



University of
St Andrews | FOUNDED
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ET2001

Academic English 1

Module Handbook 2019/2020

International Education Institute

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Timetable

Week beginning	MONDAY Writing	TUESDAY Presentation Skills	THURSDAY Reading	FRIDAY Listening
Week 1 w/c 16/09/19	Introduction Academic style	Introducing Presentation Skills	Registration	Notetaking
Week 2 w/c 23/09/19	Referencing	Structure in Practice	Evaluating sources	Unknown Lexis 1
Week 3 w/c 30/09/19	Referencing	Description vs Analysis	Critical Thinking Vote for class reps	Unknown lexis 2
Week 4 w/c 07/10/19	Cohesion	Non-verbal language <i>Submit essay title, plan and reference list</i>	Bias	Non-verbal clues
Week 5 w/c 14/10/19	Hedging	Assessed presentations	Assessed presentations	Cultural elements
Week 6 w/c 21/10/19	Independent learning week			
Week 7 w/c 28/10/19	Paragraphs	Timing and Reflections <i>Submit formative writing piece</i>	Paraphrasing	Recognising key information
Week 8 w/c 04/11/19	Using your voice effectively	Answering questions	Introductions	Identifying key information
Week 9 w/c 11/11/19	Commenting on Ideas	Consolidation	Consolidation	Working on ideas
Week 10 w/c 18/11/19	Exam Practice	<i>Workshop Submit Essay</i>	Exam Practice	Exam Practice
Week 11 w/c 25/11/19	Assessed Presentations	Assessed Presentations	Assessed Presentations	Assessed Presentations

Class Hour

16:00 to 17.00 on Monday, Tuesday, Thursday, Friday

Teaching Format

The classes will not be entirely teacher-centered, and IE expects a high level of active participation by students. Homework tasks will be set from time to time and students will be expected to bring in readings from other modules being studied as appropriate

Location

The first class will take place on Monday 16 September 2019 at 16:00, in IE, Kinnessburn, Kennedy Gardens (The IE Building). Room location will be confirmed before the start of the module.

Module Co-ordinator

John Hughes Jh213@st-andrews.ac.uk T: 1784

MMS Administrator

Dinorah Imrie di20@st-andrews.ac.uk T: 1783

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, students will be given material that will help them to explore the topic for the Integrated Skills exam. Students will also be expected to continue to work on their coursework essay.

General Description

ET2001 is a credit-bearing module. There are four classes a week, attendance is compulsory. The work in each class is linked to and supports the work of the other classes.

Academic Writing focuses on:

- essay structure
- referencing academic work
- building academic vocabulary and grammar structures, including nominalisation
producing academic style / hedging.

Academic Reading focuses on:

- evaluating sources
- reading critically
- language analysis

Academic Listening focuses on:

- recognising lecture structure
- dealing with unknown vocabulary

- selecting the most important information
- note-taking

Presentation Skills focuses on:

- structuring a presentation
- the verbal and non-verbal language required for effective academic presentations
- developing the ability to produce good PowerPoint slides
- answering questions from an audience with ease.

Module Learning Outcomes

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

- Demonstrate an overall understanding and application of academic English
- Use Academic English flexibly and effectively
- Can understand a range of demanding longer texts associated with the discipline
- Undertake critical analysis, evaluation and/or synthesis of ideas, concepts, information and issues associated with the module
- Use a range of skills and to present and evaluate arguments, information and ideas
- Convey complex ideas in a well-structured and coherent form showing controlled use of organizational patterns, connectors and cohesive devices
- Select and use standard ICT applications to process and obtain a variety of information and data.
- Exercise autonomy and initiative in carrying out defined activities on the module.
- Take the lead on planning in a defined context
- Demonstrate an awareness and understanding of research

Student competencies will be assessed in the following way:

Presentation – a, b, d, e, f, g, h, h, j.

Essay – a, b, c, d, e, f, g, h, l, j.

Exam

Handouts

During this module, several worksheets will be used. Most will be available on MMS 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 class and work electronically. If a worksheet is not available electronically, it will be supplied in class.

Transferable Skills and Employability

It is very important that while studying at university, students learn skills that will not only benefit future studies but also their future careers. Overall, this module will give students a better insight into how academic English works. The academic writing will help students to produce writing that conforms to a Western academic / business standard. The reading and listening modules will build strong analytical and note-taking skills. While the presentations skills developed will enable students to deliver their views more confidently.

