



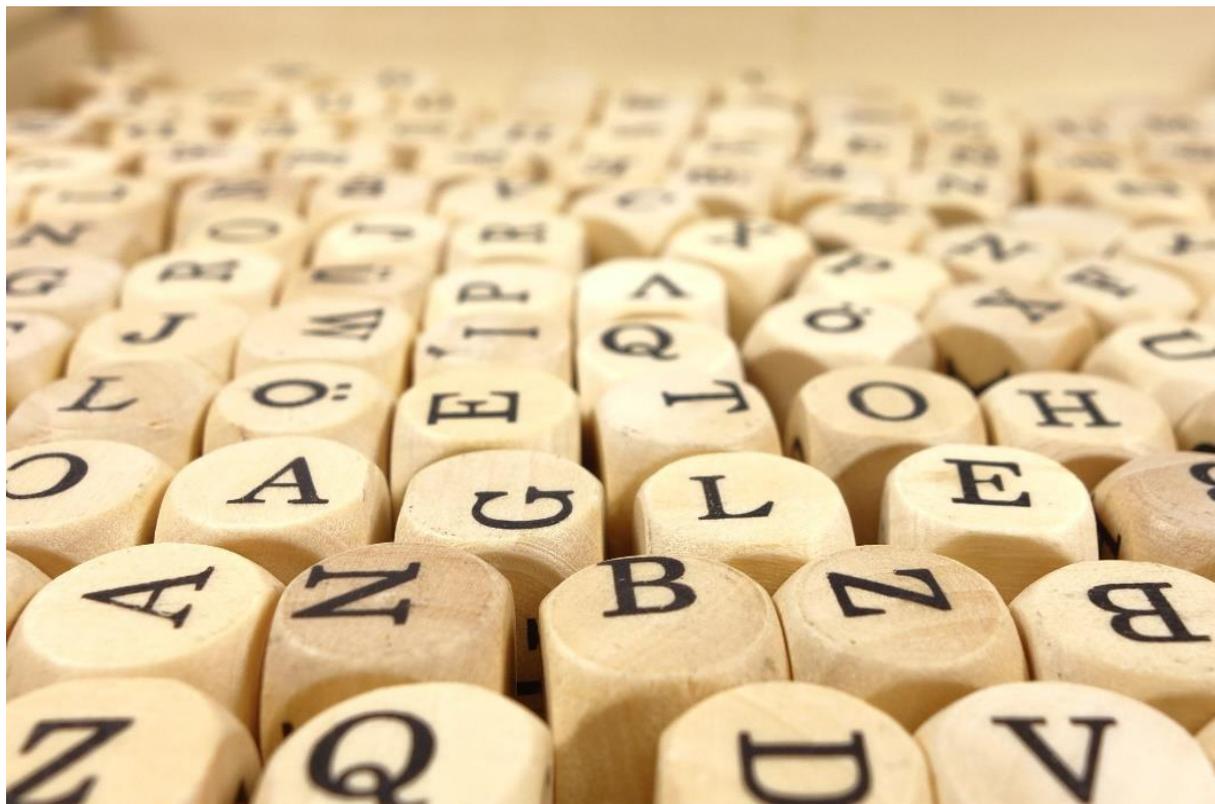
DALARNA UNIVERSITY

English for Academic Purposes (EAP)
Course Handbook

Contents

- WELCOME TO ENGLISH FOR ACADEMIC PURPOSES..... 3
- COURSE HANDBOOK AND COURSE PACKAGE 3
- LEARN: OUR LEARNING PLATFORM..... 4
- ASSESSMENT AND GRADING SCALES..... 4
- CREDIT SYSTEM..... 6
- RE-EXAMINATION AND MAKE-UP/SUBSTITUTE WORK 7
- CLASSROOM RULES AND ETIQUETTE..... 8
- PLAGIARISM AND CHEATING 10
- INFORMATION AND SUPPORT 10
- EMAIL CONTACT 11
- CONTACT DETAILS 11
- STUDENT ADMINISTRATION AND TECHNICAL SUPPORT 11
- INTERNATIONAL STUDENT RECRUITMENT OFFICE..... 11
- STUDENT UNION..... 11
- STUDENT COUNSELLING SERVICES 12
- COURSE DESCRIPTIONS..... 13

Welcome to English for Academic Purposes



We are delighted you are taking the English for Academic Purposes (EAP) course package. It has been designed for international students who want to prepare themselves for university programmes in Sweden in which English is the language of instruction.

