

MA in Applied Linguistics

Course Handbook 2008-2009

University of Sheffield

School of English Literature, Language and Linguistics

Contents

1	Department and Department Staff.....	3
2.	MA Applied Linguistics: Course Structure.....	4
3.	MA Applied Linguistics: Outline of Course Content.....	5
4.	Written Work.....	6
	a. Types of Written Work and Length Limits	
	b. Supervision	
	c. Presentation	
	d. Deadlines	
	e. Guidelines on Written Work	
	f. Writing Advice	
5.	Plagiarism	8
6.	Assessment.....	9
	a. Components	
	b. Marking Procedures	
	c. Criteria of Assessment	
	d. Dissertation Proposal	
	e. Marks and Marking Scheme	
	f. Dissertation	
7.	Regulations for the Award of a MA degree or a Diploma.....	12
	a. Conditions for the Award of a MA Degree	
	b. Conditions for the Award of a Postgraduate Diploma	
	c. Conditions for the Award of a Distinction for the MA in Applied Linguistics	
	d. Oral Examination	
8.	Communications.....	13
9.	Sample Forms for Written Assignments.....	15
	a. Feedback Form for Written Assignments	
	b. Plagiarism Declaration Form for Written Assignments	
10..	Calendar of the Year 2008-2009.....	18
11.	ELT Centre.....	19

This booklet is intended as a guide to students or prospective students of the MA (Diploma) in Applied Linguistics. It has no status as a statement of University regulations for postgraduate taught courses. For full details of such regulations, please consult the University Calendar.

1. Department and Department Staff

The Department of English Language and Linguistics, which is part of the School of English, is located in buildings in both Shearwood and Northumberland Roads. The Departmental office is at **5 Shearwood Road**. The department is due to move to Jessop West early 2009. The Course director's room is at **5 Northumberland Road (Dr. Gibson Ferguson)**.

The Staff of the Department are as follows:

Staff

Name	Email Address	Telephone number
Dr Ewa Dabrowska	e.dabrowska@sheffield.ac.uk	0114 222 0215
Professor Nigel Duffield	n.g.duffield@sheffield.ac.uk	0114 222 0233
Dr Gibson Ferguson (Course Director)	g.r.ferguson@sheffield.ac.uk	0114 222 0224
Dr Jo Gavins	j.gavins@sheffield.ac.uk	0114-222 0214
Dr Kook-Hee Gil	k.gil@sheffield.ac.uk	0114 222 0229
Dr Valerie Hobbs	v.hobbs@sheffield.ac.uk	0114 222
Dr Malcolm Jones	m.h.jones@sheffield.ac.uk	0114 222 0235
Professor Andrew Linn	a.r.linn@shef.ac.uk	0114 222 0216
Dr Ayumi Matsuo	a.matsuo@shef.ac.uk	0114 222 0222
Professor Susan M. Fitzmaurice (Deputy Head of School)	s.fitzmaurice@sheffield.ac.uk	0114 222 0213
Dr Emma Moore	e.moore@sheffield.ac.uk	0114 222 0232
Dr Richard Steadman -Jones	r.d.steadman-jones@sheffield.ac.uk	0114 222 0218
Dr Philip Shaw	p.a.shaw@sheffield.ac.uk	0114 222 0212
Professor Sue Vice (Head of School)	s.vice@sheffield.ac.uk	0114 222 8475
Dr. Gareth Walker	g.walker@sheffield.ac.uk	0114 222 0238

For details of their experience, publications and research interests, please visit the department website at: <http://www.shef.ac.uk/english/language/index.html>

There are also three secretarial members of staff who work at 5 Shearwood road.

Emma Bradley (Secretary)	e.f.bradley @sheffield.ac.uk	0114 222 0241
Jackie Elkington (Graduate Admissions Secretary)	j.elkington@sheffield.ac.uk	0114 222 0211
Helen Penkethman	h.penkethman@sheffield.ac.uk	0114 222 0210

MA Applied Linguistics External Examiner

Dr Simon Gieve, University of Leicester.

2. MA Applied Linguistics: Course Structure

Study for the MA in Applied Linguistics falls into two parts: October to June is devoted to the coursework component; June to September is spent preparing for and writing the MA Dissertation. Both components of the programme have to be passed independently for the award of the MA degree.

