

Course Title : University English 1
Course Code : LUE1001
Year of Study : 1
Number of Credits/ Term: 3
Mode of Tuition : Sectional
Teaching Hours per week: 2-hour tutorial X 2 per week
Total Teaching Hours : 56 hours/4 hours per week
Category in Programme: Compulsory for HKDSE Level 3 in English

Aims

LUE1001 University English I is a 3-credit English enhancement course in tutorial mode. There are four hours of tutorial classes per week (2 x 2 hours). Class size is about 20 and you will be encouraged to both actively participate in class and to study English outside class through some assigned tasks.

This foundational course aims to improve your English language competence and academic skills necessary for you to succeed in an English-medium university and to cultivate your awareness of the language conventions, arts and research skills in academic contexts, with particular focus on how to scaffold a text by using appropriate lexico-grammatical resources, patterns and strategies. All the tasks, readings and in-class materials are based on a particular context relevant to your interests and needs. Remedial practice in grammar, vocabulary and pronunciation will also be provided to help you to facilitate your scaffolding and learning process during the course.

Learning Outcomes

Upon successful completion of this course you will be able to:

General

- ✓ demonstrate the awareness of language conventions and features used in academic contexts
- ✓ describe the importance of rhetorical situations such as purpose, audience and genre
- ✓ identify the similarities and differences between different media (e.g. verbal vs. visual) and between different registers (e.g. spoken vs. written)

Written/Visual

- ✓ demonstrate how to analyse a visual text and write a report to summarize the findings
- ✓ use the process of research such as research plan, evaluating sources, paraphrasing, acknowledging, etc
- ✓ deploy a range of patterns/strategies to organize writing and speaking such as introduction/conclusion, thesis statement, definition, comparison, cause and effect
- ✓ write coherent academic texts with a particular focus on expository texts such as reports, visual analysis using lexico-grammatical resources appropriate to the task

Spoken

- ✓ conduct effective interviews using appropriate and accurate language and how to report findings
- ✓ demonstrate the ability to give effective oral presentations appropriate to academic contexts

Teaching and Learning Activities

The course takes an integrated approach to language learning and as such, you will engage individually, in pairs and in small groups in a variety of classroom activities. Authentic reading and listening materials are used throughout the course covering a variety of contexts and topics. Speaking and writing activities allow practice of skills and language covered in the course. Ample opportunities are also provided for you to reflect upon and receive feedback on your work. Additional practice materials, online resources and homework assignments encourage you to engage in language learning beyond the classroom.

Measurement of Learning Outcomes

The learning outcomes will be measured through **100% continuous assessments**. Details as follows:

- **Writing coursework (I):** Write in about 300 words an analysis of a visual given to you. The analysis consists of two main parts: rhetorical context and design of the visual. This writing test is conducted in class. (20% of final mark)
- **Speaking coursework (I)** A simulation interview between a researcher and an interviewee in order to elicit views and preferences. Each interview takes 5 minutes, and you will be playing both roles in turn. (25% of final mark)
- **Writing coursework (II):** After conducting an internet homepage evaluation and a detailed interview, write a report comparing two homepages containing both words and visuals. The report consists of four main parts: introduction, methodology, findings and discussion, and conclusion and recommendations. Write about 900 –1,100 words. (25% of final mark)
- **Speaking coursework (II):** Give an individual oral presentation based on writing coursework II, involving the use of data, appropriate language and delivery skills. Each presentation takes about 8 minutes. (20% of final mark)
- **Attendance and participation:** For your attendance and active participation in class activities and discussion. (10% of final mark)

Learning outcomes	Assessment methods				
	Writing Coursework (I)	Speaking Coursework (I)	Writing Coursework (II)	Speaking Coursework (II)	Attendance and participation
Demonstrate the awareness of language conventions and features used in academic contexts	√		√	√	√
Describe the importance of rhetorical situations such as purpose, audience and genre	√	√	√	√	√

