AIMS OF THIS STAGE

On completion of this Stage, you will have:

1. Reviewed key documents and information from the earlier Stages of learning.
2. Produced an academic paper in the form of a literature review.
3. Peer-reviewed at least one academic paper produced by one of your peers.
4. Self-review your text **at least once**.

This Stage also requires you to:

✓ Fully embrace the writing process, redrafting and revising your text, taking into account feedback
✓ Plan your time effectively
✓ Be proactive in asking for **targeted** help from your peers

Here is a summary of what you need to do during this stage:

Task	Deadline
Review Stage 2: **Your topic should not** ➢ be your Bachelor's (kandidaatti) thesis **in its entirety**; though it *could* serve as preparation for it, or be a *part* of it. ➢ be too broad.	You decide
Review Stage 2: **The sources you use for your final paper should** ➢ be relevant to the topic of your assignment. ➢ be from **recently published, peer-reviewed** journals or books in your field. ➢ be suitable for inclusion in a **literature review**.	You decide
Review Stage 3: **Mendeley and/or RefWorks**. ➢ Use one of the above **reference management tools** to produce your final paper.	You decide
Consult the Padlet in Stage 7 for the following (previously seen) information: ➢ Course learning outcomes ➢ Course grading policy ➢ How to write a literature review ➢ How to give constructive feedback	You decide
Consult the Padlet in Stage 7 for the following *NEW* information: ➢ How to write an effective title/ introduction/ abstract	You decide
Particpate <u>actively</u> in the peer review process	You decide when and how from the choice and advice below
Submit your paper for teacher grading	**28.4.2017 at noon**

Introduction to this Stage

Stage 7 focuses on **writing, peer reviewing, drafting, editing, and producing your final assignment**.

IMPORTANT information about the final paper

The paper **must** include the following parts (see Chapter 3 of the TUT Thesis Guide, Chapter 3):

- ➢ Title page
- ➢ Abstract
- ➢ Contents
- ➢ Introduction
- ➢ Literature review
    - o Body paragraphs
- ➢ Conclusion
- ➢ References

Your final paper should be a <mark>minimum of 5, maximum of 15 pages in length.</mark> Think quality over quantity!

The final deadline for submitting the paper to the teacher for grading is <mark>Friday 28th April 2017 at noon.</mark>

IMPORTANT information about peer review

Submitting an assignment for peer review and giving feedback is **a compulsory element of the course**. There will be three peer-review slots. **Choose at least <u>one</u>** in which to participate:

> **submit your text by <u>15th March at noon</u>; complete peer review by 17th March at noon**
>
> **and/or,**
>
> **submit your text by 29th March at noon; complete peer review by 31st March at noon**
>
> **and/or,**
>
> **submit your text by <u>19th April at noon</u>; complete peer review by 21st April at noon**

- ➢ You do not need to inform the teacher of your choice separately; submission by the deadline will suffice.
- ➢ You may participate in as many peer-review slots as you feel necessary, i.e. there is no limit.
- ➢ On the other hand, you will not be penalised for taking part in only one peer review slot. It is your learning: you decide how much help you wish to give and take.
- ➢ Submission of a text for peer review implies a firm commitment to the process in that round.
- ➢ You **do not** have to submit **a finished** text for peer review. It may be useful to submit just a part of your text, or you may want the peer reviewer to focus on a certain aspect of your text. Whatever you decide to do, please provide some background information for the peer reviewer, so that they can try to meet your needs.
- ➢ You do need to undertake a **self-review**. This is the final step in the peer-review process when done in Turnitin.

Here is one example of how you *could* approach the peer-review process

- ✚ **Peer review 1** - Submit only the main body of your text. Ask the peer reviewer to focus on clarity, referencing technique, and structure. Redraft.
- ✚ **Peer review 2** - Submit the main body with an introduction and a conclusion. Ask the (new) peer reviewer to comment on the effectiveness of these two additional sections and any changes you have made to the main body. Redraft.
- ✚ **Peer review 3** - Submit the whole text with abstract, asking the peer reviewer to comment on the effectiveness of the abstract and general format. Redraft.
- ✚ **Submit to the teacher for grading**