ET1002
English as a Foreign Language

Module Handbook 2018/2019
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RD Rosalind Doig Ext: 2269
Class Hour
15:00 on Monday, Tuesday, Thursday and Friday.

Teaching/Class Format
Please note that the classes will not be entirely teacher-centred and will include a large amount of student participation.

Location
All classes will take place in ELT between 15.00 to 16.00. For the first six weeks of the semester, the topics listed below have been re-scheduled on certain weeks to fit in with staff availability but generally they will take place on these days:

Monday - Writing
Tuesday - Project
Thursday - Literature
Friday - Film

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

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

Information
ELT 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.

General Description
ET1002 is a credit-bearing module in English as a Foreign Language. There are four classes a week, attendance at each of which is required, as there are generally no ‘stand-alone’ classes and the work of each is linked to and supports the work of the others. This module aims to help you to communicate effectively in writing and speaking in a variety of non-academic contexts. The module does not directly address academic English.

With a skill-based subject such as a language, it is relatively difficult to divide up the teaching input into different ‘subjects’ as all the skills need to be integrated in order to communicate effectively. This is even more the case with ET1002 as a higher level of proficiency in the language is the aim. Accordingly, the module needs to be viewed as an integrated whole, with each of the areas covered on the different days being linked to one another. The broad outline of work to be covered on the different days of the module is indicated below.
Language/Writing Mondays

In this strand, we will consider the language used in film reviews from a variety of sources. We will also analyse the language of newspapers and magazines in the UK, looking at differences depending on the type of paper being read. We will compare how the news and film reviews appear online and in print. You will complete two assessed written tasks - a newspaper article and a film/TV review. Newspaper writing will also be used as part of the Project strand.

Group Projects Tuesdays

The Project skills strand provides students with the opportunity to interact in English in small groups. Students will be placed in a project group (the size of which will be dependent on the number of students taking the programme) which will be their group for the two projects on the strand as the first project will feed into the second project.

Tuesday afternoons are timetabled for group project class work and there is likely to be a requirement for preparation out of class hours. Each member of the group will be required to make an equal contribution to every aspect of the assessment and there will be an individual mark and a group mark awarded.

Project 1: Newspaper Project

In groups, students will design the front page and at least one subsequent page, of a newspaper and will each be required to write at least two stories for the newspaper.

Project 2: Radio News Broadcast

In groups, students will write news reports based on a mixture of real and imaginary news stories. They must also incorporate the stories used for their newspaper project into the radio broadcast project. These will then be read out loud and recorded by the group, to produce a 5-minute news broadcast. This will allow information from the newspaper project to be presented in two different formats highlighting the difference in those formats.

Please note that failure to be present for group project classes without appropriate certification of absence or to make an equal contribution to the preparation means that the task has not been satisfactorily completed and your mark will be affected. Students cannot pass the module if they do not complete all the coursework in full.

Literature Thursday

In this strand, you will read and analyse two British plays. We will focus on the language contained in the plays, the social and cultural issues raised in the works and how these are treated through the genre of drama. The two plays on the strand are Oscar Wilde’s ‘The Importance of Being Earnest’, and J.B. Priestley’s ‘An Inspector Calls.’

You will be provided with a copy of the texts for the duration of the programme. These need to be returned by the final week of ET1002.

Film Studies Friday

In Film Studies, you will watch, discuss and analyse a selection of modern British films, both to improve your English and to learn more about British culture and society. The films selected look at certain cultural issues within British society such as love and marriage, and second-generation immigrants.

You will complete one in-class test on the content of the Film Studies theme and one in-class-test on the content of the Literature theme.
Module Aims

Writing

This element of the module addresses the language required and used in the media and will be specifically connected to newspapers and film reviews. This strand will give students an insight into how the written language is used in non-academic contexts. The aim of this section is to:

- Introduce students to the written language of film reviews and newspaper articles as they appear in a variety of contexts- broadsheets, tabloids, magazines and websites.
- Give students the opportunity to recognise and use the different writing styles in class activities.
- Seek to show the different language styles and registers with a view to broadening and developing students’ awareness.
- Broaden the range of idiomatic and informal language.
- Improve the accuracy and awareness of the language used on the programme.

Projects

The Group Project enables students to integrate the skills practised in the other classes in a collaborative and creative way. The classes are designed to give students the experience of working in groups in order to develop their transferrable skills.

Literature

The aim of reading the plays is to enhance the students' awareness and experience of literature in English. The strand will also seek to use the plays on the programme to help students to further develop/expand their range of genre-specific vocabulary.

Film Studies

This strand uses cinema with the aim of developing students' understanding of the values of British society and through the use of film, provoke discussion of the issues raised by the films.

Hand-outs

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 handout 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 in English, such as newspapers and works of fiction.
- Broaden students’ range of idiomatic and informal language, which will be useful outside the class
- Develop the ability to listen to, read and understand a range of authentic material.
- Draw together all the skills practised.
- Develop understanding of British culture and society

Virtual Learning Environment – Moodle

ELT uses Moodle to deliver course content. You can access the ET1002 module by going to: http://moody.st-andrews.ac.uk/moodle/

Click on the ‘English Language Teaching’ section to find ET1002

Assessment of the Module

<table>
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<th>Coursework</th>
<th>60%</th>
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<td>Two-hour Written Examination</td>
<td>40%</td>
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The coursework element is comprised of several elements, which are not equally weighted:

- Project One 20%
- Project Two 20%
- In class test - Film 20%
- In class test - Literature 20%
- Writing Task One 10%
- Writing Task Two 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 One.