Virtual Learning Environment – MMS / Moodle

IE uses MMS to deliver course content. You can access the ET2001 module by going to:

<https://www.st-andrews.ac.uk/mms/>

Assessment of the module

Coursework	60%
Examination	40%

The coursework element is comprised of several elements, which are not equally weighted:

Presentations (2)	30% (10% & 20% respectively)
Academic Essay/Report	30%

Each individual piece of work will be marked directly onto the University 20-point scale.

Each individual piece of work will be marked directly onto the University 20-point scale.

The examination element is comprised of a 3- hour Integrated Skills exam.

All coursework and the examination must be completed in order for a student to gain credits for the module.

All coursework should be either word processed. Writing in pencil is strongly discouraged in the examination.

Students who fail to achieve a grade of **4.0+** in the exam **will not** be allowed to resit the examination. For more detailed information about resit permissions, please refer to the **IE Undergraduate Modules Handbook**.

Please refer to the **IE Undergraduate Modules Handbook for detailed absence reporting procedures**.

Re-assessment

3 hour Integrated Skills Exam	100%
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STUDENTS WHO WILL BE ABSENT ON THE DAY OF THE ASSESSED PRESENTATION, FOR WHATEVER REASON, MUST NOTIFY IE BEFORE THE ASSESSMENT BEGINS. FAILURE TO DO

SO MAY WELL RESULT IN THE STUDENT NOT BEING ALLOWED TO PRESENT AT A LATER DATE AND SO NOT GAIN CREDITS FOR THE MODULE.

Marking Criteria

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

17 -20	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 -16	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 -13	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 - 10	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 - 6	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</u> have the right to resit.
0 – 3	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.

Coursework

Presentations

Task 1 (10%)

Prepare a 5-minute PowerPoint presentation based on a topic given by the tutor. The presentation should be aimed at an educated, non-specialist audience (classmates) and will invite the student to demonstrate understanding of description versus analysis.

Deadline for Task 1

The presentation will be assessed in the week beginning 14 October 2019. Students are required to upload a copy of their slides in pdf format to MMS on 14 October 2019 at 09:00. Late penalties will apply if the deadline is missed. Students may then bring a USB to the presentation with a ppt(x) copy of their slides.

Task 2 (20%)

Prepare a 10-minute PowerPoint class presentation which explores a topic related to Scotland. The presentation should be aimed at an educated, non-specialist audience (classmates).

Deadline for Task 2

Students will present in the week beginning 25 November 2019. Students are required to upload a copy of their slides to MMS on 25 November 2019 at 09:00. Late penalties will apply if the deadline is missed. Students may then bring a USB to the presentation with a ppt(x) copy of their slides.

Academic Writing

Students must complete a 2000-word essay/report during the semester. The scope of the essay topic is open, however, students are strongly advised to consult other module tutors to select a topic that will give added motivation to read and utilise set texts. Students must be sure the essay has not been submitted nor will be submitted for assessment on any other University module.

Deadlines

An essay title, plan and suggested reference list must be submitted, in class, for approval week commencing 14th October 2019. The 2000-word academic essay must be submitted by 19 November 2019 and uploaded to MMS, preferably as a word document. No printed copy is needed.

Late Submission/Completion of Coursework

Any request for late submission or late test must be made by email to the Module Co-ordinator. 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 grade point per day, **including**

Saturdays and Sundays. After 20 days, a student will automatically be given a grade of OX. Similarly, if a student does not take a coursework test on the given date without prior agreement as above, they will lose one grade point per day including Saturdays and Sundays until they do take the test, up to a maximum of 20 days. After 20 days, the student will automatically be given a grade of OX.

However, 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 see the **IE Undergraduate Modules Handbook** for more information about reporting codes.

Delivery of Coursework grades

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

Students will be informed when the marks are 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, please feel free to email the relevant lecturer and make an appointment to discuss the test 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 is a partially seen exam. On the day of the exam, students will listen to a 15 to 20-minute mini lecture and be able to take notes in the exam booklet. Then using their notes and 2 readings, students must use the information to answer an essay question. One of the texts will be given out in week 11.

Dictionary Use

You may use a paper English – English or bilingual (not electronic) dictionary during the exam.

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. If the student has already returned home, s/he will also be liable for the cost of returning to St Andrews. Any changes made to the script while dictating will constitute Academic Misconduct.

