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ET1001

English as a Foreign Language A

International Education
Institute

Module Handbook 2019/2020

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Timetable

11 Week Programme	MONDAY Functional Language (FL) Literature (L)	TUESDAY British Culture and Society (lecture)	THURSDAY Project Skills	FRIDAY British Culture and Society (tutorial)
Week 1 w/c 16/09/19	Introduction/FL1	Lecture 1	Project one Drama/Video project	Tutorial 1
Week 2 w/c 23/09/19	FL 2	Lecture 2	Drama/Video project	Tutorial 2
Week 3 w/c 30/09/19	FL 3	Lecture 3	Drama/Video project	Tutorial 3
Week 4 w/c 07/10/19	FL 4	Lecture 4	Drama/Video project	Tutorial 4
Week 5 w/c 14/10/19	Assessment – in class test	Lecture 5	Drama/Video project	Tutorial 5
Week 6 w/c 21/10/19	ILW	ILW	ILW	ILW
Week 7 w/c 28/10/19	L 1	Lecture 6	Submit Project One Project Two The Arts in Britain/Poster Project	Tutorial 6
Week 8 w/c 04/11/19	L 2	Lecture 7	Poster project	Tutorial 7
Week 9 w/c 11/11/19	L 3	Lecture 8	Poster project	Tutorial 8 Essay Submission (Due 5pm Friday Week 9)
Week 10 w/c 18/11/19	L 4	Lecture 9	Poster project	Tutorial 9
Week 11 w/c 25/11/19	L 5/Exam practice Essay submission (Due 5pm Thursday Week 11)	Revision	Present and Submit Project Two	No Teaching

Rosalind Doig rd21@st-andrews.ac.uk T: 2269

Location

Room A, International Education Institute, Kinnessburn, Kennedy Gardens

Class Hour

15:00 on Monday, Tuesday, Thursday and Friday.

Teaching Format

On Monday, Thursday and Fridays the emphasis is on developing language skills and the International Education Institute (IE) expects a high level of active participation by students. The British Culture and Society lectures on Tuesday will follow a more traditional teacher-led format but will also require student participation.

Module Co-ordinator

Rosalind Doig

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MMS Administrator

Steven Bartholomew

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Information

IE will email regarding any urgent information so it is important for students to check their University email regularly.

Credits

Successful completion of both the coursework and end-of-semester examination requirements for this module yields 20 credits.

Independent learning Week

During Independent learning week (week commencing 21st October 2019) there will be no classes. However, there will be work set for students to do, which they will be informed of at the beginning of the programme.

General description

ET1001 is a general English module designed to help students to communicate effectively in a variety of contexts. There are four main module components.

- On Mondays (weeks 1-5) in the Functional Language section of the programme students will look at different registers of language associated with email communications and telephone conversations in order to highlight vocabulary, grammatical forms, nuance and conventions appropriate to a number of social situations. This will be assessed by class test in week 5.
- In the Literature section of the programme (every Monday weeks 7-11) students will be asked to read and discuss either shortened fictional texts or short stories. This strand is assessed by class essay.

The essay is to be submitted by 5pm on the Thursday of Week 11.

- On Tuesdays there will be a more teacher-centred lecture series introducing a variety of aspects of British Culture and Society. These lectures will be further developed in the Friday tutorials and assessed by an essay to be submitted by 5 pm on the Friday of Week 9.
- The Project Skills class on Thursdays provides the opportunity to integrate the skills practised in the other classes in a collaborative and creative way through drama and presentation skills.
- The British Culture and Society (tutorial) on Fridays will be student led and will deepen understanding of the lecture content through discussion which will also enhance students' opportunity to use newly acquired subject specific vocabulary in context.

ET1001 is a credit-bearing module and a preparation for, although not a pre-requisite of, ET1002 in the second semester. There are four classes a week and attendance is compulsory.

Module Aims

The aim of ET1001 is to give students the opportunity to enhance and develop the versatility of their English usage through functional language, as well as to expose students to aspects of British culture and society through listening to lectures and reading literary texts. The classes are also designed to foster the skills needed to navigate an English-speaking environment and these will also supplement the students' other academic studies in St Andrews.

By the end of the module, students will be expected to:

- a) demonstrate an understanding of some of the foundations of British culture and society.

- b) examine a wide range of texts, and recognise implicit meaning
- c) use language flexibly and effectively in a variety of routine and non-routine contexts
- d) select and use standard ICT applications to obtain, process and display a variety of information, data and created content.
- e) use a range of forms of communication effectively in both familiar and unfamiliar contexts
- f) recognize a variety of different registers and genres of language
- g) produce clear, well-structured, detailed text on complex subjects, showing controlled use of connectors and cohesive devices.
- h) recognise own and others' roles and responsibilities through participation in group projects

Student competencies will be assessed in the following way:

Project one – c, d, e, f, h.

