English Language Centre
ELC1013 English for University Studies
2020-21   Semester 1   3 credits

Information for Students

I. Objectives

This subject aims to enable students to study effectively in the University's English medium learning environment, and to improve and develop their English language proficiency within a university study context.

II. Learning outcomes

Upon successful completion of the subject, students will be able to:

a. refer to sources in written texts and oral presentations
b. paraphrase and summarise materials from written and spoken sources
c. plan, write and revise expository essays with reference to sources
d. deliver effective oral presentations

To achieve the above outcomes, students are expected to use language and text structure appropriate to the context, select information critically, and present information logically and coherently.

III. Learning schedule

Week	Content	IndiWork	Assessment/Timing
1-13	Introduction Unit 1 Achieving an academic writing style	Session 1 Quiz	
	Unit 2 Using sources in academic writing	Session 2 Quiz Session 3 Quiz Session 4 Quiz Session 5 Quiz	Assessment 1 Academic essay 1 In-class **Week 7-8**
	Unit 3 Organisation in academic writing	Session 6 Quiz Session 7 Quiz Session 8 Quiz Session 9 Quiz	Assessment 2 Academic essay 2 Out of class; due 23:59, **Week 10**
	Unit 4 Delivering academic presentations	Session 10 Quiz Session 11 Quiz Session 12 Quiz Session 13 Quiz	Assessment 3 Oral presentation in pairs **Week 13**

Public holidays: According to the University's Academic Calendar for 2020-2021.

IV. Materials

In this subject you will be using learning materials written by the English Language Centre. Subject materials can be downloaded from LEARN@PolyU at: https://learn.polyu.edu.hk/(Click *ELC1013* after logging in). Make sure that you bring the relevant learning materials to every class. The schedule in Section III is a guide to the materials you will need for each lesson.

The IndiWork materials for the subject can also be found at https://learn.polyu.edu.hk/

V. Subject completion requirement

To successfully complete the subject, you have to:
1. complete all assessments, as stated in Section IX;
2. fulfil a minimum of 80% attendance, as stated in Section VI; and
3. satisfy the IndiWork requirement, as stated in Section VIII.

Failure to meet requirement (1) above will result in an overall fail of the subject, and you will have to re-take the subject. Failure to meet requirements (2) will result in downgrading the overall subject grade, and may lead to failing the subject, as stated in Sections VI and VIII.
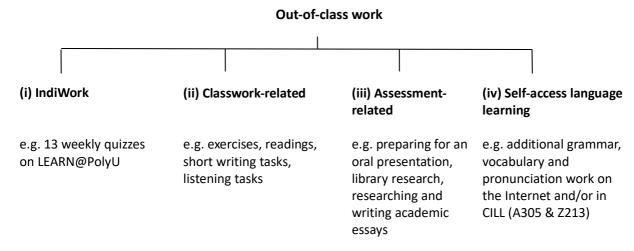
If you have taken this subject previously (either in whole or in part), you must inform your teacher as early as possible.

VI. Attendance and punctuality

You are required to attend at least 80% of the classes and to be punctual for all lessons. Failure to meet the attendance and punctuality requirements normally incurs a deduction from the overall subject grade. If you know you cannot attend a class, you should email your class teacher beforehand stating the reason. If you are sick, you should send your class teacher a copy of your sick leave certificate.

VII. Out-of-class work

In line with PolyU policy, you are expected to do 78 hours of out-of-class work for a three-credit subject. This means that, in addition to the 3 hours of classroom learning, you are expected to do at least 6 hours of out-of-class work in each of the 13 weeks of the subject. This includes IndiWork, classwork-related, assessment-related and self-access work.

Out-of-class work

(i) IndiWork	(ii) Classwork-related	(iii) Assessment-related	(iv) Self-access language learning
e.g. 13 weekly quizzes on LEARN@PolyU	e.g. exercises, readings, short writing tasks, listening tasks	e.g. preparing for an oral presentation, library research, researching and writing academic essays	e.g. additional grammar, vocabulary and pronunciation work on the Internet and/or in CILL (A305 & Z213)

VIII. Independent learning

IndiWork

Throughout the semester, you are required to complete *IndiWork*, the independent language work included in the four units of the subject. These language learning activities aim to help you reinforce what you have learnt in class and enhance your grammar and vocabulary as well as other English language skills. Instructions for *IndiWork* are provided in the subject materials and on LEARN@PolyU. The activities are indicated in each unit of the subject materials as well as on LEARN@PolyU by this icon:

You need to get a score of **at least 50%** for *IndiWork* in order to complete the subject and you should complete *IndiWork* tasks in all four of the units. If you get a score of less than 50% for *IndiWork* your final subject grade will be downgraded at the end of the semester.