The academic year consists of two semesters. The coursework teaching occupies the first 10 weeks of each semester. The second halves of semester one and two are devoted to the writing of module assignments. In addition, the latter part of semester two will be a period for dissertation supervision.

The coursework component of the MA programme is divided into *Core modules*, which are compulsory for all students, and *Optional modules* – you choose 4 optional modules of interest to you. The core modules are all normally taught in Semester One, the optional modules in Semester Two. Each module consists of 20 teaching hours, adding up to a total of 160 teaching hours over the coursework component of the programme – eighty in each semester.

MOLE (My Online Learning Environment): The university has an online interactive site called MOLE. The MAAL programme has its own site called MA in Applied Linguistics where you can find announcements and course materials, etc.. Some of the modules have its own site. You will be given more information on this during the lectures. The access to MOLE is at <http://vista.shef.ac.uk>. More information on MOLE is available at: http://www.shef.ac.uk/mole/getting_started.html.

Teaching

Teaching on the MA programme takes a number of different forms, to which the following labels are often attached:

Lecture: this is a traditional plenary session where the lecturer delivers their input

Tutorial: Tutor-led small group session, typically discussing prepared reading or a set of exercises.

Workshop: Can mean many things, but typically a task-based session with tutors acting in an advisory capacity.

Seminar: Can mean many things, but often involves short presentations by students.

Reading Week

Week 7 in the first semester is normally set aside as a reading week. The main purpose is to allow you to catch up with your reading. It also provides an opportunity for you to consider and discuss your option module choices for the following semester (see below). There is no reading week in Semester Two because this semester is usually interrupted by the Easter break. Please note that the Reading week is not a vacation and you are required to remain in residence in Sheffield during that week.

Choice of Optional Modules

In the second half of Semester One you will be given a separate booklet with full details of all the optional modules. During the reading week, or shortly thereafter, there will be a consultation meeting at which you will have an opportunity to talk to the members of staff who teach the various optional modules. The following week you will be asked to complete an optional modules choice form on which you indicate the four modules you have elected to take. **Please note that it may not be possible to run modules that no more than four students have elected to take.**

Residence

You are expected to remain in residence in or near Sheffield throughout semesters One and Two. Absences require the permission of the Head of School. It is also very important to be in residence at the time of the External Examiner's visit in June.

You are also technically supposed to remain in or near Sheffield during the summer months while writing your dissertation. However, in practice, what really matters is you should be in contact with the Department during this period. – we must know where you are and how to contact you.

3. MA Applied Linguistics: Outline of Course Content

The four **core modules** taught during Semester One are:

ELL6360	Introduction to Language and Linguistics (Dr Kook-Hee Gil and Dr Gareth Walker)
ELL6402	Language Teaching Methodology (Dr Gibson Ferguson)
ELL6401	English Grammar and Discourse (Dr Gibson Ferguson)
ELL6415	Introduction to Second Language Acquisition (Dr Kook-Hee Gil)

Optional modules normally on offer in Semester Two are:

ELL6405	Language and Mind
ELL6160	Language Curriculum Design
ELL6409	Teaching English for Specific Purposes
ELL6413	Theory and Practice of Language Teaching
ELL6408	Language Planning in Education
ELL6404	Second Language Acquisition
ELL6407	Phonetics and Phonology for Language Teaching
ELL6414	History of English
ELL6411	Language Testing
ELL6421	Discourse and Genre Analysis
CEC6006	Folklore in English Literature and Culture

Please note that in addition - as part of preparation for writing the dissertation, you are required to attend a course in **Research Methods** which operates over both the first and second semesters, normally (but not always) every two weeks. This course is not formally assessed other than through the proposal for the dissertation which you are asked to present in June.

Below is a brief outline of the content of the four Core modules.

Introduction to Language and Linguistics

This module reviews the core areas of linguistic study. The emphasis is on developing the ability to apply linguistic categories and techniques to the description of English and other languages, and to the solution of language problems.

Language Teaching Methodology

This module reviews the principles, thinking and history underlying contemporary language teaching practices. It explores what we know of the processes involved in language production and reception in a second language and the implications for teaching the language skills. It also reviews and assesses developments in the teaching of the grammar and vocabulary of a foreign language.