Project two – a, c, d, e, f, g, h.

British Culture and Society essay – a, b, d, f, g.

Literature essay – a, b, d, f, g.

In-class writing assessment – c, e, f.

Exam

Individual Elements of the Module

Functional Language (FL)/Literature (Lit)

The elements of the module address functional language associated with email and telephone communication and also promote the reading, discussion and analysis of either short texts or short stories, as a means of encouraging students to engage with subject matter and discourse potentially outside of their current sphere of studies. Building on what they already know, students are encouraged to extend their knowledge of these aspects of English language with an emphasis on using the appropriate register. The module also seeks to develop students' reading and writing skills. To meet the requirements of this part of the module, students are required to complete one piece of assessed writing in class time in Week 5 of the module and produce one essay to be submitted by Week 11. Both of these written assessments contribute to the overall coursework grade.

Week 1	Introduction/Language Register
Week 2	FL – the use of email in an Academic context
Week 3	FL – Email formal/informal

Week 4	FL – Telephone language – formal/informal
Week 5	Assessed Test 1
Week 6	Independent Learning Week
Week 7	Literature (LIT) 1 Introduction
Week 8	LIT 2 Text
Week 9	LIT 3 Text
Week 10	LIT 4 Text
Week 11	LIT 5 Text

Assessment:

FL Test One – WEEK 5

- Part 1

Students will be asked to write a formal/informal email based on information provided.

- Part 2

Students will be asked to write a short telephone conversation dialogue.

Literature (Lit) - Submission – 5pm Thursday of Week 11

Students will write an 800-1000 word essay as part of the coursework for the module. Students will choose one or both of the texts and create a question, in consultation with the class tutor, which explores selected themes in greater depth.

There will also be essay questions on the Literature strand in the examination in December.

Project Skills

This section of the module is designed to foster teamwork and develop communication skills as well as contributing to the development of transferable skills. Marks are awarded both for individual effort and group participation. There will be two assessed projects, which are equally weighted. Full details of the two projects will be provided at the start of each project.

Week 1	Introduction to Project Skills
Weeks 2 - 5	Project One: Drama
Weeks 7 - 11	Project Two: The Arts in Britain

Project One – Drama/video project

For the first assessed project each group must submit

- a completed worksheet
- a video recording of a short scene.

Both elements are due in Week 7

Project Two – The Arts in Britain

For the second assessed project each group must submit

- a completed worksheet and rationale
- a completed Poster displaying the group's work.
- Present their posters in the final Project class in Week 11

All elements are due in Week 11.

All project course elements should be submitted to

Rosalind Doig rd21@st-andrews.ac.uk (T: 2269) and to the assigned tutor for that strand.

British Culture and Society (lecture)

This part of the module aims to enhance and develop students' knowledge and understanding of a variety of aspects of life in the UK in the 21st century. The lectures will also provide the opportunity to develop listening and note-taking skills. This strand will be assessed through a coursework essay and an essay in the exam. The lectures will also provide the opportunity to listen to extended pieces of English, which will develop students' listening and note-taking skills. Students will write an 800-1000-word essay as part of the coursework for the module, on a topic related to the input in this section of the module. This input will also be assessed during the examination in December. Topics to be covered include:

- The History of the University of St Andrews
- The Geography of the UK
- British Identity
- Parliament in the UK
- Elections and voting in the UK
- The History of English Language
- Aspects of History of the UK
- An Introduction to British Literature
- Contemporary Arts in the UK
- The Welfare State in the UK
- Revision Class

The essay is to be submitted by 5pm Friday in Week 9 of the module. Using one of the lectures as a starting point, students should give an outline of the content. They should show how their choice connects with the lecture and consider similarities and differences in their own country, giving possible reasons for these. Evidence of some background reading will be required which should be correctly referenced.

The title of the essay is:

'Take one aspect of the Tuesday lecture course and use this as a focus to analytically compare and contrast the UK with your own country.'

British Culture and Society (tutorial)

The aims of this section are twofold:

- to improve understanding of cultural issues through discussion and reading
- to extend students' vocabulary and their ability to use it effectively.

Students will have the opportunity to discuss and explore further the lecture topics from the British Culture and Society strand, as the input will be closely related to the Tuesday topics. Students should come prepared to discuss a particular aspect of interest and a full reference for reading done in preparation for this tutorial should be sent to the appropriate tutor by 5 pm on the Wednesday preceding the tutorial.