Course Handbook and Course Package

Course Handbook

This handbook contains information about the four courses in the course package. It also contains information about what we expect of EAP students and how the courses are graded and marked. As well, it includes contact information for EAP teachers and staff members.

Course Package

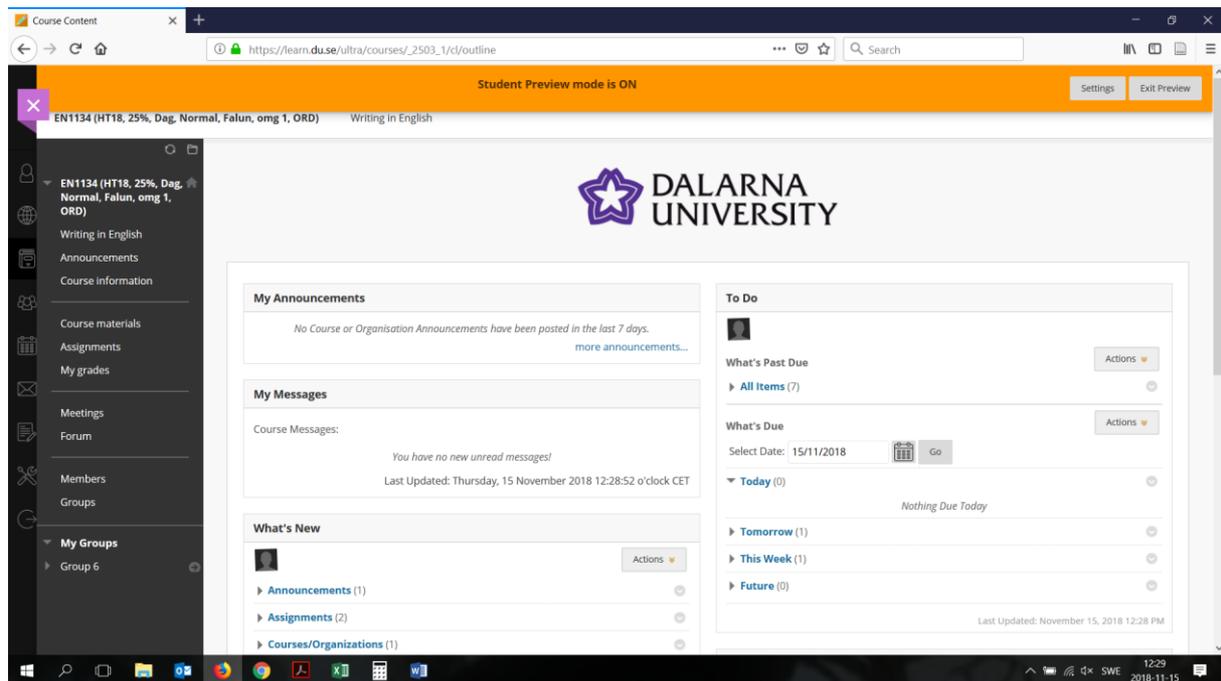
The course package has four courses that are taught over one semester. Each course has at least one obligatory seminar every week at our campus in Falun (seminar means lesson or class). You must attend and participate actively in all seminars to pass the courses.

The four courses are:

- Writing in English (EN1134)
- Text Study (EN1135)
- Pronunciation of English as an International Language (EN1136)
- Oral Discussion and Presentation (EN1137)

You can find more information about the courses at the end of this handbook.

Learn: Our Learning Platform



Learn is Dalarna University's online learning platform. In Learn, each course has its own course room where teachers post important information about the course, such as schedules (timetables), instructions for assignments, and study material. You submit your assignments on Learn as well.

You will attend a workshop on how to use Learn when you are on campus before your courses start. It is very important that you understand how Learn works, so please visit the Learn webpage as soon as possible so that you can find out more: du.se/en/learn.

Assessment and Grading Scales

Assessment

Course grades are based on the following:

- **Active participation in seminars**
You must contribute actively in seminars. This means that you need to:
 - respond to your teacher's questions
 - be active in discussions with other students
 - demonstrate your knowledge and understanding of assigned reading material
- **Written assignments**
Your teacher will set written assignments that you must complete alone and submit electronically in Learn.
- **Peer-review**
This is when you give feedback on another student's work related to, for example, grammar, structure, and formatting. Another student does the same for your work.

