



Please note that this is not your admissions letter.

# Welcome to University of Gävle and Our Course ENGLISH, Distance, 30 cr!

This course is half time between weeks 36-23. I, Lulian (Julian) Cananau, am your course coordinator. Contact me on e-mail [Lulian.Cananau@hig.se](mailto:Lulian.Cananau@hig.se) if you have any questions about this course.

## Syllabus and Schedule

[Syllabus](#)  
[Course schedule](#) (se info i Blackboard)

## Get Started with Your Studies!

To get started with your studies please follow these three steps. More information at [hig.se/newstudent](http://hig.se/newstudent)

**1 Collect Your Computer Account**  
 You can collect your computer account at [webkonto.student.hig.se](http://webkonto.student.hig.se) two week before the semester starts. Your computer account consists of a username and a password and gives you access to the University web services.

**2 Register in the Student Portal**  
 You must be registered on the course to attend lectures and to sit exams. You will lose your place on the course if you do not register in time. Please register for your course in the Student Portal at [studentportal.hig.se](http://studentportal.hig.se)

Period for self-registration in the Student Portal: **August 25 – September 4**  
 Are you conditionally admitted? [This is what applies to you](#)

**3 Log in to Blackboard**  
 The Blackboard platform is a web-based learning management system where you find your course material. The day after you registered in the Student Portal you can access your course in Blackboard. Log in via the Student Portal.

Course	English, 1-30 cr.
Course code	ENG015
Application Code	12513
Faculty	Faculty of Education and Business
Faculty secretary	Monika Karlsson
Contact Information	<a href="mailto:Monika.Karlsson@hig.se">Monika.Karlsson@hig.se</a>

## Course Organisation

This fall semester, you will be studying two modules as follows: "Language Structure" will be taught in the first part of the semester (weeks 36-45 or period 1) and "Written Communication" will be taught in the second half of the semester (weeks 46-03, period 2). Next term, you will study "Contemporary Literature in English", "Culture, Ethnicity, and Identity", and "World English". These are called modules for administrative purposes, but, since they cover quite different areas, are taught by different lecturers, and are assigned a number of credits each, they enjoy a certain degree of autonomy, which justifies referring to them as "courses", in everyday speech. Having said that, please remember that you must complete the entire course "English" and get its 30 credits in order to move on to the next course in English.

You will study Language Structure together with students enrolled in the Teacher Training Program. Language Structure ends with a written exam on the HiG campus or at any authorized location in your area, but, in keeping with the principles of continuous assessment, all modules feature compulsory written assignments (*examinerande uppgifter*) throughout their respective periods. More information about the content and assessment procedures for individual modules will be published by the instructors on the course site on Blackboard (see "Communication" below). Attendance of all online classes is strongly recommended. Learning is a process, and missing classes or not doing one's work as scheduled seriously impairs one's learning and overall performance. Both modules include student participation in their assessment procedures. The teaching usually consists of lectures and seminars, but each module has its own structure and policy with respect to the forms of teaching. For example, Written Communication has virtually no lectures, given its focus on writing practice, while Language Structure features both lectures and seminars.

**You should order all your course books in good time.** A good idea is to get hold of the books indicated in the syllabus (*kursplan*) during the summer vacation.

## Communication

**On Blackboard, you will find specific information, such as detailed course descriptions, class schedule, teaching materials,** course requirements and assignments. A great part of your work will be carried out via Blackboard, too. It is therefore essential that you enroll in the course on Blackboard as soon as you have been assigned a student account (keep in mind that course registration and enrollment in the course on Blackboard are separate things). Follow the steps under the heading "Get started with your studies". Once the module has started, **you should check the course site on Blackboard on a daily basis.** Important information will be posted by your instructors on the first page of the course site (as "Announcements"). I also strongly recommend that you use your HiG student e-mail account rather than your private e-mail account when communicating with your teachers.

All the meetings for this course are online; most of our classes will take place in "online classrooms" via the web conferencing system Adobe Connect Pro. Access to the digital classrooms will be provided through links posted on the course site on Blackboard. Please note that you need to have a headset, a microphone and a webcam so as to be able to fully participate in our Adobe Connect sessions. If you wish to test your equipment any time before the instructor opens the session, see the following web page:

<http://www.hig.se/Ext/Sv/Biblioteket/Webbkonferensverktyg.html>.

There, you will also find detailed instructions on how to use the Adobe Connect Pro system.

## Registration for Written Exams

Registration for exams as well as retakes via KronoX is mandatory. You can register no earlier than five weeks before and no later than ten days before the exam. Please note that no post-registrations will be accepted. If you are a distant education student and are unable to sit the exam at campus you can apply to sit the exam at another location. Applications must be submitted no later than three weeks prior to the exam. Contact your faculty for more information.

*The University of Gävle is human-centred and develops the understanding of a sustainable living environment.*

## Course Evaluation

After completion of your course a web-based course evaluation questionnaire will be sent to your HiG e-mail address. Your answers in the course evaluation are very valuable and your comments will help us to improve and to develop the course for the next implementation. All students registered on the course will receive a course evaluation report where all answers are compiled. Individual modules may also include separate evaluation surveys.