English Grammar and Discourse

This module provides an introduction to the principal concepts required for the description of the grammar of contemporary English. Students are familiarised with the ways in which grammar may function as a resource for the creation of discourse, and attention is also drawn to the links between grammatical form, meaning and use

Introduction to Second Language Acquisition

The aim of this module is to familiarise students with key concepts and issues in the study of second language acquisition as well as with the methodologies used to investigate the acquisition process.

The Dissertation

[See under Assessment, page 10/11]

4. Written Work

a. Types of Written Work and Length Limits

During the coursework stage of the MA you follow eight taught modules (4 core and 4 optional), each of which is examined by written assignment or class test. So between September and May you will submit eight written assignments. For dates of submission and feedback see course calendar (page 18). Details of the assignments are below:

Core Modules:	
Introduction to Language and Linguistics:	Exam (60%) and oral presentation (40%)
English Grammar:	Written assignment of 3,000 words in length
Language Teaching Methodology	Written assignment of 3,000 words in length
Introduction to Second Language Acquisition	Written Assignment of 2,000 words in length (60%), plus a dossier of data analysis (40%)
Optional Modules	
Module 1	Written assignment of 3,000 words
Module 2	Written assignment of 3,000 words
Module 3	Written assignment of 3,000 words
Module 4	Written assignment of 3,000 words

Dissertation Proposal: 1,000 words (Unassessed)

Dissertation: 15,000 words (excluding appendices).

Length limits should not be exceeded. The above word counts exclude both bibliographies and appendices.

IMPORTANT: For all the written assignments (essays and dissertations), you should fill and sign the Plagiarism Declaration Form and include it between the coverpage and your written work. The sample

of this form can be found in section 9b and you can download a copy from the MOLE site.

b. Supervision for Written work

Written assignments and the Dissertation are supervised work. Topics and your treatment of them must be discussed and agreed with your supervisor, who will normally be the organiser of, or a major contributor to, the module on which the assignment or dissertation is based. Make sure you start consult the appropriate member of staff before you begin writing your assignment.

To summaries:

For Written Coursework Assignments: You should consult the person responsible for the course to which your topic relates.

For the Dissertation: You will be assigned a supervisor for your dissertation.

The basic function of supervisors is to offer advice and guidance when asked to do so. You should prepare for an interview with a supervisor by working out what you want to ask. Supervisors cannot read and comment on every draft of your work or mention every deficiency they notice.

Supervisors cannot be expected to 'guarantee' a pass - they are not responsible for your work - you are.

Later in the year you will be given a Handbook to the Dissertation, giving guidance on how to approach the whole process of completing this major piece of work.

c. Presentation

Written work must be produced on a word-processor. It should be presented using double-spacing on A4 size paper. Choose a font-size of 10- or 12-point. Avoid using exotic fonts. Pages must be numbered.

Each piece of written work should have a title page including your name, the title of the work, the name of the course it relates to, the date of completion, and the number of words it consists of. Please also write the word '*Copyright*'.

Written assignments and the dissertation must be submitted in standard covers (available from the secretarial office) and plastic spiral bindings. On the back cover you will need to provide a summary /abstract of the assignment

TWO copies of each piece of written work must be submitted to facilitate double marking. **THREE** copies of the Dissertation are required. Only one copy of additional materials (e.g. audio or video cassettes, textbooks, etc) needs to be submitted. If an item of this kind is valuable, please make arrangements with the secretary for it to be returned to you after the assessment is finished.

In addition to the copies submitted, you should make an additional copy of each piece of work for yourself.

d. Deadlines

Submission dates for written work must be strictly adhered to (see the course calendar: page 18). Extensions are granted only by the Course Director and/or Head of School, and only in cases of certified illness and other personal circumstances beyond the candidate's control. Computer problems will not be accepted as grounds for granting extensions - it is up to you to master the technology in

good time and to make back-up copies of your work. Late submission is penalised by the deduction of marks: 3% for the first 24 hours and a further 1% for every subsequent 24 hours.

e. Guidelines on Written Work

There are different kinds of written work for different modules, but the following do's and don'ts are useful general guidelines:

Do's

- Make your work as accessible and easy to read as possible. For instance, use plenty of 'signposts': a contents page, section headings, well-labelled diagrams, etc.
- Observe the normal academic conventions. Acknowledge sources (see 'Plagiarism': page 8) including page numbers where appropriate, e.g. *Chomsky (1980:23)*. Include a properly set out bibliography restricted to references actually included in your text. Avoid footnotes.
- Read the 'criteria' and the annotated marking scheme on page 10/11. Bear in mind that your readers have to get through a fairly large number of assignments. Make sure you describe your aims and objectives clearly at the beginning and bring the work to a close efficiently at the end.
- Include copies of data (textbooks, syllabuses, etc.) which are referred to in the text.