Peer-review is **not** a personal response to another student's work where you say what you like or dislike, but it is a way for students to help each other improve their English.

- **Oral presentation**

This is when you – alone or in a group – give a presentation on a specific subject. You may have to do this in class or record it for submission electronically in Learn.

- **Recorded assignments**

This is often an individual task that is used to evaluate your pronunciation. You usually make a recording on a computer and post an MP3 file in Learn.

All assignments come with a submission deadline. Work that is handed in late may receive a lower grade and may result in your final course grades being registered late: this can be a problem if you want to continue your studies in Sweden.

Grading Scales

Each course is worth 7.5 credits and has five course modules, each worth 1.5 credits. We use the Swedish grading scale, which is as follows:

VG	(<i>väl godkänd</i> = pass with distinction)
G	(<i>godkänd</i> = pass)
U	(<i>underkänd</i> = fail)

- **To pass a module with a G or VG**, you must show that you have met the goals of the course module by completing all assignments with a passing grade, and by attending and participating in all seminars.
- **To pass a course with a G**, you must receive a G in all five modules. To pass a course with a VG, you must receive a VG in at least three of the modules (unless your teacher states otherwise).

Here is a link to more information about the grading and credit systems used at Dalarna University: <http://www.du.se/examination-credit>.

Credit System

Courses – Credits

Each course in the EAP course package is worth 7.5 credits. Each course comprises 5 modules.

If you do not pass a module (1.5 credits), this means that you cannot pass the entire course (7.5 credits); however, you will receive credits for every module that you do pass.

If you are absent for more than 30% of the seminars in a 7.5-credit course (whatever the reason), you cannot receive a passing grade for the course even if you have a passing grade in all the assignments and modules. To complete a course that you have failed because you have not come to class, you will have to attend the missed seminars in a later semester.

Course Modules – Credits

Each course module is worth 1.5 credits.

If you miss a seminar (whatever the reason), your teacher may ask you to complete a make-up assignment (see conditions for re-sit exams *Re-Examination and Make-Up/Substitute Work* below). However, if you miss more than 50% of the seminars in a module, you cannot receive a passing grade for that module even if you complete all the assignments.

Re-Examination and Make-Up/Substitute Work

If you are absent from a seminar, fail an assignment or examination, or do not submit an assignment on time, there will be **one opportunity for re-examination** in that same semester. Your teacher (as examiner) will arrange all re-examinations or make-up/substitute work. Re-sit examinations and make-up assignments normally take place at the end of the semester. In most cases, this will be a specified re-examination/hand-in assignment. Your teacher will post information in Learn about re-sit examinations and/or make-up assignments at least two weeks in advance.

If you fail a re-sit examination or the re-submission of an assignment, you have the right to re-sit the exam or to re-submit the assignment during the normal and resubmission points in any subsequent semester (2 opportunities per semester). For example, if you do not receive a passing grade for a module after two examination occasions, you **will have to apply to re-register in the course package in the following semester** to be able to take the next examination occasion. **This may have a direct effect on whether or not you can proceed to further studies.**

Classroom Rules and Etiquette

EAP student groups are multicultural, which adds positively to the learning environment. As a group, we all need to follow some basic rules so that courses run smoothly and so that everyone feels that they have the respect of others.



- Arrive on time to the seminar. If the seminar starts at 10:00, you should be in the classroom by 10.00 with your study materials on your desk and your mobile phone on silent mode, ready to listen to your teacher's instructions.
- Submit work on time.
- Email your teacher when you know you are going to be absent from a seminar.

Speaking, listening and showing respect to others

- Speak as much English as possible. If you do not understand something, raise your hand and ask the teacher to repeat what was said. If you have to ask your classmates to translate what the teacher said, then this shows that you do not have the right level of English to take the EAP course package.
- Listen and do not talk to other students when the teacher is speaking. When you talk, it is distracting for the teacher and it makes it difficult for the other students to hear the teacher.
- Listen when your classmates are talking.
- Be attentive throughout the seminar. If you need to answer an important telephone call or talk to another student about something, please leave the classroom.

