FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS & APPLIED LANGUAGE STUDIES

MASTER OF ARTS
LALS 511 TEACHING READING & WRITING
15 POINTS

TRIMESTER 2 2015

Important dates

Trimester dates: 13 July to 15 November 2015
Teaching dates: 6, 7, 8, 9, 10, 11, 13, 14, 15, 16 July
Mid-trimester break: 24 August to 6 September 2015
Last assessment item due: 14 August, 2015
Study period: 19–23 October 2015

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Class times and locations

RELC Singapore, 9-11 am daily
By distance

Names and contact details

Course coordinator

Dr Averil Coxhead

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Course administrator

Janet Attrill

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Communication of additional information

Additional information about this course and information about any changes will be posted on the course website in Blackboard.

Prescription

Examination of the principles behind the effective teaching of reading and writing skills in another language and the application of these principles in the preparation and use of teaching materials.

Course content

The following topics will be covered in the course. There is an extra course reading in the LALS 511 course book for each topic.

Day	Topic	Chapter from Nation (2009) *Teaching ESL/EFL Reading and Writing*
1.	Learning to read in a second language	One
2.	Intensive reading	Three
3.	Extensive reading and book floods	Four
4.	Reading fluency	Five
5.	Assessing reading	Six
6.	Guiding writing	Seven
7.	Text structure: topic types and the writing process	Eight and nine
8.	Responding to writing	Ten
9.	Assessing writing	Ten
10.	Test	N/A

Course learning objectives (CLOs)

Students who pass this course should be able to:

1. Discuss some of the important current issues in the teaching and learning of reading and writing.
2. Describe important areas for research in these areas.
3. Comment critically on research and practice.
4. Design the reading and writing components of a language course.
5. Teach a reading and writing course.
6. Advise teachers and learners on reading and writing.

Teaching format

The course is delivered in two modes: on campus at RELC and by distance. On campus classes are run as workshops. For distance students, the course is available at http://blackboard.vuw.ac.nz. Blackboard is Victoria's online teaching and learning system. In both modes, students are expected to participate actively in activities and discussions.

When you enrol you will automatically be given a computer user account, which will be on your *Confirmation of Study* form. Usually, it is the first six letters of your family name and four letters of your first name. So if your name is Robert Cameron, your user name might be *camerorobe*. Your password will be your student ID number. You need to use this computer user account when you access journals from off-campus. For help, contact its-service@vuw.ac.nz or phone (04) 463 5050. For IT services available to students see http://www.victoria.ac.nz/its

If you are an international student the following site could be useful: http://www.victoria-international.ac.nz/.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. Achieve at least 50% in each piece of assessment.
2. Attend all nine classes (on-campus).*
3. Participate in each of the nine web-based discussions (distance).

*If an absence is unavoidable, then the course member should participate in the Blackboard Discussion Board for that topic. Please let Averil know that you will be online for that topic.

Course members studying by distance must make a contribution to each topic of the Discussion Boards. If this is not possible, please email Averil.

Any student who is concerned that they have been (or might be) unable to meet any of the Mandatory Course Requirements because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

Workload
LALS 511 is a fifteen point one-trimester course. Course members should expect to spend about 150 hours on the course, spread over the days of the course and in the four weeks between the end of the course and the due date for the assignment (see below). This means:
- about three to four hours per day for the ten days of the intensive, including reading and preparation and participation on Blackboard (30 to 40 hours in total)
- studying for the test (30-40 hours in total)
- around 30 hours of reading for the assignment
- around 30-40 hours working on the final assignment.

Assessment

Assessment	Due date	Word length	Percentage of final grade	Learning objectives
Test	16 July	N/A	40%	1, 2, 3,
Assignment	14 August, 5pm	2,500 words	60%	3, 4, 5, 6

Class Test
There will be a two-hour open book test for LALS 511. Face-to-face students will sit it in class, while distance students will have the test released to them on Blackboard at a specific time. The arrangements for the test by distance will be communicated by email and on Blackboard one week before the start of the course. A practice test will also be available.

Assignment
Friday 14 August 60% of the final grade A unit of work on reading or writing and a 2,500 word commentary **Either** Design a unit of work on reading which is ready to use with a particular group of students. Comment on the features of your design, drawing on readings and insight from the course as well as your own teaching experience. About one-third of the total work for your assignment should be your commentary. **Or** Design a unit of work on writing which is ready to use with a particular group of students. Comment on the features of your design, drawing on readings and insight from the course as well as your own teaching experience. About one-third of the total work for your assignment should be your commentary.

N.B. Note that if no work is submitted for assessment before the last three days of teaching, there will be nothing on which to base an aegrotat consideration.

Marking criteria

Marking criteria will be posted on Blackboard at the beginning of the course.

Submission and return of work

The test will be taken online by the distance students.

Submit your assignment through the Blackboard (BB) system, whether you are a distance or face-to-face member of the course. Instructions on how to use the BB assignment tool are on the BB website. You might need to email Averil the attachments for your unit of work.

As a backup measure only, assignments may be submitted as email attachments to: lals-ma@vuw.ac.nz . Work will be returned on Backboard or by email within three weeks of submission.

Extensions and penalties

Extensions

The test and assignment must be submitted by the due date. There is no penalty for late submission but permission must be sought and a good reason given.

Penalties

You are expected to keep within the word limit for the assignment. No credit will be given for work beyond the word limits. Assignments and tasks which are plagiarised will not receive a grade and cannot be resubmitted.

Set texts

1. Nation, I.S.P. (2009) Teaching ESL/EFL Reading and Writing. London: Routledge
2. Course readings for LALS 511.

You can order textbooks and student notes online at www.vicbooks.co.nz.

Recommended reading

Grabe, W., & Kaplan, R. B. (1996). *Theory and practice of writing*. New York: Longman.

You will also need access to a graded reader of your choice. See the Extensive Reading Foundation website for some suggestions on graded readers - http://erfoundation.org.

Course reserves for LALS 511 are available through the library website.

Class representative

There is one class representative for the MA programme. Details are posted on Blackboard.

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Student feedback

In this course, I will be seeking feedback on the development of engagement with the readings and how well-organised the course is. In response to feedback from a previous class, the assignment information has been clarified.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progess (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: http://library.victoria.ac.nz/library-v2/find-your-subject-librarian
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz