**LANGTCHG 101: INTRODUCTION TO LANGUAGE TEACHING**

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| Course description |

LANGTCHG 101 introduces you to communicative language teaching, which has been the dominant approach in second language teaching for the past forty years.

This course compares traditional and communicative approaches to language teaching, introduces basic teaching micro-skills and class management techniques and provides an overview of course planning processes. It also covers the use of teaching materials and technology, outlines how to teach grammar, listening, speaking, reading, writing, vocabulary and pronunciation to speakers of other languages, and discusses the different roles of teachers and learners.

LANGTCHG 101 lectures provide explicit instruction by the lecturer, analysis of DVD lesson segments and micro-teaching lesson extracts, and opportunities for small-group and whole-class tasks and discussion.

You will be assessed through two major assignments and two short tests (in the middle and at the end of the semester). The two assignments will require you to demonstrate your understanding of theoretical concepts from the course as you complete practice-oriented tasks such as analysing a lesson segment, or evaluating a coursebook unit.

Content referred to in lectures, as well as practice tasks and other materials for LANGTCHG 101 are available in a course text. Four tutorials spread over the 12 weeks of the course will help you to understand course concepts, prepare assignments, and revise for the two tests.

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| Class session details |

**Important dates:**

* Classes begin on Tuesday July 23, 10-12.
* Mid-semester Break: August 31 - September 15
* Last LANGTCHG101 class: Tuesday October 22

**Timetable and room details can be viewed on** [**Student Services Online**](https://www.student.auckland.ac.nz)

**Attendance at classes is essential,** as you will need to draw on what has been discussed in class sessions, and the group tasks you complete, for your assignment and test work. **For this reason, there is a 75% minimum attendance requirement in this course. You must attend at least 12 out of 16 classes (12 lectures and 4 tutorials). If you do not attend at least 75% of classes, you will receive DNC (Did Not Complete) for the course.**

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| **Lecturer & Course Coordinator:**  Neil Matheson  nj.matheson@auckland.ac.nz  tel: 373-7599 ext. 86727  Office hour: Arts 2 Room 321, Monday 10-11 | **Tutor:**  Judit McPherson j.mcpherson@auckland.ac.nz  tel: 373-7599 ext. 82427 ​ |

* Tutorials will take place in Weeks **4, 5, 8 and 11** of the semester. Times and locations can be found on SS0.
* Assessment for LANGTCHG 101 is 100% coursework: two assignments and two tests. No exam.
* **NOTE: Please buy the course text for LANGTCHG 101 from UBIQ BEFORE the first lecture on Tuesday 23 July**

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| Schedule of lectures, tutorials and assessments | |
| Week 1: July 23 | Unit 1: Introduction to communicative language teaching |
| Week 2: July 30 | Unit 2: Teaching micro-skills |
| ***Tutorial 1: Tuesday July 30, 2-3pm, 3-4pm*** | |
| Week 3: Aug 6 | Unit 3: Teaching the language system |
| Week 4: Aug 13 | Unit 4: CLT: from language to communication |
| ***Assignment 1 (30%) due on Canvas 11:55pm Monday August 19*** | |
| Week 5: Aug 20 | Unit 5: CLT: from communication to language |
| ***Tutorial 2: Tuesday August 20, 2-3pm, 3-4pm*** | |
| Week 6: Aug 27 | Unit 6: Classroom management  ***Test on Units 1-6 (20%): Tuesday August 27 in class*** |
| *Mid-semester break: Aug 31-Sept 15* | |
| Week 7: Sept 17 | Unit 7: Teaching materials and technology |
| Week 8: Sept 24 | Unit 8: Teaching listening and reading |
| ***Tutorial 3: Tuesday September 24, 2-3pm, 3-4pm*** | |
| Week 9: Oct 1 | Unit 9: Teaching speaking and writing |
| ***Assignment 2 (35%) due on Canvas 11:55pm Monday Oct 7*** | |
| Week 10: Oct 8 | Unit 10: Teaching pronunciation & vocabulary |
| Week 11: Oct 15 | Unit 11: Course planning |
| ***Tutorial 4: Tuesday October 15, 2-3pm, 3-4pm*** | |
| Week 12: Oct 22 | Unit 12: Teacher & learner roles  ***Final Test, Units 7-11 (15%): Tuesday October 22 in class*** |

The University’s general expectation is that each course requires an average of **ten hours** **of work** per week. This includes class attendance, preparing for classes (readings and tasks) and assignment work.

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| Assessment due dates |

**Assignment 1 (30%) – due 11:55pm Monday August 19 (Week 5)**

**Test 1 (20%) – held in class 10am-12pm Tuesday August 27 (Week 6)**

**Assignment 2 (35%) – due 11:55pm, Monday October 7 (Week 10)**

**Test 2 (15%) – held in class 10am-12pm Tuesday October 22 (Week 12)**

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| CLL Assignments Policy: Extensions, Deadlines and Penalties |

1. TIME MANAGEMENT

Time management is essential to academic success, and it is the responsibility of students to manage their time so all assignments can be submitted on or before the due dates.

