

## COURSE ADMINISTRATION

Below are some guidelines, which you are invited to read carefully and follow to ensure the smooth running of our course. Weekly information updates will be posted on my *Lingua Inglese 1* Moodle page. Please enrol on this page as a participant.

### Attendance

Both The Study and Production of Texts and Sounds of English courses are taught in both semesters of the first year, which means you will be attending four hours of *lettorato* lessons each week throughout your first year. It is essential that you attend all nine sessions of each semester, as the work covered in the lessons is designed to help you to achieve the course aims and better prepare for your assessed assignments. Should you miss a lesson, it is your responsibility to consult my Moodle page and/or contact a classmate to find out about the work covered and what you need to prepare for the following lesson; due to students numbers, I am unable to reply to emails requesting information of this nature.

### Marking system

Your official mark for this course is calculated at the end of the academic year and is obtained by making an average of three separate marks, out of 30. For each of the three in-class tests you will be required to sit: one at the end of semester I and at the end of semester II. Failure to complete the required work successfully automatically excludes you from obtaining a final mark for this course. Your final mark for this course is averaged with your Sounds of English end-of-course mark and this average represents your final mark for the first year *lettorato*.

### Mock Tests

In Lesson 1 you will be required to sit a mock Grammar Test and in Lesson 4 you will sit a mock Writing Test. The marks you are given will not be calculated in your final course mark but represent indicators of your progress and level of English. This introductory period to the course is aimed at showing you the level of the course material and, furthermore, the level of commitment and motivation required to complete this course successfully.

### Homework and Deadlines

Homework will be given on a weekly basis and must be completed in preparation for the following lesson. Please respect the assigned deadlines for your written work, which is taken into consideration when calculating your final course mark. You will be given texts to read and study before the lesson of the following week, made available on my *Lingua Inglese 1* Moodle page. If you do not do your homework, you will obviously have great difficulty following the lesson. Please keep up with your work; regular private study will ensure that you reach the required level at the end of *Lingua Inglese 1* in order to move successfully into the second year.

### Plagiarism

Plagiarism of any sort is NOT tolerated by the academic community and if there is any suspicion regarding the originality of your texts, your work will be run through the plagiarism programme used for all our language courses – Compilatio – to ensure that you have written your work yourself and not plagiarized in any way. Plagiarism is intellectual theft and will not be tolerated. Please read the file posted on my Moodle page.

### Formatting your work

Understanding how your work should be presented at university is an important part of your academic training and you are required to following certain guidelines when you complete your assignments or any pieces of written homework. Information on the necessary formatting style to be adopted on this course can be found at <http://owl.english.purdue.edu/>.

### Contact information

Email correspondence is for administrative purposes, and you must always use your unifi email address. In the subject box you should always write 'TEXTS' and then the subject of your message. Please write your name and surname clearly at the end of your message, which is to be written in English. I check my email during working hours Monday – Friday 9am – 6pm, but not over the weekend so please allow reasonable time for a reply. Throughout our course you may need to discuss some aspect of your course with me outside our timetabled lessons. My (virtual) office hours are Wednesdays 13.00 - 15.00 and you can make an appointment by emailing me at [louisejayne.williams@unifi.it](mailto:louisejayne.williams@unifi.it).