Identify the similarities and differences between different media and between different registers	√		√		√
Demonstrate how to analyse a visual text and write a report to summarize the findings	√				√
Use the process of research such as research plan, evaluating sources, paraphrasing, acknowledging			√	√	√
Deploy a range of patterns/strategies to organize writing and speaking such as introduction/conclusion, thesis statement, definition, comparison,	√		√	√	√
Write coherent academic texts with a particular focus on expository texts such as reports, visual analysis using lexicogrammatical resources appropriate to the task	√		√		√
Conduct effective interviews using appropriate and accurate language and how to report findings		√			√
Demonstrate the ability to give effective oral presentations appropriate to academic contexts				√	√

Course Materials

Course materials developed by CEAL will be available on University English I individual section Moodle course. You are expected to come well prepared to every class. The course materials will be referred to in every class, so you should bring a suitable electronic device such as a netbook, laptop or tablet to view the electronic materials. A small size tablet such as the iPad Mini is considered to be the minimum suitable size for viewing and using the course materials. A device of the size of a smartphone or smaller is NOT considered adequate for viewing the materials in class.

You will also find CEAL's web site (<http://www.ln.edu.hk/ceal>) very useful for guiding your English language studies and for helping to answer questions you may have about this course, or other language enhancement courses offered by CEAL.

Course Guidelines

1. Attendance and participation

You are expected to attend all lessons and to be punctual in attending all classes and consultations. Generally, illness is the only reason to miss classes. Other cases should have the teacher's prior approval. In case of illness preventing attendance at classes, you must present a doctor's letter or other acceptable documentary evidence. Late coming will be noted and **lateness of more than 15 minutes will result in you being marked absent from that hour of the class**. You are also expected to **actively participate in activities and class discussion**. In accordance with Lingnan University's Academic Regulations for Undergraduate Programmes, Rule 12.8, a student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term (equivalent to 20 hours).

2. Homework

You will be given homework to do outside the class. There are coursework assignments to complete throughout the course.

3. Assessment Policy

Any student who fails to be present at an in-class assessment because of illness will be given one further opportunity for assessment, provided there is **sufficient documentary evidence justifying his/her absence** and it is administratively possible. Only in cases approved by the class teacher will you be allowed to take a make-up assessment.

If you disagree with the awarded grade for any assessment you should **meet with your teacher** and appeal **within 3 days** after receiving the disputed grade. Appeals made after this time are not likely to be considered. When making an appeal, justification for a change of mark should be presented.

4. Late Submission Penalties

For each assessment, there are deadlines. **Five per cent (5%) of the total possible mark will be deducted for late submission each day** (including Saturdays, Sundays and public holidays after the due date), but any **assessments submitted 7 days after due date will not be accepted**. This penalty applies to all work that is not submitted on the due date without prior approval and/or in failure to produce supporting documentary evidence such as a doctor's certificate in the case of illness.

5. Presentation of Work

There is a **task sheet for each course assessment**. Pay close attention to the instructions in the task sheet that tell you how to present and submit your work. Your work will be done in class or submitted through Moodle. Your teacher will show you how to do this in class, and there will be other support available.

6. Use of AI technology

Although Lingnan University allows the use of generative AI (GenAI) (e.g. Chat GPT), the inappropriate use of AI is generally not allowed in LUE1001 assessments. All work submitted to LUE1001 must be a true expression of your own ideas, not AI's expression. If you submit AI-generated work as your own (without declaration), you will be breaking rules of academic integrity because you will have failed to give credit to the work which is generated by AI.

You are NOT allowed to GenAI in all in-class assessments including Writing Coursework (I), Speaking Coursework (I) and Speaking Coursework (II).

Acceptable Use of GenAI in Writing Coursework (II)

You may use GenAI in your Writing Coursework (II) - written report to:

- brainstorm ideas about how to evaluate and compare webpages
- learn some webpage design concepts
- check the accuracy and style of your reference list.

You must declare any of the above GenAI uses by completing and submitting the Declaration of Academic Integrity form available on Moodle.

Unacceptable Use of GenAI in Writing Coursework (II)

You MUST NOT use GenAI in the following ways (but not limited to):

- Write your report.
- Copy and paste text generated by AI.
- Use inaccurate information (including references) generated by AI.
- Evaluate the two webpages of your choice.
- Prepare and record interview questions and responses.
- Summarise, paraphrase and/or synthesis source texts.
- Check the accuracy and style of your English language.

You are not allowed to use AI to check your writing because:

- your English language proficiency cannot be assessed accurately and fairly
- you will lose the opportunity to practice the language
- you cannot receive advice on your specific language problems from your teacher.

If any inappropriate use of GenAI in your report is suspected, the case will be investigated, and this may lead to an academic integrity process concerning plagiarism. At the very least, you should expect a penalty (e.g. a lower mark or even zero mark) if it appears that you have no understanding of the content or sources of ideas of your report.

7. Plagiarism

Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations and Course Work. In particular, plagiarism, being a kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarized ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.

A. Ways to avoid plagiarism:

- 1) To enhance your understanding of plagiarism, read the information on <http://www.ln.edu.hk/current-students/student-orientation/academic-pursuit/academic-integrity> and also complete the mini-course “Online Tutorial on Plagiarism Awareness” available on <https://pla.ln.edu.hk/> .
- 2) All written work shall be submitted to Turnitin. It is a web-based system which checks student writing against all content published on the Internet and all student writing previously submitted.
- 3) Refer to the Originality Report on Turnitin and make necessary changes to your work if any plagiarised text is highlighted, and re-submit your work again BEFORE the due date (Note: Originality Report generation for resubmissions is subject to a twenty-four hour delay). As a “rule of thumb”, pay particular attention to portions of text where more than 5 consecutive words appear to be identical in a source detected by Turnitin. This rule of thumb excludes things such as proper nouns, technical terms and formulaic expressions.

B. The following are penalties for plagiarism:

For CEAL courses, a penalty will be imposed for any instance of copying **of more than 5 words consecutively** (without acknowledging the source), excluding formulaic expressions, proper names and technical terms.

1) For a first-time offender:

- 5% (out of 100%) will be deducted per each instance of copying i.e. 5%/10%/15%/20%/25%/30%/35%...up to 50%
- a zero mark should be given for more than 10 instances of copying

2) For a repeat offender:

- 5% (out of 100%) will be deducted per each instance of copying i.e. 5%/10%/15%/20%...up to 25%
- a zero mark should be given for more than 5 instances of copying
- one demerit should be given to the student if more than 5 instances of copying are found (Removal of the demerit from the transcript is subject to review before graduation.)

The full set of the Regulations Governing University Examinations are available in Appendix D of Chapter Four “Quality Assurance and Enhancement of Student Assessment” at <https://www.ln.edu.hk/main/aqa/index.php>, and the University’s measures to enhance students’ knowledge and understanding of academic honesty are summarized in Chapter Three of the Academic Quality Assurance Manual.

Important Notes

- (1) Students are expected to spend **a total of 12 hours (i.e. 4 hours of class contact and 8 hours of personal study) per week** to achieve the course learning outcomes.
- (2) Students shall be aware of the **University regulations about dishonest practice in course work, tests and examinations, and the possible consequences** as stipulated in the Regulations Governing University Examinations and Course Work. In particular, plagiarism, being a kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.
- (3) Students are required to **submit writing assignment(s) using Turnitin** as specified in the Task Sheet.
- (4) An **online ‘Plagiarism Awareness Tutorial’** (<https://pla.ln.edu.hk/>) has been provided to help students understand what plagiarism is and how to avoid it. **All new undergraduate students starting from the 2016-17 intake are required to complete this online tutorial by the end of their first year in Lingnan.** Completion will be indicated by ticking the check-box at the end of the course. The tutorial takes approximately one hour to finish. **Students will be blocked from course registration for the coming academic year if they have not studied the materials by the end of the academic year.**