

School of Linguistics and Applied Language Studies Course Outline

ELIN 801, Introduction to Language Teaching, Trimester 3, 2008

1. Course Coordinator:

Jill Musgrave
Von Zedlitz (vZ) 312
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Office hours: tba



2. Staff: Jill Musgrave

3. LALS office:

Email: lals@vuw.ac.nz
Room 210, 2nd floor, von Zedlitz (vZ) Building
Kelburn Parade
10:00am – 4:30pm

4. Course Administrator:

Rachel Scholes, Postgraduate administrator, Tel: 463 5894, Fax: 463 5604
Rachel.Scholes@vuw.ac.nz

Web contact: www.blackboard.victoria.ac.nz

5. Vicbooks:

There are two locations – Pipitea Campus and Kelburn campus. It is located in the Student Union Building on Kelburn Campus. Customers can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Vicbooks can courier books to customers or they can be picked up from either shop the day after placing an order online.

Tel: Kelburn 463 5515

Opening hours: 8am - 6pm Mon - Fri (during term they close at 5pm, in the holidays); 10am - 1pm Saturday.

6. Submitting assignments and tasks

General guidelines

- Set margins to at least 2.5 cm
- Set line spacing to 1.5
- Set font size of 12 point
- Include page numbers
- Include a title page which shows the course number and name, your name, the course lecturer, the title of the assignment, and the date the assignment is due
- Provide a word count at the end of the assignment (not including the Reference section)

Hard copy submissions

- Type on one side of A4 paper
- Staple pages together
- Avoid presenting assignments in bulky folders or sleeves unless necessary
- Avoid inserting individual pages in clearfile sleeves

Cover sheet

A coversheet is provided on the last page of this outline. Photocopy and attach it to the front of all assessed work, completed in full

7. Course announcements:

Noticeboards are in the corridor of Von Zedlitz (Vz) on level 3.

8. Class times and locations:

Lectures: Mondays and Wednesdays 3.10pm – 5.00pm
Room: Hunter 221

Tutorial times, practical teaching times, and office hours will be confirmed during the second week of the course. These will be announced in class and posted on the GCertTESOL noticeboard.

9. Course content:

ELIN 801 will be taught by Jill Musgrave. The course aims to:

- Introduce course members to the planning and implementation of appropriate classroom teaching activities
- Address issues in managing classrooms for effective second language learning

The topic areas that will be studied are as follows:

Week 1 (12 November)	Understanding second language classrooms: An introduction and overview
Week 2 (17, 19 November)	Teaching reading
Week 3 (24, 26 November)	Teaching reading
Week 4 (1, 3 December)	Teaching writing
Week 5 (8, 10 December)	Teaching writing
Week 6 (15, 17 December)	Teaching vocabulary

Weeks 7 & 8: Mid-trimester break

Week 9 (5, 7 January)	Teaching grammar and pronunciation
Week 10 (12, 14 January)	Teaching speaking
Week 11 (21 January)	Teaching speaking
Week 12 (26, 28 January)	Teaching listening
Week 13 (2, 4 February)	Teaching listening
Week 14 (9, 11 February)	The work of a language teacher

These topic areas indicate the main focus for each week. Within each topic, an emphasis will be given to integrating language skills; planning, implementing and reflecting on teaching activities; and monitoring learners' progress.

10. Course objectives:

By the end of ELIN 801, course members should be able to:

- 1 Plan lessons that are suitable for second language learners;
- 2 Outline the features and benefits of specific language activities;
- 3 Suggest solutions to issues frequently encountered in managing second language classrooms;

- 4 Answer action research questions directed at monitoring specific teaching and learning activities.

11. Expected workload:

You should expect to spend an average of at least 20 hours per week on ELIN 801 coursework throughout the 14 weeks of the course. This includes:

- Preparing for classes
- Attending classes
- Preparing for and reflecting on practice teaching sessions
- Carrying out assigned practice teaching sessions
- Completing assessments

12. Group work:

While all assessed work will be completed individually, you will be expected to work collaboratively with other course members when preparing and reflecting on the practice teaching sessions.

13. Readings:

ELIN 801 Cert TESOL-2007 Language Teaching Techniques: A Book for Beginning Language Teachers.

(Available from University Notes Distribution Centre for approximately \$10.00)

J. Harmer, J. (2007). *How to teach English*. Harlow: Longman.

(Available from Victoria Book Centre for \$69.95)

Course members are also expected to read widely in journals such as: *English Teaching Forum*, *Modern English Teacher* and *Guidelines*. See the CertTESOL Handbook for an extensive journal list.

14. Assessment requirements:

This course will be examined by internal assessment. The final grade for ELIN 801 will be based on two tests (15% each) and two assignments (30% and 40%). The assessment schedule appears below.

Test 1 (15%)	Day: Wednesday 3 December, 4.00pm – 5.00pm
Assignment 1 (30%)	Due: Monday 5 January
Test 2 (15%)	Day: Wednesday 28 January, 4.00pm – 5.00pm
Assignment 2 (40%)	Due: Friday 13 February

The **tests** aim to measure course members' ability to deal with practical decisions of lesson planning, materials preparation and problem solving. It is expected that these decisions will be approached in a systematic way drawing on material covered in the course. The tests are designed to reflect all four course objectives outlined on pages three and four.

The **assignments** require course members to apply what they have learned in classes and through independent study to a practical teaching situation. The assignments would normally be between 1,500 and 2,000 words long. The assignments are designed to reflect all four course objectives outlined on pages three and four. Refer to the Cert TESOL Handbook for information about the presentation and assessment of assignments.

15. Statement of penalties:

You must complete all assigned work by the deadlines. If you have strong personal reasons for needing an extension (such as an illness or bereavement), you must get explicit permission to hand work in late before the due date from the course coordinator. Work handed in late without prior permission to do so may not be eligible for assessment.

16. Mandatory course requirements (Terms):

Course members are required to attend at least 90% of the ELIN 801 classes and practical teaching sessions and complete the two tests and two assignments.

17. Communication of additional information:

Any changes to class times will be announced in class or posted on the CertTESOL notice board in the corridor beside the kitchen on the third floor of von Zedlitz Building.

18. Academic Integrity and Plagiarism

Academic integrity and plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

19. GENERAL UNIVERSITY STATUTES AND POLICIES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* available in hardcopy or under "about Victoria" on the Victoria homepage at:

http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html

Information on the following topics is available electronically under "Course Outline General Information" at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

- Student and Staff Conduct
- Academic Grievances
- Academic Integrity and Plagiarism
- Meeting the Needs of Students with Impairments
- Student Support

COVER SHEET

COURSE NAME & CODE
e.g. LING 211

SURNAME : _____

GIVE NAME : _____

ID NUMBER : _____

TUTOR / LECTURER : _____

ASSIGNMENT TITLE / NO : _____

NUMBER OF WORDS : _____

DUE DATE : _____

Please complete the following checklist:

tick box

I have checked my work carefully before submitting

I have included a list of references, properly formatted

I have numbered the pages of this work

I have retained a copy of this work

There is no plagiarism in this work

I value your feedback and will collect my work promptly

OR

I do not require any feedback on this work

STUDENT'S SIGNATURE : _____

DATE : _____