IndiWork score	Grade deduction from final subject grade
50% or above	No grade deduction
25% - 49.99%	½ grade deduction
0% - 24.99%	1 grade deduction

IndiWork activities are available from and until the dates listed below:

Quiz name and topic	Opening date (at 00:01)	Closing date (at 23:59)
Week 1 Quiz: Academic style	September 7	October 25
Week 2 Quiz: Referencing	September 7	October 25
Week 3 Quiz: Reading academic articles	September 7	October 25
Week 4 Quiz: Integrating sources	September 7	October 25
Week 5 Quiz: Essay writing (1)	September 7	October 25
Week 6 Quiz: Essay writing (2)	September 7	November 15
Week 7 Quiz: Fact vs Opinion	September 7	November 15
Week 8 Quiz: For & against essays	September 7	November 15
Week 9 Quiz: Editing your work	September 7	November 15
Week 10 Quiz: Academic presentations	September 7	December 6
Week 11 Quiz: Visual aids	September 7	December 6
Week 12 Quiz: Effective presentation delivery	September 7	December 6
Week 13 Quiz: Presentations	September 7	December 6

It is important that you complete your work for each unit before each of the deadlines listed above.

You can see your percentage score for the online language work activities on LEARN@PolyU by looking at your IndiWork Total score under My Grades.

2. ELC face-to-face & online initiatives

Speaking Assistance Programme (SAP) https://elc.polyu.edu.hk/SAP/	10% for attending a 1 hour consultation
Writing Assistance Programme (WAP) https://elc.polyu.edu.hk/WAP/	10% for attending a 1 hour consultation
Excel@English (EES) https://elc.polyu.edu.hk/EES/	10% for attending a 1 hour mentoring session
CILL Certificate Scheme https://elc.polyu.edu.hk/CILL/	10% for each certificate earned
ELC CILL Workshops	10% for each workshop attended

On **Learn@PolyU**, you need to submit evidence showing that you have attended these initiatives for them to be counted towards your IndiWork score.

Go to the **IndiWork page** on Learn@PolyU and:

1. **Upload screenshots** from the ELC booking system of your attendance records for consultations, sessions and workshops during that semester
2. **Upload screenshots** of CILL certificates awarded during that semester
3. **Input** how many ELC face-to-face initiatives you are claiming for IndiWork in that semester. For example, if you attend two workshops and one SAP session, you should enter '3'. This will be worth 30% of your total IndiWork score.

You need to do this by the final IndiWork deadline of the current semester.

Note: Students who enter the wrong number of ELC face-to-face initiatives into the Learn@PolyU system will incur an overall subject grade penalty.

Completion of IndiWork

You need to achieve an overall IndiWork score of **at least 50%** in order to complete the subject. If your final IndiWork score is less than 50%, your final subject grade will be downgraded at the end of the semester.

IndiWork score	Grade deduction from final subject grade
50% or above	No grade deduction
25% - 49.99%	1 sub-grade deduction
0% - 24.99%	2 sub-grade deduction

Students who transfer classes during the add-drop period will start their IndiWork score from zero in their new class.

IX. Assessments

There are three assessments that evaluate your achievement of the learning outcomes of this subject. You are required to complete <u>all three assessments</u> in order to pass the subject.   The following regulations apply to this subject and to all ELC assessments.

Late submission of assessments

1. You must inform the teacher as early as possible if there are reasons for you to submit an out-of-class assessment after the deadline.
2. Late submissions, although accepted **within 3 calendar days** after the deadline, are subject to the following downgrading <u>penalties</u>:
    - by 1 sub-grade if the assessment is submitted within 24 hours after the deadline
    - by 2 sub-grades if the assessment is submitted within 48 hours after the deadline
    - by 3 sub-grades if the assessment is submitted within 72 hours after the deadline

3. If you do not submit your assessment within 72 hours, then **you will be considered to have not taken the assessment and will fail the subject**.
4. If you believe that you have a valid reason for a late submission, such as you are suffering from a serious illness, you will not receive a penalty provided that sufficient documentary evidence is provided within 7 calendar days of the assessment submission deadline.