To gain credits for this module, students must:

- Successfully complete all the coursework (2 projects, 2 in-class tests and 2 short writing tasks).
• **Pass the module examination**

All coursework must be completed by the end of the taught period of the semester (see Late Submission of Coursework). A grade of 5.0+ must be achieved in the coursework part of the module in order to proceed to the examination. Students who fail to achieve a grade of 4.0+ in the examination will not be allowed to resit the examination. You must achieve a final overall grade of 7.0 to pass the module. For more detailed information about permission to resit, please refer to the **ELT 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.

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<th>Score Range</th>
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<td>17.0 - 20.0</td>
<td>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.</td>
</tr>
<tr>
<td>14.0 - 16.9</td>
<td>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.</td>
</tr>
<tr>
<td>11.0 - 13.9</td>
<td>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.</td>
</tr>
<tr>
<td>7.0 - 10.9</td>
<td>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.</td>
</tr>
<tr>
<td>4.0 - 6.9</td>
<td>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 <strong>do have</strong> the right to resit.</td>
</tr>
<tr>
<td>0 – 3.9</td>
<td>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 <strong>do not have</strong> the right to resit.</td>
</tr>
</tbody>
</table>
Coursework

Submission dates for coursework are given in the timetable on page one.

There will be six pieces of coursework:

- For the Film Studies and Literature strands, students will be required to complete an in-class test for each. The test will require students to write short answers to questions on areas covered in the classes.
- There will be two group projects. The Newspaper project will feed into the Radio broadcast project. The same student group will be kept for the duration of the programme.
- You will write a film/TV review.
- You will write a newspaper article.

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. 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 0X.

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 0X 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 0X. Please refer to the ELT 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. ELT 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 ELT 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 lecturer and make an
appointment to discuss the assessment further. Please refer to the ELT Undergraduate Modules Handbook for detailed information about assessment feedback.

The Examination

This contributes 40% of the overall grade and is a two-hour exam set within the University examination diet. It is not possible to pass the module without passing the examination. The examination is in three sections.

- Section one – Write a short newspaper article and/or film review
- Section two – Provide written answers to questions on the Film Studies strand.
- Section three - Provide written answers to questions on the Literature strand.

This is an amendment to the course. Therefore past papers will only be partially relevant. However, these can be viewed online on iSaint:

- Login to iSaint using your University username and password: https://isaint.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 ELT 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 0X by the ELT 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 ELT of an illness AFTER taking an examination, the information about the illness will be discounted. ELT MUST be informed about any illness or special circumstance BEFORE the assessment takes place.

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 ET1002, 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 classes, 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 ET1002 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.

Level 5 Academic Alerts may be issued by ELT when there is concern that a student is not participating actively and fully in classes. A Level 5 alert will be sent after a student has missed THREE compulsory classes if no self-certification has been provided. A further Level 5 Academic Alert will be issued on ET1002 if a student misses a FOURTH compulsory class with or without self certification being produced.

Level 9 Academic Alerts are issued by ELT when a student has

- missed a submission date for a piece of coursework. 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 OR
- missed SIX compulsory classes with or without self certification being produced.

Level 10 alerts are issued to any student who has

- missed EIGHT classes, regardless of their reason for missing the classes.

Level 10 alerts mean that a student has missed too much of the module to be awarded credits and is highly likely to be awarded 0X by the module Exam Board. This would mean the student would not be given credits for the module. ELT understands that students do sometimes suffer from a range of illnesses or personal circumstances which prevent them from attending classes or tutorials. Staff 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.

ELT, 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 ELT modules, the self-certification is unlikely to be accepted. Equally food poisoning every Monday or Friday is unlikely to be accepted. Having ‘a cold’ is also unlikely to be an acceptable reason for absence. Other unacceptable reasons might include having to wait at home for the Sky engineer or landlord, other appointments which should be made in non-teaching time, going on holiday with your family and so on.
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 ELT Undergraduate Modules Handbook.

**Complaints**

ELT 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 ELT Undergraduate Modules Handbook.

**Staff-Student Council**

During the second week of the semester, two students will be chosen to represent all the ET1002 students at the Staff-Student Council meeting. The meeting date, time and location will be confirmed in due course. If there are any issues about the module that students would like to raise, please contact the Module Co-ordinator directly or speak to the class representatives.
Erasmus 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 ET1002 is Louis Harrison from the University of Nottingham. His email is Louis.Harrison@nottingham.ac.uk
ET1002 English as a Foreign Language
Module Contract 2018/2019

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+ in the coursework element of the module in order to proceed to the examination. You must pass the examination (7+) 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 May 2019. The provisional timetable is produced by the University Examinations Officer in mid-March.

I have read and understood the course requirements for ET1002 and I undertake to fulfil them.

Signed ..............................................................................................................

Date ...........................................