Handouts

During this module several handouts will be used. Most will be available on Moodle in advance of the classes. Students will be expected to download and print their own copy if they would like a hard copy or to bring a laptop to the class and work electronically. If a hand-out is not available electronically, it will be supplied in class.

Transferable Skills and Employability

It is important that while studying at university, students learn skills that will not only benefit their future studies but also their future careers. Overall, this module helps students develop a better level of English and it is envisaged that the skills acquired and practised on this module will benefit them both in St Andrews and beyond. Overall, this module gives students an insight into how English works in a non-academic context. Through this, they can use the language to their advantage in a range of situations. The aim of the module is to:

- improve accuracy in the use of the language, thus increasing confidence
- introduce non-academic styles of writing, such as formal/informal emails
- broaden students' range of idiom and informal language, which will also be useful outside the class
- broaden students exposure to examples of literary texts as a means of encouraging reading
- develop the ability to listen to and understand spoken English
- draw together all the skills practised and through small group work develop confidence in the use of the English language
- develop understanding of British culture and society.

Virtual Learning Environment – Moodle

IE uses Moodle to deliver course content. You can access the ET1001 module by going to: <http://moody.st-andrews.ac.uk/moodle/>

Click on the 'International Education Institute' section to find ET1001.

Assessment of the Module

Coursework	60%
Two-hour Written Examination	40%

The 60 % coursework mark is comprised of several elements, which are not equally weighted. The weightings are: -

- 1) Project One - 15%
- 2) Project Two - 15%
- 3) British Culture and Society essay 30%
- 4) Literature essay 30%
- 5) In-class writing assessment 10%

Each individual piece of work will be marked directly onto the University 20-point scale. The submission date for each piece of coursework is given on Page Three of this handbook.

To gain credits for this module, students must:

- successfully complete all the coursework (2 projects, 2 essays and 1 in-class writing test)
- pass the module examination (7.0+).

All coursework must be completed by the end of the taught period of the semester (see Late Submission of Coursework on Page Ten). A grade of 5.0+ must be achieved in the coursework part of the module in order to proceed to the examination. Students must pass the exam in order to pass the module, regardless of the grade they achieve in coursework. Students who fail to achieve a grade of 4.0+ in the examination will not be allowed to resit the examination. For more detailed information about permission to resit, please refer to the IE Undergraduate Modules Handbook.

Re-Assessment - Two-hour Written Examination 100%

Marking Criteria

The table below shows the broad marking criteria used for both the coursework and the examination.

17.0 -20.0	This is an outstanding performance. It shows a clear and comprehensive understanding of the subject area, excellent command of the language skills involved in the piece of coursework, and of individual thought.
14.0 -16.9	This is a very good performance. The student shows a good understanding of the main points of the subject area, very good command of the language skills involved in the piece of coursework, and some evidence of individual thought.
11.0 -13.9	This is a good performance. The student shows a reasonable understanding of the main points of the subject area, good command of the language skills involved in the piece of coursework but limited evidence of individual thought.

7.0 - 10.9	This is a satisfactory performance. The student shows some understanding of the main points of the subject area, limited command of the language skills involved in the piece of coursework and very limited evidence of individual thought.
4.0 - 6.9	This is a fail. The student shows very little understanding of the main points of the subject area, very limited command of the language skills involved in the piece of coursework and no evidence of individual thought. Students who achieve an overall module grade in this band <u>do have</u> the right to resit.
0 - 3.9	This is a fail. The student shows no understanding of the main points of the subject area, almost no command of the language skills involved in the piece of coursework and no evidence of individual thought. Students who achieve an overall module grade in this band <u>do not have</u> the right to resit.

Late Submission of Coursework

Any request for late submission must be made by email to either the Module Co-ordinator or the relevant member of staff in advance stating the reasons for the request. Any assignment or piece of coursework which is submitted late without the prior agreement of either the Module Co-ordinator or the member of staff who set the task will be penalised by one mark per day, including Saturdays and Sundays. After 20 days, a student will automatically be given a grade of OX.

Similarly, if a coursework test is not taken on the given date without prior agreement, students will lose one mark per day including Saturdays and Sundays until the test is taken, up to a maximum of 20 days. After 20 days, a grade of OX will automatically be given. All coursework must be completed by the end of the teaching period, which is the end of Week 11. This means that if a submission date or class test date is less than 20 days from the end of the taught phase, a student who has not completed all parts of the coursework by the end of Week 11 will automatically be given a grade of OX. Please refer to the IE Undergraduate Modules Handbook for more information about reporting codes.