Academic honesty and avoiding plagiarism

The University takes a very serious view against dishonesty and plagiarism in students' work, including in-class and out-of-class assessments. Dishonesty and plagiarised work will lead to downgrading or other disciplinary action as described in the Student Handbook (Regulations and Rules and Appendix 3).

Assessment	Timing	Weighting	Learning outcomes assessed
1. Academic essay 1 (around 500 words; out of class)	Week 8 Submit to *LEARN@PolyU* **15:00, 26 Oct 2020 (Monday)**	30%	a, b and c
2. Academic essay 2 (around 800 words; out of class)	Week 10 Submit to *LEARN@PolyU* **23:59, 15 Nov 2020 (Sunday)**	30%	a, b and c
3. Oral presentation (a videoed presentation submitted via Panopto)	Week 13 Submit to *LEARN@PolyU* **23:59, 06 Dec 2020 (Sunday)**	40%	a, b and d

Assessment 1: Academic essay 1 (30%)

Learning outcomes assessed: Outcomes a, b and c

This assessment involves writing individually an in-class essay of around 500 words on the theme of ***food safety*** and will be conducted on *Learn@PolyU***.**

Preparation for this assessment involves out-of-class reading of articles about the topic. The sources of four articles are given on *LEARN@PolyU*, under <u>Assessment 1 Reading Articles</u>. First form a group of four students. Each student should choose one of the articles from <u>Assessment 1 Reading Articles</u> on *LEARN@PolyU*. Find and read the article you have chosen. Share the main points of the article with members in your group.

In the assessment you will be given a set question relating to one or more aspects about the problem of ***food safety***. The question will be either about <u>causes</u> and <u>solutions</u> of these aspects of the problem, or <u>impacts</u> and <u>solutions</u> of these aspects of the problem. You will be given extracts from at least two of the four articles, as well as some extra extracts. You will need to write a **problem-solution essay** and answer the set question using the extracts provided and incorporating your own views. Further instructions and the essay question will be provided in the assessment.

You may fail the assessment if you do not fulfil the task requirement regarding the topic or structure.

<u>Submission</u>

The assessment task will be available at **15:00, 25 Oct 2020 (Sunday)** and your essay needs to be submitted via Turnitin by **15:00 26 Oct (Monday).** You need to upload a soft copy of your essay to LEARN@PolyU (理學網) (word-processed in Arial font size 11 or Times New Roman font size 12 and double spaced and in Word format)**.** This will automatically generate a Turnitin originality report. Misreading the submission time will not be accepted as a valid reason for late submission (e.g. confusing a.m./p.m.). You should ensure that you have selected the correct essay before clicking the Upload button. We will not accept any essay you have submitted for another subject. After you click 'Confirm' to upload your submission, Turnitin will generate a digital receipt. Please go to the **Turnitin Document Viewer** and **download** this receipt, or save a screenshot of it, as proof of successful submission in case of any technical issues later.

Late submission of the essay will result in downgrading of this assessment's grade, or an overall Fail grade for the subject (See Section IX of this Student Information Sheet).

Assessment criteria:

1. **Content (20%):** task fulfilment; relevance, development and quality of arguments
2. **Organisation (20%):** clear overall structure; clearly organised paragraphs and a range of methods to connect ideas; ideas presented logically; ease of reading
3. **Language (35%):** accuracy and range of sentence structures; academic style; appropriacy of vocabulary; meaning communicated effectively and appropriately through language choices
4. **Referencing (25%):** accuracy and integration of in-text citations; accuracy and range of reporting structures; effectiveness of paraphrasing

Assessment grading notes:

1. If arguments are not always relevant or supported, and they mostly summarise the arguments from the given sources, the maximum grade for Content is D.
2. If ideas are presented in relation to one another illogically at times, making it difficult for the reader to follow, the maximum grade for Organisation is D.
3. If there is frequent inappropriate use of vocabulary, the maximum grade for Language is D.
4. If only one type of reporting structure is used, with mostly weak integration, or paraphrasing issues that result in lack of credit of sources used, the maximum grade for Referencing is D.

Assessment 2: Academic essay 2 (30%)

Learning outcomes assessed: Outcomes a, b and c

This assessment involves writing an out of class 800-word <u>balanced for and against essay</u> in which you analyse one of the topics given below.