- You do not need permission from the teacher to leave the classroom. If you need to leave for some reason, simply say “Excuse me” and leave as quickly and quietly as possible.

Mobile phones, tablets and laptops

- Always turn off your mobile phone or put it on silent mode during a seminar.
- Do not take or make calls during a seminar. If you are expecting an important call, such as from a medical doctor, let your teacher know at the beginning of the seminar, put the phone on “vibrate”, and leave the classroom as soon as it vibrates.
- You can use a smart phone or laptop but only when the teacher asks you to. If you have special needs and need to use a computer instead of writing by hand, notify the EAP Coordinator at the beginning of the semester.

Plagiarism and Cheating

Plagiarism is when you use someone else's words or ideas without stating where those words or ideas came from. The definition of plagiarism in Sweden may differ from the definition in your home country; therefore, it is important that you understand what plagiarism means in Sweden.

At the beginning of the EAP semester, all new EAP students must attend a workshop about plagiarism. At the workshop, you will receive some guidelines to help you understand what plagiarism means. There is also information about plagiarism in your Learn course rooms: look for the folder called "How to avoid plagiarism".

You can also find out more about plagiarism at <http://plagiarism.org>.

Cheating is when you get help from another person or when you copy another student's assignment or examination when you are supposed to produce your own work.

Plagiarism and cheating are serious academic offences, and can result in disciplinary action, such as suspension.

What happens if you plagiarise or cheat?

When a teacher sees that you have plagiarised or cheated on an assignment or examination, you will receive a failing grade on that assignment or examination. You will then have to submit the assignment again or take the examination again at the end of the semester. The teacher will notify the EAP Director.

If the plagiarism or cheating is very serious, or if you plagiarise or cheat in the EAP course package more than once, the EAP Director will report you to the University's Disciplinary Board and will notify you about this. After this, all communication will be between you and the Board, which will decide on what action to take. One possible consequence is suspension from university.

Please also read the information about other disciplinary matters on our webpage: www.du.se/disciplinary.

Information and Support

Before you register in our EAP course package, you should visit our webpage for information about schedules, teachers, and contacts, as well as detailed information about the four courses that form the course package: <http://www.du.se/eap>.

Once you register, you will be able to access all course-related information on Learn: <https://login.du.se/cas/login>. You will need login details to access Learn. These you will receive when you register.

Also visit this webpage www.du.se/en/welcome. It has general information about studies at Dalarna University as well as practical information, including information on housing.

Email Contact

When you want to meet with a teacher or another member of staff, send an e-mail from your university email account (@du.se) to make an appointment. For general questions, email the EAP Course Coordinator; for specific course-related questions, email the course teacher.

Contact Details

You can find contact details for EAP teachers at the end of this handbook. For any other academic questions, contact the EAP Coordinator first:

EAP Director, David Gray (Parental Leave Autumn Semester 2019/Spring Semester 2020)

Email: dgy@du.se

EAP Acting Director, Konstantin Andreev

Email: kan@du.se

Faculty Director, Peter Lindner

Email: pln@du.se

Student Administration and Technical Support

For help with registration, reporting of grades, technical questions (Dalarna University email, Learn), and administration of your studies, email support@du.se.

International Student Recruitment Office

Email study@du.se if you need help with

- continuing your studies at Dalarna University after completing the EAP course package
- applications and entry requirements to courses and programmes offered at Dalarna University
- resident permits for studying at a Swedish university
- partial scholarships (only available for degree programme students)
- life and studies in Sweden

Library

Both Campus Borlänge and Campus Falun have a library, but the one you will likely use the most is the Campus Falun library. You will be able to borrow books and other materials from the libraries using the keycard that you receive upon registration. For a brief overview of the library services, you can use this link: https://users.du.se/~pfl/intro_en/.

Student Union

To get involved with student life at Dalarna University, contact the student union (Dalarnas studentkår: email info@dalastudent.se). By becoming a member (for a small fee), you will

receive a student Mecenat discount card. This card will give you discounts on buses and trains, and in many shops in Sweden.

To learn more about the student union, visit www.dalastudent.se/international-student/.

Student Counselling Services

If you need to talk to someone in private about studies, concerns, or life in general, you can contact our student counsellor: see www.du.se/counselling for contact information.

