

MESTRE EN LLENGUA ESTRANGERA - ANGLÈS
Undergraduate Booklet
2006-07

This booklet applies to students who joined the University in 2006 and subsequently. It contains information relevant to every semester. Therefore, you should retain it for reference throughout the duration of your studies in “Mestre - Llengua Estrangera (anglès)”. One copy is available online on the webpage of the Faculty of Education, which may be revised by teachers from time to time. Students are responsible for ensuring that their copy of the booklet is up to date.

WELCOME to the Faculty of Education of the University of Lleida, and in particular to the degree “Mestre en Llengua Estrangera (anglès)”.

THIS BOOKLET will provide you with some academic guidance that you should take into account when writing **ASSIGNMENTS, PROJECTS and EXAMS in general**.

However, your degree is composed of **different departments and academic fields**; therefore, some teachers may suggest other guidelines which are more specifically related to their research.

IT also contains **INTERESTING INFORMATION** for your training beyond the curriculum offered by the Faculty of Education.

We hope you find this document useful. Should you have any questions about it, please do not hesitate to ask your tutors or the degree coordinator.

SUBMISSION OF WRITTEN WORK:

- All the courses offered in this degree operate various forms of periodic assessment. The exact details differ from course to course and are spelt out in individual course programmes.
- However, generally speaking, *EACH PIECE OF WRITTEN WORK MUST*:
 - *HAVE A FRONT PAGE* which contains the following information:
 - The student's name
 - The student's ID number (or Passport number in the case of international students)
 - The title of the project or task
 - The course for which the piece of work is submitted
 - The name of the course instructor
 - The date on which the project has been submitted
 - *BE WRITTEN ON DECENT-QUALITY PAPER (A4), TYPEWRITTEN*, justified, either double-spaced or with a space and a half, and with font Times New Roman 12 for the main text.
 - *BE CLEARLY NUMBERED*
 - *BE STAPLED OR BOUND*. Essays or written assignments should NOT be submitted in plastic or cellophane folders or envelopes.
 - *HANDED IN BY THE DEADLINE* specified by the course instructor. Please notice that your piece of work MAY NOT BE ACCEPTED after the final date OR it risks being DOWNGRADED. When illness prevents the submission of a particular piece of work required to complete a course, it is possible to hand it in later, but usually the tutor will prefer to arrange for another piece of work to be substituted for the missing paper. Please notice that this criterion may vary depending on the teacher and the course.
 - *BE WRITTEN IN CORRECT CATALAN, SPANISH OR ENGLISH*. It is the student's responsibility to revise his/her use of the corresponding language thoroughly. In the courses which are taught in English every mistake counts as -0.25 in the final mark, 5 basic mistakes resulting in a "Suspens." Courses taught in Catalan and Spanish might follow the same guidelines or even use English as part of their assessment. Please ask your teachers about their specific course requirements.
 - *BE THE STUDENT'S OWN UNAIDED WORK*. Use of bibliography is always valued positively, but all debts to other authors or sources MUST BE SPECIFICALLY ACKNOWLEDGED IN THE TEXT. The mere mention of a critical work in a booklist or webgraphy does not constitute adequate acknowledgement of indebtedness if its views have been closely or extensively reproduced. **PROVEN**

CASES OF PLAGIARISM, whether the copying is from a printed text, webpage or from another handwritten essay or task, MAY RESULT IN AUTOMATIC FAILURE OF THE COURSE for which the piece of work has been submitted. The same criteria apply to EXAMS.

- *REFLECT, when appropriate, THE STUDENT'S*
 - KNOWLEDGE - of primary and, where appropriate, secondary texts related to the course.
 - INTELLECTUAL SKILLS - such as sensitivity of response, independence in judgement or comprehensiveness of view.
 - CRITICAL SKILLS - especially in the structuring of argument and the selection and citation of evidence.
 - TECHNICAL SKILLS related to his/her future career as teacher of a foreign language and of primary education in general - these include clarity of exposition; adequate paragraphing; specialized use of vocabulary; correct use of grammar, spelling and punctuation; and an accurate presentation of notes, bibliography and references.

