinction

Course Evaluation :
As a general rule, students are evaluated based on the following criteria:

Final Examinations	35%
Mid-term Examinations	25%
Coursework & Assignments	30%
Attendance	10%
TOTAL	**100%**

Scheme of Work :

Session	Title/Topic	Area Discussion	Activities
I	History of Indonesian Language	1. History of Bahasa Indonesia, 2. Position of Bahasa Indonesia, 3. Functional Bahasa Indonesia	Lecture's presentation Discussion
II	Variety of Indonesian language	1. Studying the variety of Indonesian language 2. Studying a variety of standard Indonesian language	Lecture's presentation Discussion
III	Academic Writing	1. Definition of reasoning 2. Elements of reasoning	Lecture's presentation Discussion Coursework 1
IV	Reading Scientific Writing	1. Reading technique 2. Reading scientific writing 3. SQ3R reading	Lecture's presentation Discussion
V	Academic Writing in Digital Environment part 1	1. Academic writing and technology 2. Digital tools 3. Common writing problems 4. How to solve writing problems 5. Developing habits of mind	Lecture's presentation Discussion Coursework 2
VI	Academic Writing in Digital Environment part 2	1. Importance of the literature review 2. Planning a literature search 3. Reliability of a source 4. Writing a literature review	Lecture's presentation Discussion
VII	Review for Mid Test	Review from week 1-6	Lecture's presentation Discussion
VIII	Mid Test		

IX	Effective Sentence & Paragraph Development	1. Learn effective sentence forms 2. Definition of paragraph 3. The elements of paragraph 4. Terms of paragraphs writing a paragraph	Lecture's presentation Discussion
X	Article Journal Outline	1. Learn know journal outline	Lecture's presentation Discussion
XI	Topic, Problem and Title	1. Learn how to choose topics, problems and titles 2. The difference in topic and title 3. Topic and title restrictions 4. Learn how to choose topics, problems and titles 5. The difference in topic and title 6. Topic and title restriction	Lecture's presentation Discussion Coursework 3
XII	Collection, Analysis of Data & Publication	1. Scientific Reference Sources 2. Collection of Data	Lecture's presentation Discussion
XIII	Citations and Bibliography	1. How to cite correctly 2. Importance of Referencing in Documents 3. Citation and Listing Systems of References 4. Examples of in-Text References 5. Examples of Writing References	Lecture's presentation Discussion Coursework 4
XIV	Plagiarism, Ethics and Related Issues in Research	1. What is plagiarism 2. Prevention and cure from plagiarism 3. Plagiarism Checking	Lecture's presentation Discussion
XV	Review for Final Test		Lecture's presentation Discussion
XIV	**Final Test**		

Midterm Paper Guideline :

1. Make a literature review article from 10 journal articles that are relevant to your majors
2. Outline Literature Review :
   a. Writer :
   b. Tittle :
   c. Number of pages :
   d. Theory :
   e. Method :
   f. Result :

Final Paper Guideline :

1. Create article journal that consist of:
2. Research title and abstract (15%)
3. Introduction (35%) :
   a. Background of the problem which implies the formulation of the problem, research objectives and benefits
   b. Results of previous research & concept/theory literature review
4. Method (25%) :
   a. Research methods, sources/units of analysis, data collection techniques, focus
   b. Research, data analysis techniques and data reliability checking techniques
   c. The time and place the research took place
5. Bibliography (15%)
6. Similarity Check (10%) maximum plagiarism 20 %

References :

1. Ermanto dan Emidar, 2018. Bahasa Indonesia: Mata Kuliah Pengembangan Kepribadian di Perguruan Tinggi; Jakarta: RajaGrafindo
2. Dalman, H. 2018. Ketrampilan Menulis. Depok: PT. Rajagrafindo Persada
3. Moore, Kathleen Muller., Susie Lan Cassel. 2011. Techniques for College Writing: The Thesis State- ment and Beyond. Boston: Wadsworth, Cengage Learning
4. Chang, William. 2014. Metodologi Penulisan Ilmiah; Teknik Penulisan Esai, Skripsi, Tesis dan Disertasi untuk Mahasiswa. Jakarta: Penerbit Erlangga
5. Suyanto., Asep Jihad. 2014. Cara Cepat Belajar Menulis Karya Ilmiah. Jogjakarta: Penerbit Multi Presindo
6. Arifin, Zaenal.E. 2012. Metode Penulisan Ilmiah; Buku Panduan Penulisan Ilmiah Untuk Perguruan Tinggi. Tangerang: PT. Pustaka Mandiri
7. Rakedzon, Tzipora, and Ayelet Baram-Tsabari. 2016. Assessing and improving L2 graduate students' popular science and academic writing in an academic writing course. Educational Psychology. http://dx.doi.org/10.1080/01443410.2016.1192108
8. Peters, Michael A. 2008. Academic Writing, Genres and Philosophy. Educational Philosophy and Theory, Vol. 40, No. 7, 2008 doi: 10.1111/j.1469-5812.2008.00511.x
9. Cameron, Jenny, Karen Nairn & Jane Higgins. 2009.Demystifying Academic Writing: Reflections on Emotions, Know-How and Academic Identity, Journal of Geography in Higher Education, 33:2, 269-284, DOI: 10.1080/03098260902734943

Prepared by:	Checked by :
Wulan Yulianti, M.I.Kom.	**Sri Ulya Suskarwati, SE, M.Si** Head of Communication Science Study Programme
Reviewed by :	Approved by :
Mikhael Yulius Cobis, M.Si, MM. Dean of Communication Faculty	**Dr. Janette Maria Pinariya** Vice Rector