Students with Disabilities

If you have a disability or special needs and require help, then you can receive advice from Dalarna University's Coordinator for Students with Disabilities.

Go to www.du.se/students-disability to find out about the support available.

Course Descriptions

Below are short descriptions of the four courses in the EAP course package. You can find more information, such as learning objectives and grading criteria, online in the learning platform Learn (see above).

EN1134: Writing in English

Course Teacher: Megan Case
Email: mcs@du.se

Course Content

You will complete a series of written exercises that you develop through feedback from your peers and teacher. You and your peers will read one another's written work and give feedback. When needed, you will complete specific exercises that relate to aspects of the writing process and English grammar. In the seminars, we will discuss the writing process, including formal aspects and citation conventions. Specific problem areas are taken up in group discussions.

The course has five modules:

- Grammar, 1.5 Credits
- Punctuation, Structure and Citation, 1.5 Credits
- Descriptive Language in Written Production, 1.5 Credits
- Narrative Language in Written Production, 1.5 Credits
- Persuasive Language in Written Production, 1.5 Credits

EN1135: Text Study

Course Teacher: Zita Farkas
Email: zfa@du.se

Course Content

You will study a number of academic, non-fiction, and fiction texts and films in English. In addition, you will be introduced to important textual and analytical concepts and terms. In this way, you will develop the ability to approach and discuss different texts critically and analytically in English.

The course has five modules:

- Introduction to Non-Fiction, 1.5 Credits
- Short Fiction, 1.5 Credits
- Scientific and Academic Writing, 1.5 Credits
- The Novel, 1.5 Credits
- Critical Reading and Written and Oral Analysis, 1.5 Credits

EN1136: Pronunciation of English as an International Language

Course Teacher: Konstantin (Kostia) Andreev

Email: kan@du.se

Course Content

This course involves the study of speech sounds and groups of speech sounds in English. You will practice the identification, perception, and production of common stress patterns with the help of the International Phonetic Alphabet. You will be given the opportunity to improve your intelligibility and communicative effectiveness. We will discuss the role of English as an international language and the process by which linguistic variation occurs.

The course has five modules:

- Principles of Pronunciation Study, 1.5 Credits
- Vowel Sounds, 1.5 Credits
- Consonant Sounds and Consonant Clusters, 1.5 Credits
- Syllables and Word Stress, 1.5 Credits
- Sentence Stress, 1.5 Credits

EN1137: Oral Discussion and Presentation

Course Coordinator: Anita Purcell Sjölund

Email: aps@du.se

Course Content

This course is an introduction to basic presentation techniques and takes up common communication problems and how they can be avoided. The course contains increasingly advanced exercises in different types of oral presentations, both spontaneous and prepared, in the form of discussions, role-play, and different academic and general presentations. The course also addresses the importance of both pronouncing words in a way that is easily understood as well as using English that is grammatically and lexically suited to the situation.

The course has five modules:

- Discussion Skills and the International Phonetic Alphabet, 1.5 Credits
- Descriptive Language in Oral Production, 1.5 Credits
- Narrative Language in Oral Production, 1.5 Credits
- Persuasive Language in Oral Production, 1.5 Credits
- Oral Presentation Skills, 1.5 Credits

Course Literature (Textbooks)

For your course assignments you will receive both a number of texts in PDF format as well as links to online sources.

You will need a copy of each book in this list:

1. *The Blue Book of Grammar and Punctuation (11th Edition)*, by Straus, J. (2014). An online version of this book is available through the Dalarna University library website - http://dalbib.du.se/record=b1436269*eng
2. *English Grammar in Use. (4th edition)*, by R. Murphy (2012).
3. *English Pronunciation in Use (Second Edition)* by M, Hancock (2012) + CD.
4. *They Say / I Say: The Moves That Matter in Academic Writing (Third Edition)* by G. Graff (2014).

You should buy these books and begin reading them as soon as possible, even before you arrive on campus. In particular, the first three books on the list are self-study guides that you can work with and learn from without any guidance from a teacher.

You should also know how to access a good English dictionary. As a student at Dalarna University, you will have access to the *Oxford English Dictionary* online: access this on the library website under “Databases”: du.se/en/library.

Macmillan (<http://www.macmillandictionary.com/>) is another good online dictionary that has audio so that you can hear how to pronounce a word. If you do not understand something in the course materials, look it up in a dictionary.