

课程详述

COURSE SPECIFICATION

以下课程信息可能根据实际授课需要或在课程检讨之后产生变动。如对课程有任何疑问，请联系授课教师。

The course information as follows may be subject to change, either during the session because of unforeseen circumstances, or following review of the course at the end of the session. Queries about the course should be directed to the course instructor.

1.	课程名称 Course Title	文献检索与科技写作 Scientific Literature and Writing				
2.	授课院系 Originating Department	化学系 Department of Chemistry				
3.	课程编号 Course Code	GE351				
4.	课程学分 Credit Value	1				
5.	课程类别 Course Type	通识选修课程 General Education (GE) Elective Courses				
6.	授课学期 Semester	秋季 Fall				
7.	授课语言 Teaching Language	中文 Chinese				
8.	授课教师、所属学系、联系方式 (如属团队授课, 请列明其他授课教师) Instructor(s), Affiliation & Contact (For team teaching, please list all instructors)	刘科, 院士, 化学系, 13811152706 Prof. Liu Ke, Department of Chemistry, 13811152706				
9.	实验员/助教、所属学系、联系方式 Tutor/TA(s), Contact	无 NA				
10.	选课人数限额(可不填) Maximum Enrolment (Optional)					
11.	授课方式 Delivery Method	讲授 Lectures	习题/辅导/讨论 Tutorials	实验/实习 Lab/Practical	其它(请具体注明) Other (Please specify)	总学时 Total
	学时数 Credit Hours	16				16

12. 先修课程、其它学习要求 Pre-requisites or Other Academic Requirements	无 NA
13. 后续课程、其它学习规划 Courses for which this course is a pre-requisite	无 NA
14. 其它要求修读本课程的学系 Cross-listing Dept.	无 NA

教学大纲及教学日历 SYLLABUS

15. **教学目标 Course Objectives**

通过本课程的学习，使大学生获得一定的文献信息收集、整理、加工与利用能力，帮助其课程论文或毕业论文的顺利完成；或通过本课程的系统学习，全面掌握科技文献检索和科技论文写作的方法，为将来走上工作岗位或进一步的深造打下一个坚实的基础。

This course intends to help the undergraduates to obtain the ability of information collection, processing and utilization, and to well prepare their course works or dissertation. Also, this course intends to help the undergraduates to comprehensively grasp the approaches of scientific literature searching and scientific papers writing through their systematic learning in this course, with a solid foundation built for their future work or study.

16. **预达学习成果 Learning Outcomes**

- 1) 掌握文献信息检索的基础知识，和信息处理技能；
 - 2) 较为熟练地利用图书馆馆藏传统文献检索工具和网络学术数据库来查检、获取学习与研究中所需的文献信息；
 - 3) 初步形成负责任地使用文献资源的意识与观念。
- 1) To grasp the basic knowledge of literature information searching, and information processing skills;
 - 2) To skilfully use the library collection of traditional literature searching tools and network academic databases to check and/or acquire the literature information required by study and research;
 - 3) To preliminarily form consciousness and concept of utilizing the literature resources responsibly.

17. 课程内容及教学日历（如授课语言以英文为主，则课程内容介绍可以用英文；如团队教学或模块教学，教学日历须注明主讲人）
Course Contents (in Parts/Chapters/Sections/Weeks. Please notify name of instructor for course section(s), if this is a team teaching or module course.)



主要课程内容及教学日历

- 1) 文献检索概述 (第 1 周)
- 2) 科技论文结构 (第 3 周)
- 3) 关键词的确定 (第 5 周)
- 4) 国内外数据库简介 (第 7 周)
- 5) 影响因子/科学杂志介绍 (第 9 周)
- 6) 科技论文写作指导 (第 11 周)
- 7) 写作工具 Endnote (第 13 周)
- 8) 投稿技巧& 课程答疑 (第 15 周)

The Main Topics and Proposed Schedule:

- 1) Overview of Literatures Searching and Scientific Papers Writing (Week 1)
- 2) Scientific Paper Structure (Week 3)
- 3) Identify Keywords (Week 5)
- 4) Brief introduction to domestic and foreign databases (Week 7)
- 5) Impact factor and Science Journal introduction (Week 9)
- 6) Science and technology thesis writing instruction (Week 11)
- 7) Writing tools 'Endnote' (Week 13)
- 8) Contribution skills & Course Q & A (Week 15)

18. 教材及其它参考资料 Textbook and Supplementary Readings

无 NA

课程评估 ASSESSMENT				
19. 评估形式 Type of Assessment	评估时间 Time	占考试总成绩百分比 % of final score	违纪处罚 Penalty	备注 Notes
出勤 Attendance		20		
课堂表现				

Class Performance				
小测验 Quiz				
课程项目 Projects				
平时作业 Assignments	50			
期中考试 Mid-Term Test				
期末考试 Final Exam				
期末报告 Final Presentation	30			
其它（可根据需要 改写以上评估方式） Others (The above may be modified as necessary)				

20. 记分方式 **GRADING SYSTEM**

- A. 十三级等级制 **Letter Grading**
 B. 二级记分制（通过/不通过） **Pass/Fail Grading**

课程审批 **REVIEW AND APPROVAL**

21. 本课程设置已经过以下责任人/委员会审议通过
This Course has been approved by the following person or committee of authority

化学系教学指导委员会
 Teaching committee of the chemistry department