Don'ts

- Don't 'swamp' the reader with 'everything you know'.
- Don't forget to proof-read. It's impossible to catch all the slips, but frequent, glaring errors create a very bad impression. The use of word-processing equipment makes the need for proof-reading more, not less, urgent. Although spelling checkers catch spelling mistakes, they do not notice nonsense.
- Don't write 'literary' essays. 'Artistic' writing is usually a mistake. Most people aren't very good at it.
- If English is not your native language, don't worry excessively about the minutiae of grammar etc, but do your best to seek advice when you need it.

f. Writing Advice

For international students advice on writing matters is available from the ELT centre at 283 Glossop Road. Most students who have used this service have found it very beneficial.

5. Plagiarism

Plagiarism is the unacknowledged copying of other people's academic or literary work. It is a form of theft and a very serious offence, which could lead to disciplinary action. Please make absolutely sure you do not inadvertently lay yourself open to charges of plagiarism. If you quote or paraphrase work you have read, whoever it is by, **acknowledge this clearly with a reference to your source**.

Plagiarism has been detected in student MA assignments on a number of occasions in recent years, leading to the failure of the student concerned. It is very important, therefore, that you do acknowledge sources, and reference properly. You will be advised on referencing conventions on various points during the MA course.

6. Assessment

a. Components

Coursework

There are 8 pieces of assessable work (see above for details). Assessment is organized on a continuous basis throughout the academic year (for submission dates, see the course calendar page 18)

In addition, there is an (unassessed) dissertation proposal which is submitted in semester 2 - maximum length: 1,000 words. Although this paper is not awarded a numerical mark, it must be completed satisfactorily before you are deemed to have completed the coursework requirements.

Each item of assessment must normally be passed individually: the pass mark for each assignment is 50%. However, failure on any one item does not necessarily entail failure on the course as a whole.

Feedback

You will be given the results (marks) for each piece of assessed work as soon as is possible (see course calendar, page 18). Feedback normally takes the form of written comments, which take into account the criteria and the annotated marking scheme on page 10/11. If there is anything about the assessment system that you do not understand, or if you have any anxieties about your progress, please do not hesitate to share these worries with someone who can help. This may be one of your tutors, or the Course Director.

Dissertation (submitted September)

A pass in the dissertation is required for the award of the MA. Candidates are not permitted to use good coursework to make up for a weak dissertation.

To be eligible to proceed to the MA dissertation, candidates must have obtained 120 credits during the coursework stage of the course. This involves scoring more than 50% in each of the 8 coursework modules. The decision on whether you can proceed to the MA dissertation is taken in June by the Board of Examiners including the External Examiner.

b. Marking Procedures

It is useful for you to know how your written assignments are marked. The procedure is as follows:

Each piece of written work is assessed independently by two people – a first and second marker. Once both markers have read your work independently without conferring and each decided on a provisional mark, they will then meet and agree on a specific mark which then becomes your provisional mark for that piece of work. Note that this is only a provisional mark, as additionally the External Examiner is empowered to make a separate assessment. He or she may lower or increase the provisional mark awarded by the internal assessors.

No candidate will be failed or refused leave to proceed to Dissertation unless the External Examiner has:

- (a) assessed all his/her written work, and/or
- (b) examined him/her orally.

c. Criteria of Assessment

Written assignments take many different forms which will be reflected in the way they are assessed.

However, the following list summarises the eight main criteria used in assessing written work:

- evidence of adequate and appropriate background reading
- a clear statement of aims and relevant selection of content
- sensible planning and organisation
- evidence of systematic thought and (where appropriate) originality
- clarity of expression
- careful and visually attractive presentation (e.g. accurate typing and proof-reading, helpful diagrams, etc.)
- observation of basic conventions of academic discourse, including bibliographical information
- observation of length requirements

d. Dissertation Proposal

The main aim of the Proposal (1,000 words) is to ensure that you have completed the basic preparation for your summer work on the dissertation. Please note that the Proposal will not be given a mark, but it must be submitted in a proper form and judged to be satisfactory by your supervisor.

e. Marks and Marking Scheme

Marks are given for written assignments submitted during the year. All marks are interim only (see above) and can be altered by the Board of Examiners in June.

The Department uses the University's 100 point marking scale.

Below is a **marking scheme** giving guidelines that markers take into when awarding marks for assignments. They indicate the quality of work expected for the award of a particular mark.

Marking Scheme

	Unsatisfactory at MA Level (below 50%)	Satisfactory (50-59%)	Good (60-69%)	Excellent (70% and above)
Coverage (range and understanding of sources)	Very limited range of references consulted; understanding of concepts and issues in the field is limited	Shows evidence of suitable background reading; understanding of key concepts an ability to relate them to topic of the assignment	Evidence of reasonably wide reading around the topic; shows good understanding of concepts in the field	Excellent awareness of relevant sources in the field; very well-developed understanding of relevant concepts and issues
Analysis (coherence of arguments; supporting evidence; critical approach)	Little analysis of ideas; primarily descriptive; little or no evidence of critical reflection or thinking about the issues	Coherent argument, use of suitable examples and references; some critical analysis and reflection; little evidence of research potential.	Coherent and well-supported argument. Good ability to synthesize ideas; evidence of critical thinking Some evidence of research potential	Insightful analysis, original thinking showing insight into the issues; well-supported with examples Clear evidence of research potential
Organisation	Rather disorganized. No clear structure to the assignment; lack of focus	Satisfactory and fairly transparent organization – reasonably well-signalled. Clear use of headings and sub-	Systematic, clear and explicit organization of the assignment	Excellent clear, explicit organization. Clear progression of ideas. Easy to follow the thread of

		headings.		the argument.
Presentation (Length requirements; spelling and grammar; lay-out, academic conventions; proof-reading)	Use of unattributed material; poor or incomplete referencing; language errors affecting comprehensibility; poor proof-reading; le	Length requirements observed; observance of academic conventions on referencing etc; satisfactory proof-reading and lay-out. Relatively few language errors	Skilled observance of academic conventions of referencing etc; clearly; well-written with almost no proof-reading errors	Impeccable presentation; full observance of academic conventions; readable prose

The following is a further abbreviated scheme with a slightly greater number of bands. It is complementary to the scheme above

Annotated Marking Scheme b

Percentage score	Descriptors
75-80	Outstanding: work of rare quality. A very clear distinction. Shows substantial originality and obvious research potential. Publishable with minor revisions.
70 - 74	Excellent, merits a distinction. Very good critical and/or analytical work showing sound independent thinking and some originality, indicating good research potential.
65 - 69	Very good, but falls somewhat short of a distinction. Good critical/analytic contribution, no fundamental misunderstandings but short on evidence of independent thought or originality. Some indications of research potential.
60 - 64	Good sound work, showing some initiative. Reasonable critical/analytic contribution, with no serious problems of understanding. But no compelling indication of research potential.
55 - 59	Satisfactory work. Competent work but inadequately critical or lacking in analytic insight marred by some misunderstandings.
50 - 54	Only just satisfactory for MA. Adequate summary showing a sufficient but incomplete understanding of the topic. Shows little individual initiative beyond the course input.
45 - 49	Falls short of MA standard . Fail.

Please note the marking above have no official University status. They were written by the Department to help you to understand the scale correctly.

Presentation plays an increasingly important role in the assessment as the course progresses. By the end of the first semester candidates are expected to have mastered the basic conventions of referencing and to be able to produce clear coherent academic writing. Work that is not suitably presented may be returned to you unmarked with a request that you revise it to an acceptable standard.

The following points should be noted specially:

- (a) There is a convention in the University Faculty of Arts which discourages the award of marks in excess of 85%.
- (b) Regulations governing the award of a distinction in the MA can be found below in section 7c

below.

- (c) To be eligible to proceed to dissertation in June candidates must achieve 120 credits in the coursework stage of the course. 50% is the pass level for the assignments for each module. Each successfully completed module carries 15 credits (see section **g** below). Borderline candidates will be examined orally by the External Examiner.

f. Dissertation

The dissertation must be passed in its own right. Good coursework cannot compensate for a poor dissertation.

The dissertation is intended to provide the focus for a modest piece of independent study and research which can be completed within two/three months. In choosing a topic (during semester 2) you should select something you feel reasonably confident you can handle on your own. The topic can relate to any area of applied linguistics as defined by the rest of the course. Ideally, it should grow out of the work you have already done without, of course, duplicating your previous projects in detail.

After choosing a topic, the next task is to draw up a basic plan or outline of the dissertation, which must be discussed with your supervisor. This is one of the aims of the supervision sessions, which are held in Semester 2. Although supervision is available during the summer vacation period, we try to get the bulk of it done before the summer vacation.

The dissertation should be c.15,000 words in length and all the rules relating to the presentation of projects apply equally to the dissertation. For marking purposes you are required to submit *three copies*. Like the coursework, the dissertation is double-marked.

Selected dissertations are examined by the External Examiner who has the right to summon borderline candidates on any date up to the end of the September.

On the advice of the Board of Examiners a borderline dissertation which requires minor corrections may be referred for a period not exceeding three months during which time the candidate must amend the work following the instructions of the examiners and then re-submit it. Candidates cannot demand a 'second chance' where a dissertation is judged to be an outright fail.

7. Regulations for the Award of a MA degree or a Diploma

a. Conditions for the Award of a MA Degree

The university regulations state that candidates who achieve 180 credits over the year's work will be eligible for the award of the MA degree. In the case of the MA in Applied Linguistics, credits are accumulated through coursework (120 credits) and through the dissertation (60 credits). Each module in the coursework stage of the course carries 15 credits. To achieve these credits it is necessary to score 50 % or higher on the module assignments for each of the 8 coursework modules.

If a candidate fails to achieve 50% in any module, they may be permitted to re-submit the assignments but for not more than any two modules.

b. Conditions for the Award of a Postgraduate Diploma

A candidate who has achieved 120 credits in respect of coursework modules will be eligible for the award of a postgraduate Diploma. 15 credits are awarded for each coursework module successfully

completed. To gain credits for a module a candidate must score 50% or higher on the assignments for that module.

However, if a candidate fails to achieve the necessary 50% score in respect of any module, they may be permitted to re-submit assignments but for not more than two modules.

c. Conditions for the Award of a Distinction for the MA in Applied Linguistics

The following is a quote from university regulations governing the award of distinctions in respect of taught postgraduate degrees such as the MA in Applied Linguistics:

“The award of a distinction will normally be recommended where a student obtains a grade of 70 or better in units to the value of at least 90 credits and where there is no grade below 60 or where a grade below 60 is compensated for by an additional higher grade. The requirement for a student to achieve a grade of 70 or better in at least 90 credits, 60 of which should be from the dissertation, is left to the discretion of individual departments.”

d. Oral Examination

In June the External Examiner pays a visit to the department during which s/he sees a selection of candidates. This selection includes borderline candidates (who are interviewed alone) and a cross-section of the rest of the course (usually in small groups). S/he may also ask to see all course participants together.

These meetings have two purposes:

- (i) To assess the general standards of the course:
- (ii) To see borderline candidates whose written work will already have been internally assessed. This interview is an opportunity for the candidate to display what s/he knows.

During the same day the Board of Examiners meets and afterwards the coursework results are made available. These ‘results’ take the form of a list of names of candidates who have been permitted to proceed to dissertation. Results in the sense of marks for pieces of written work are never displayed publicly in the department. They are communicated in writing in individual envelopes.

This day is part of the course and you are expected to attend.

Any one who is likely to be absent with good reason must seek permission from the Course Director and/or Head of School.

8. Communications

Members of staff have consulting hours when you are welcome to consult them in their offices without previously making an appointment. These hours are indicated on their office doors and on the course notice board. If you want to make an appointment outside these hours, or if you need to contact a member of staff for any other reason, the preferred mode of communication is e-mail. Alternatively, you can leave them a note in their pigeonhole in the Department Office.