QUOTATION AND CITATION GUIDELINES:

- Quotations may be EITHER run into the text of an essay OR marked off from it: if the quotation is no more than three lines long, it should be enclosed within quotation marks and run into the text; if it is longer, it should NOT be given quotation marks but should be separated from the body of the text by indentation.

E.g.

SHORT QUOTATION

As Williams and Bunder contend, “an important advocate of Piaget’s ideas has been Jerome Bruner, Professor of Psychology and founder of the Centre for Cognitive Studies at Harvard University.” (1997: 24)

LONG QUOTATION:

As Williams and Bunder explain:

The founder of modern behaviourism is generally considered to be B. F. Skinner, who constructed a system of principles (he preferred not to call it a theory) to account for human behaviour in strictly observable terms ... He also began with the premise of learning was the result of environmental rather than genetic factors. (1997: 9)

- As shown by the examples above, quotations must ALWAYS BE FOLLOWED BY the DATE of publication of the source that is being cited, as well as by the PAGE NUMBER in which the comment was found, both indicated between brackets LIKE THIS: (YEAR: PAGE NUMBER). If the author’s name has not been mentioned in the text, as in the examples above, the author’s surname has to be included in the brackets, too: (SURNAME YEAR: PAGE)
- Some authors prefer to write this reference *after* the punctuation mark, whereas others prefer to write it *before*. No matter your choice, you are supposed to be CONSISTENT with the citing style selected.
- Also as indicated by the examples, excerpts from the text which are not interesting for your argument may be omitted. OMISSIONS can be indicated either by three dots, as in the example above, or by three dots enclosed between brackets: (...)
- All sources cited in the text must be LISTED AT THE END OF YOUR PIECE OF WORK, indenting the second line if necessary.
- There are several ways of citing books within and after the text. Please ask your teacher about his/her stylistic preferences. As a general guide, here are three basic examples:
 - Citing books: SURNAME, NAME. *TITLE IN ITALICS*. PLACE OF PUBLICATION: PUBLISHER, YEAR.

E.g. Nunan, David. *Understanding Language Classrooms*. New York: Prentice Hall, 1989.

- Citing a chapter from a book: SURNAME, NAME. "TITLE OF THE ARTICLE OR CHAPTER." *TITLE OF THE BOOK IN ITALICS*. PLACE: PUBLISHER, YEAR. PAGE NUMBERS.

E.g: Lazar, Gillian. "Why Use Literature in the Language Classroom?" *Literature and Language Teaching. A Guide for Teachers and Trainers*. Cambridge: Cambridge University Press, 1993. 14–22.

- Citing an article from a journal: SURNAME, NAME. "TITLE OF THE ARTICLE". *TITLE OF JOURNAL IN ITALICS* VOLUME (YEAR): PAGES.

E.g: Williams, Eddie. "Elements of Communicative Competence." *English Language Teaching* 34 (1979): 18–21.

- Citing a webpage: SURNAME, NAME (if given). *TITLE OF THE WEBPAGE IN ITALICS*. LATEST UPDATE. DATE OF ACCESS. <URL>

E.g: Cook, Vivian. *Second Language Acquisition*. 30 June 2006. 27 July 2006. <<http://homepage.ntlworld.com/vivian.c/SLA/>>

YOUR TRAINING:

ANY ACTIVITIES which you may carry out BEYOND the official plan of studies will be extremely positive for your professional training. We recommend that you should:

- Take as many courses related to your studies as possible besides the ones which correspond to your curriculum. The Faculty of Education and the University of Lleida in general offer a great variety of "Cursos de Lliure Elecció" every year that may complete your formal education. Some of them are in English!
- Obtain information about studying abroad at the International Office from the university (Oficina de Relacions Internacionals). There are several international programmes you may apply for

which will enable you to spend a semester in Europe, Canada or the United States.

- Participate in international activities organized by the Faculty, such as visits to foreign schools, lectures, conferences and seminars.
- Get in touch with institutions such as the British Council, which may help you complete your studies during the summer or after your graduation.

YOUR TUTORS and/or the DEGREE COORDINATOR will be pleased to help you with any doubts you may have about the contents of this document and/or other matters concerning your degree.