Delivery of Coursework grades

Coursework grades will be delivered via the University's Module Management System (MMS), which can be accessed by following the link on the student homepage or at: <https://www.st-andrews.ac.uk/mms/>

Students will be informed when the grades will be available, either in class or by email. IE is happy to provide assistance to students who have not used MMS before. However, please read the student user guide available on the MMS login page before approaching a member of staff for help. Please read the information about coursework submission carefully. Assignments should only be submitted via MMS if specifically instructed to do so.

Coursework Feedback

Feedback is an important, integral part of any learning process and IE staff are happy to provide additional feedback. If students have questions regarding any of the assessments after receiving coursework grades and feedback, please feel free to email the relevant tutor and make an appointment to discuss the assessment further. Please refer to the IE Undergraduate Modules Handbook for detailed information about assessment feedback. IE will normally provide grades and feedback for coursework within 15 working days.

The Examination

This constitutes 40% of the overall grade and is a two-hour written examination set within the University examination diet. The examination consists of two sections. Section One will test email writing, register and lexical understanding. All questions in Section One are compulsory. In Section Two there will be a choice of essay questions based on the British Culture and Society lecture series or the Literature section of the module. One question should be answered. In Section two students will be marked on their knowledge of the topic as well as use of language.

Past papers can be viewed online on iSaint:

- Login to iSaint using your University username and password: <https://mysaint.st-andrews.ac.uk/>
- Click on the 'Academic' tab.
- Locate the 'Past papers' link

Dictionaries are not allowed in the examination for this module.

Students whose handwriting is deemed indecipherable will be required to come to IE and dictate the script to a member of staff, who will transcribe it. The student will be charged for this service, a minimum of £25. The cost may be higher, depending on how long the process takes. Students who have already returned home will also be liable for the cost of returning to St Andrews. Any changes made to the script while dictating will constitute academic misconduct.

Absence from Examinations

Students who miss the examination through, for example, short-term illness or weather-related travel issues will be offered another opportunity to take the examination on the final day of the examination diet. Students who choose not to take this opportunity because they are not planning to be in St Andrews will be awarded OX by the IE Examination Board. Students with long-term illnesses will be reassessed at a later date. Please note that University regulations require students to be in St Andrews for the entire examination diet.

If a student informs IE of an illness AFTER taking an examination, the information about the illness will be discounted. IE MUST be informed about any illness or special circumstance BEFORE the assessment takes place.

Examination feedback

Feedback is an important, integral part of any learning process and ELT staff are happy to provide feedback. If students have questions regarding their examination script or the examination in

general, please feel free to contact IE at the beginning of Semester Two and staff will be happy to discuss the paper with the student. Please refer to the IE Undergraduate Modules Handbook for detailed information about assessment feedback.

Progression to ET1002

Both ET1001 and ET1002 are free-standing modules so students may take either one of the modules, or both of them.

Absence and Self-Certification

If a student is absent from a compulsory part of a module, they must complete and submit a self-certification form. The form can be found in the individual's e-vision account. In the case of ET1001, all classes are compulsory so a self-certification must be submitted for any class missed. Completion of a self-certificate of absence does NOT exempt a student from fulfilling compulsory elements of a module, i.e. missing a compulsory element of a module can lead to an Academic Alert being issued regardless of whether the absence has been self-certified, explained or resolved.

Academic Alerts

Academic Alerts aim to help and support students who are having trouble coping with their studies; whether that is not handing in work on time, missing compulsory tutorials, or struggling with referencing or numeracy skills. The aim of the Alert system is to help students by flagging up problems before they seriously affect students' grades. Alerts will never appear on a student's permanent transcript.

Academic Alerts will be issued by email from either the ET1001 Module Co-ordinator or MMS Administrator and will tell students what is wrong (e.g. late submission of coursework) and what they are required to do (e.g. attend classes in future). There are different levels of alerts. They will tell students what support the University can offer. If students do not take the required action, this will be noted and eventually the student may be given a grade of zero and so will fail the module.

An Academic Alert: *Engagement* may be issued by IE when we are concerned that a student is not participating actively and fully in tutorials.

We may also send an Academic Alert: *Absence* after a student has missed THREE compulsory classes if no self-certification has been provided. A further Academic Alert: *Absence* will be issued if a student has missed a FOURTH compulsory class with or without self-certification being produced.

An Academic Alert: *Submission* will be issued if a student has missed the submission date for a piece of coursework, and an Academic Alert: *Assessment* will be sent to a student who has failed to complete a piece of coursework on the required day. In both cases, the student will be informed that they are losing one grade point for each day they do not either submit the piece of coursework or take the test.

An Academic Alert: *Final* will be issued to any student who has:

- missed EIGHT classes, regardless of their reason for missing the classes.
- not submitted a piece of coursework after 20 days
- not taken a class test after 20 days.

This means a student has missed too much of the module to be awarded credits and they will be awarded OX by the module Exam Board. This would mean the student would not be given credits for the module.

IE understands that students do sometimes suffer from a range of illnesses or personal circumstances which prevent them from attending classes or tutorials. We are supportive and understanding of such cases and would strongly encourage students to discuss their situation with Student Services or with the relevant Module Co-ordinator.

IE, like all other University Schools, is not obliged to accept a self-certification. Illnesses such as flu do not just last for one day or indeed one hour. If a student has a serious illness, they will also be submitting self-certificates for other modules so if someone maintains they have, for example, a migraine but only for one hour or regularly only during IE modules, the self-certification is unlikely to be accepted.

If students are unsure about any of these issues, please feel free to speak to the Module Co-ordinator.

Good Academic Practice

All assessed work, both written and spoken, submitted at university is expected to represent good academic practice and the University has an obligation to promote good academic practice (GAP). All students must be judged on their own performance and no student is allowed to gain an unfair advantage over others through any kind of academic misconduct.

For further details of the University's Good Academic Practice policy and for information about penalties for academic misconduct, please see:

<https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/academicpractice/>

Appeals

If a student would like to query a grade given for either a piece of coursework or the examination, or any other academic-related issue, the first step is to make an appointment with the Module Co-ordinator or the relevant member of staff, who will be happy to meet with the student and explain why, for example, a particular grade was given. In most cases, this explanation will be sufficient to clarify the matter. However, if the student still feels the grade is inappropriate, a request can be made to have the piece of work remarked and again we would hope this would resolve the matter. If, however, the student remains dissatisfied, please use the University's Appeals Procedure. Please note this policy is only used for academic issues. Details of the policy can be found at:

<http://www.st-andrews.ac.uk/students/rules/appeals/policy/>

Students should be aware that in any appeal procedure, a grade may go down as well as up. For further details, please refer to the IE Undergraduate Modules Handbook.

Complaints

IE very much hopes that students will enjoy their time studying in the department but if there are any complaints, please come and discuss the issue with either the Module Co-ordinator or the relevant member of staff. We hope that we will be able to resolve the issue quickly and easily. However, if a student remains dissatisfied, please use the University's Complaints procedure. Details of the policy can be found at:

<http://www.st-andrews.ac.uk/administration/complaints/>

For further details, please refer to the IE Undergraduate Modules Handbook.

Staff-Student Council

During the second week of the semester, two students will be chosen to represent all the ET1001 students at the Staff-Student Council meeting. The meeting will be held on Wednesday 6th November in IE. This date and room number will be confirmed closer to the time. If there are any issues about the module students would like to raise, please contact the Module Co-ordinator directly or speak to the class representatives.

Exchange students

Language proficiency certificates can be signed for this module. The level of proficiency awarded will be at the discretion of the Module Co-ordinator and will depend on our assessment of a student's performance and will not necessarily reflect the student's needs.

External examiner

The external examiner for ET1001 is Louis Harrison from the University of Nottingham. His email is <mailto:louis.harrison@nottingham.ac.uk>

ET1001 English as a Foreign Language

Module Contract 2019/2020

100% COMPLETION OF THE COURSEWORK BY THE END OF THE TAUGHT PHASE AND COMPLETION OF THE EXAMINATION ARE NECESSARY TO GAIN THE CREDITS FOR THE MODULE

Module Requirements

Students must meet the following requirements in order to be allowed to progress to the examination and gain credits:

1. Attendance at 4 classes per week
2. Completion of all coursework tasks, both assessed and non-assessed. All coursework must be completed by the end of the taught period of the semester, Week 11.

The University requires students to fulfil module requirements for each module in order to gain the corresponding credits. If you fail to fulfil the requirements, you are not allowed to sit the examination and you cannot complete the module or gain the corresponding credits.

You must achieve a grade of 5.0+ in the coursework element of the module in order to proceed to the examination. You must pass the examination (7.0+) in order to pass the module.

Attendance

A register will be kept at all classes. If a student is ill or has some other unavoidable reason for absence from a class, a Self-Certificate of Absence form, which can be found in e-Vision online, must be completed. Students who miss EIGHT classes, regardless of the reason for their missing the classes, are likely to be awarded a grade of 0X by the Module Examination Board. This means the student cannot gain a grade or credits for the module.

Examinations

University examinations take place in December. The provisional timetable is produced by the University Examinations Officer in late October and confirmed in early November.

I have read and understood the course requirements for ET1001 and I undertake to fulfil them.

Signed

Date