Once all the students have acquired e-mail addresses, some information may be sent to you via this medium, and, of course, you will be able to communicate with your fellow students by email. A list of all MA students’ e-mail addresses will be made available as soon as it is complete.

We would ask you to ensure that your personal mail is sent to you at your accommodation address. It is also very important that you should keep the department office informed of any changes in your accommodation address and telephone number, so that we know how to contact you at all times throughout the course. This is especially important during the latter part of the course when you are writing your dissertation. Please also let us know of any changes in your permanent address, so that the University's records can be amended.

Other Help and Advice

You should feel free to consult the MA Course Director, the Head of School, or any other member of staff on any aspect of your course or other matters which may be troubling you.

The MA student group may also be asked to elect one or more representatives to liaise with the course staff.

In general, it is most important that you let us know of any concerns you have, whether these affect the course generally or yourself personally. Do not 'bottle up' any problems or anxieties that may interfere with your progress on the course. Share them with us at an early stage, and we will do our best to help and advise you.

9. Sample Forms for Written Assignments

a. Feedback Forms for Written Assignments

Department of English Language and Linguistics

MA (Diploma) in Applied Linguistics

Written Assignment Feedback:

Name:

Course:

Assignment Title:

First Marker:

Second Marker

Mark awarded:

Specific Comments:

- | | | | |
|----|--|------------------|----------|
| 1. | Is the background reading | (a) appropriate? | YES / NO |
| | | (b) adequate? | YES / NO |
| 2. | Are the basic conventions of academic discourse observed, including bibliographic information? | | YES / NO |
| | | | |
| 3. | Is the presentation satisfactory (including typing, proof-reading, diagrams, etc)? | | YES / NO |
| 4. | Have length requirements been observed? | | YES / NO |
| 4. | Are you satisfied this is the candidate's own work? | | YES/NO |

General Comments:

The general comments take the following into account:

- 5. Clear statement of aims and relevant selection of content.
- 6. Sensible planning and organisation.
- 7. Systematic thought and, where appropriate, originality.
- 8. Clarity of expression

Name

Signature:

Date:

b. Plagiarism Declaration Form for Written Assignments

MA in Applied Linguistics

**Department of English Language and Linguistics
University of Sheffield**

For Non-invigilated Assessment

A copy of this sheet must be filled in, signed and inserted after the cover sheet of each piece of work submitted.

Candidate's surname:

Other names:

Registration no.:

Module name:

DECLARATION

To be read, understood and signed by the candidate:

All sentences or passages quoted in this paper from other people's work (with or without trivial changes) have been placed within quotation marks, and specifically acknowledged by reference to author, work and page. I understand that plagiarism - the unacknowledged use of such passages - will be considered grounds for failure in this paper, and, if serious, in the degree examination as a whole.

Signed:

Date:

10. Calendar of the Year 2008-2009

Semester One:

24 th September:	MA Induction Day
29 th September:	Semester begins: Start of Teaching
10 th November – 14 th November:	Reading Week (to be confirmed)
26th November:	Semester One: Topics of Module Assignments available
13 th December:	End of Semester 1 teaching
19 th January:	Semester One recommences – Assessment period
26 th January:	Final Hand-in date for Semester One Module Assignments

Semester Two

9 th February:	Semester Two begins: Start of teaching
19 th February;	Provisional Marks for Semester One Assignments available
18th March:	Semester Two: Topics of Module Assignments available
4 th April:	Spring Break begins
27 th April:	Semester Two recommences
8 th May	End of Semester Two teaching. MA dissertation supervision begins
25 th May	Final Hand-in Date for Semester Two Module Assignments
<i>[Note: Failure to meet the final deadline without due cause will entail failure on the course]</i>	
3 rd June:	Hand in Dissertation proposal
12 th June:	End of Semester two
June (date to be announced):	Oral Examination; Board of Examiners Meeting. Coursework Results announced.
Tuesday 1 st September:	Hand in MA Dissertation
October (date to be announced):	MA degree results available

11. The ELT Centre

The ELT Centre, located at 283 Glossop Road is a very useful resource for international students. It offers help with academic writing in English and also runs full-time courses in English for Academic Purposes.

Kook-Hee Gil
September 2008