2. HOW TO SEEK/ REQUEST/APPLY FOR AN EXTENSION

In *serious circumstances\** beyond the student’s control (see below), s/he may request an extension from the Course Convenor. The request should…

* **be made by email at least 2-3 days BEFORE the due date for the assignment**
* provide an explanation of the circumstances
* be supported by a satisfactory medical certificate or other documentation

If an extension is granted, you will be given a new due date.

Only ONE extension can be granted to a student per assignment.

Only in extreme circumstances will late requests for extensions be considered.

*\*Serious circumstance*s refers to major, unexpected events such as sudden illness (in the case of in-class tests etc.), long-term illness (for essays etc. done over a week or more), or bereavement in the immediate family. Documentary evidence will be requested. It does NOT include time management difficulties, wanting to go on holiday, relatives visiting from overseas, computer breakdowns, etc.

3. SUBMISSION OF ALL ASSIGNMENTS

Submit assignments on Canvas by 11:55pm on the due date. On Canvas, go to the relevant assignment page, scroll down and click on the “Load Assignment… in a new window” button. Submit your assignment there.

4. DEADLINES & PENALTIES FOR LATENESS

**Any work submitted *after* the due date and *without* an extension form** or permission in writing from the Course Convenor will be treated as overdue and **penalties will apply** (*see below*).

The mark given to an overdue assignment will be reduced by **5% (at the discretion of the Course Coordinator) of the total possible marks for that assignment for each day that it is late up to 5 days** (e.g. for an assignment marked out of 20, deduct 1 mark per day up to a total of 5 marks). Assignments which are due on Friday, or the day before a university holiday, but are not received until the next working day will be counted as TWO days late.

Overdue assignments that are submitted **more** than five days late will **not be marked**; nor will assignments be marked if submitted after the assignment has been marked and returned. Unmarked assignments will be held by the marker until the end of the semester, and in cases where the final grade for the student is borderline (D+), the marker may choose to award a minimal completion mark. **For this reason, it is better to hand in an assignment late than not at all.**

5. EXTENSIONS

When a staff member grants an extension they will set a *new due date*. The completed assignment must be submitted on or before the *new* due date **together with** the medical certificate and other documentation. **If an assignment is submitted after the new due date, penalties for lateness apply as above.**

6. IN CLASS TESTS, ELECTRONIC TESTS AND ORAL PRESENTATIONS ETC.

When serious circumstances (e.g. sudden serious illness or a car accident) cause a student to miss an in-class test/assessed presentation~~s~~ or electronic test it is expected that the student will notify the course convenor at the earliest possible opportunity, if possible *before* the scheduled test or presentation takes place. If the student or their representative makes no contact within five days of the scheduled test/presentation, they will be awarded a zero grade for that piece of assessment.

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| Plagiarism and the use of Information and Communications Technology (ICT) |

Students need to be aware of University regulations with regard to…

1. PLAGIARISM

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

Students may not translate work from another source without proper acknowledgment and referencing. The use of translation machines to translate and copy texts into the target language of an assignment constitutes academic dishonesty.

The penalties for plagiarism are severe and can range from gaining no marks for the assignment to disciplinary action under the terms of the Examination Regulations.

For further information and advice on University regulations and how to reference appropriately, see:

<https://www.auckland.ac.nz/en/about/teaching-learning/academic-integrity/tl-about-academic-integrity.html>.

This webpage provides links and information about various aspects of academic integrity: sources of information and advice (e.g. Referen©ite) as well as University regulations (the Student Academic Conduct Statute), and Turnitin. All students entering the University are required to complete the **Academic Integrity Module.**

2. USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (eg. CLASS FACEBOOK PAGES)

If you set up a Facebook page or similar for the course, please be aware of the University’s Information and Communications Technology (ICT) rules about use of any ICT hardware or software at or for University activities. It forbids using ICT “to store, display or communicate… files containing any text, image that is deceptive or misleading, is abusive or defamatory, contravenes anyone’s privacy… or that reproduces all or part of any work in breach of the Copyright Act 1994”. The Statute also refers to penalties that may apply. It can be found at: <https://policies.auckland.ac.nz/student-undergraduate.aspx>

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| Students with impairments |

STUDENTS WITH IMPAIRMENTS are asked to discuss privately with the course convenor (face–to-face and/or by email) any impairment-related requirements regarding delivery of course content or course assessments. Please contact Neil (nj.matheson@auckland.ac.nz) as soon as possible if you have any impairment-related needs.

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| ***I hope you find this course helpful, interesting and enjoyable. Please feel free to talk to me about your progress on this course, any difficulties you may be having with course content, or anything that may be affecting your ability to do assignments and tests well and/or on time.***   * ***Neil Matheson (Course Coordinator)*** |