Topic areas

From the beginning of Week 1 choose one of the following topic areas:

(i)   High-stakes testing in Hong Kong
(ii)   Domestic helpers in Hong Kong

It is important that you choose your topic early so that you have time to research and plan your essay. Your topic should be approved by your class teacher by Week 7. If you do not fulfil the task requirement regarding the topic and/or structure, you may fail the assessment.

More information about completing this Assessment is available on <u>LEARN@PolyU</u> in the <u>Assessment 2 Student Guide</u>.

Referencing and Content Requirements

- You must include a minimum of <u>four</u> different academic sources in the essay (any other sources, e.g. government reports, should be additional).
- You must ensure that the sources that you use are both <u>academic</u> and <u>reliable</u> in order to increase the credibility of your essay.
- It is important that the essay is appropriately referenced, with in-text citations and a reference list using the appropriate referencing style for your discipline.
- You need to demonstrate the in-text citation skills that you have learned during the semester. Citation skills include integral and non-integral citations and quotations. You need to include at least one of each in your essay.
- The total word count for all quotations should not exceed 25 words.

You may fail the assessment if you do not fulfil the task requirement regarding the topic or structure.

Submission

You need to upload a soft copy of your essay to LEARN@PolyU (理學網) by **23:59, 15 Nov, 2020** (**Sunday)**. Detailed submission instructions and downgrading policy are the same as those in Assessment 1 (see p. 6).

Assessment criteria:

1. **Content (20%):** task fulfilment; relevance, development and quality of arguments; thorough research and use appropriate and up to date sources
2. **Organisation (20%):** clear overall structure; clearly organised paragraphs and a range of methods to connect ideas; ideas presented logically; ease of reading
3. **Language (35%):** accuracy and range of sentence structures; academic style; appropriacy of vocabulary; meaning communicated effectively and appropriately through language choices
4. **Referencing (25%):** accuracy and integration of in-text citations; accuracy and range of reporting structures; effectiveness of paraphrasing; accuracy of reference list

Assessment grading notes:

1. If most sources are not appropriate and/or up to date, the maximum grade for Content is D.
2. If ideas are presented ideas in relation to one another illogically at times, making it difficult for the reader to follow, the maximum grade for Organisation is D.
3. If there is frequent inappropriate use of vocabulary, the maximum grade for Language is D.
4. If only one type of reporting structure is used, with mostly weak integration of sources, or there are paraphrasing issues that result in lack of credit of sources used, the maximum grade for Referencing is D.

Assessment 3: Oral presentation (40%)

Learning outcomes assessed: Outcomes a, b and d

For this assessment you are required to deliver an individual presentation (the first part of a whole presentation). You can choose a topic that you used in Assessment 2; i.e., **high-stakes testing in Hong Kong**, or **Domestic helpers in Hong Kong** or a new topic. Your topic should be approved by your class teacher by Week 10.

You may fail the assessment if you do not fulfil the task requirement regarding the topic or structure.

- The presentation must be academic in nature; each speaker should include at least 3 academic sources during the presentation (any other sources, e.g. government reports, should be additional).

- The presentation can either have a problem-solution or for and against structure.

- Students are encouraged to engage with the audience. If you over-rely on note cards or a script, the maximum grade for Delivery is D. If you simply read out or memorise an entire written text, you may fail the Assessment.

Submission

You need to video your presentation and submit it via Panopto by **23:59, 06 Dec 2020 (Sunday)**.

Assessment criteria:

1. **Content (15%):** task fulfilment (including timing); relevance and quality of arguments; showing thorough research; use of authoritative and up-to-date sources

2. **Language (20%):** accuracy and range of sentence structures; spoken academic style; appropriacy of vocabulary; meaning communicated effectively and appropriately through language choices

3. **Delivery (35%):** clear and concise presentation; ideas presented logically with effective transitions; effective strategies to engage the audience; listening and answering skills; support of co-presenter; voice projection; body language; use of visual aids; integration of citations

4. **Pronunciation and fluency (30%):** effective communication of meaning through pronunciation; fluency of speech

Assessment grading notes:

1. If most sources are not appropriate and/or up to date, the maximum grade for Content is D.
2. If language is often inappropriate to the topic and setting, the maximum grade for Language is D.
3. If few strategies to engage the audience are used, the maximum grade for Delivery is D.