Examination Answers

When writing an essay to answer an examination question, students should aim to produce a modified version of a standard essay. In other words, please do not waste time writing a lengthy introduction and explaining the structure of the answer in great detail. Time is limited, and one or two sentences will be enough. On the other hand, do not become so minimalist that the answer is just a bullet-pointed list - this should only be done if the student has seriously run out of time and needs to make a couple more

points before the papers are collected. IE would certainly give a student some credit for points made in note form at the end of an essay in these circumstances. However, if the whole essay seems to be just a list of points, rather than an attempt to organise and structure the information, it would not be looked on so favourably. Likewise, in an examination, we would not expect students to quote so comprehensively, but they should still be able to produce key, short quotes to support the answer.

Absence from Examinations

If a student tells us s/he is ill AFTER taking an exam, the information about the illness will be discounted. A self-certification form **MUST** be submitted for any illness or special circumstance **BEFORE** the assessment takes place. Please refer to the **IE Undergraduate Modules Handbook** for detailed absence reporting procedures.

Examination feedback

As with coursework feedback IE believes examination feedback is an important part of any learning process. If students have any questions regarding their examination script or the examination in general, students should feel free to contact us at the beginning of Semester Two and we will be happy to go over the paper with them. Please refer to the **IE Undergraduate Modules Handbook** for detailed information about examination feedback.

Progression to ET2002

Both ET2001 and ET2002 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 MySaint account**. In the case of ET2001, all tutorials are compulsory so if a student misses one, they must submit a self-certification. 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 classes, or struggling with referencing skills. The aim of the Alert system is to help students by flagging up problems before they seriously affect students' marks. Alerts will never appear on a student's permanent transcript.

Academic Alerts will be issued by email from either the ET2001 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 types 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 classes.

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 turn up and deliver their presentation on the required day. In both cases, the student will be informed that they are losing one mark point for each day they do not either submit the piece of coursework or deliver their presentation.

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 delivered a presentation after 20 days.

This means a student has missed too much of the module to be awarded credits and they will be awarded 0X 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.

If students are unsure about any of these issues, they should 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 of 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:

<http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/gap.pdf>

Appeals

If a student would like to query a mark 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 and explain why, for example, a particular mark was given. In most cases, this explanation will be sufficient to clarify the matter. Students cannot challenge a mark or grade on the basis of questioning the academic judgement of the staff. Marks or grades can only be challenged on the basis of procedural irregularity or a student's special circumstances. If a student remains dissatisfied after meeting with the member of staff, they may use the University's Appeals Procedure. 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

We very much hope 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 semester, two students will be chosen to represent all the ET2001 students at the Staff-Student Council meeting. The meeting will be held on Wednesday 6th November 2019 at 14.00 in IE. If there are any issues about the module students would like to raise, please contact the Module-Co-ordinator, John Hughes, or speak with the module representatives.

Erasmus students

Please note that language proficiency certificates, provided by the student, 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 an assessment of performance and will not necessarily reflect the student's needs.

External examiner

The external examiner for ET2001 is Louis Harrison from the University of Nottingham. His email is louis.harrison@nottingham.ac.uk

ET2001 Academic English 1

Module Contract 2019/2020

100% COMPLETION OF THE COURSEWORK BY THE END OF THE TAUGHT PHASE AND COMPLETION OF THE EXAMINATIONS 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:

- Attendance at 4 classes per week
- Completion of all coursework tasks

Every module in the University has specific requirements which must be fulfilled in order to be awarded credits for the module. If students fail to fulfil the requirements, they **are not** allowed to sit the examination and cannot complete the module or receive the corresponding credits.

Students must achieve a grade of 5.0+ in the coursework element of the module in order to proceed to the examination. They 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 have some other unavoidable reason for absence from a class, a Self-Certificate of Absence form, which can be found in MySaint online. If students miss twelve classes without appropriate reasons, they are likely to be awarded a grade of OX by the Module Examination Board. This means they cannot gain a grade or credits for the module.

Coursework

Students must complete all the coursework:

- Presentation 1
- Presentation 2
- Coursework essay

Examinations

The examination takes place in December. The provisional timetable is produced by the University Examinations Office in late October and confirmed in early November.

I have read and understood the course requirements for ET2001 and I undertake to fulfil them.

Signed

Date