



## School of Linguistics and Applied Language Studies Course Outline

### LALS 516, Special topic: Classroom management, Trimester 3, 2006

#### 1. Course Coordinator:

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PO Box 600  
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NEW ZEALAND

2. Staff: Paul Nation

3. Class times and rooms: Tuesday 4-6 pm, 24 Kelburn Parade Room 203

The class meets on the following ten dates:

November 21, 28, December 5, 12, 19, [Break] **Please note: After the break the course will be taught only in distance mode.**

For distance study, the course is available at <http://blackboard.vuw.ac.nz>. When you enrol you will automatically be given a computer user account, which will be on your *Confirmation of Study* form. Usually, it is the first six letters of your family name and four letters of your first name. So if your name is Robert Cameron, your user name might be *camerorobe*. Your password will be your student ID number. You need to use this computer user account when you access journals from off-campus. For help, contact [scs-hda@vuw.ac.nz](mailto:scs-hda@vuw.ac.nz) or phone (04) 463 5050. If you want to use other student computing services, you need to call the SCS Help Desk on (04) 463 5050. Staff will re-confirm your username and re-set your password after confirming your identity. Useful websites include <http://manuka.its.vuw.ac.nz/its/scs> and <http://distance.scs.vuw.ac.nz/>. If you are an international student the following site could be useful for you <http://www.victoria-international.ac.nz/>.

Distance students are welcome to come to the class if they are in Wellington. Contact Paul Nation for details.

Online Enrolment is now available for students wanting to study at Victoria University in 2006. The website is [www.vuw.ac.nz/enrol](http://www.vuw.ac.nz/enrol)

4. Announcements: MA notice board Level 2 Von Zedlitz

Some additional information relevant to this course can be found in the School MA Handbook for 2006. The handbook is available on the web.  
<http://www.vuw.ac.nz/lals/degrees/docs/Handbook%202006.pdf>

5. LALS main office: VZ 210, 2<sup>nd</sup> floor Von Zedlitz Building, Kelburn Parade

**6. LALS 516 Course Administrator:** Jane Dudley, Postgraduate administration  
Tel: 463 5600/463 5255/472 1000 ext 8386  
Web contact: [www.blackboard.vuw.ac.nz](http://www.blackboard.vuw.ac.nz)

**7. Aims:** This course has two major aims (1) to make you very familiar with the major kinds of teaching techniques and how to adapt them, and (2) to explore a range of solutions to common classroom problems and to develop a systematic approach to such problem solving.

**8. Objectives:** By the end of the course, course members should be able to systematically analyse a classroom problem and suggest an organised range of solutions. Course members should also be able to analyse a technique to show its major components, classify teaching techniques into their various types, be able to produce a range of teaching techniques to meet a defined teaching goal, and be able to adapt techniques systematically to suit different teaching conditions.

**9. Content:** The following topics will be covered in the course. The reading for each topic is indicated in brackets. The full references can be found in the table of contents of the set readings. There is a task associated with five of the topics that needs to be submitted on the due date for assessment. *CAULTT* refers to the set text *Creating, Adapting and Using Language Teaching Techniques*.

- 1 The nature of the management of learning, and four types of tasks (*CAULTT* Chapter 2)  
TASK 1  
Encouraging the use of the L2 (Nation 1997; Friedlander 1990)
- 2 Experience tasks (*CAULTT* Chapter 3)  
Range of proficiency levels (Glynn 1988; Kraus-Srebic et al 1981)
- 3 Shared tasks (*CAULTT* Chapter 4)  
Maintaining discipline
- 4 Guided tasks and characteristics of the four tasks (*CAULTT* Chapter 5) TASKS 2 and 3  
Learners who do not do homework
- 5 Spending time (*CAULTT* Chapter 6) TASK 4  
Coping with the influence of external tests on the course (Alderson and Wall 1993; Alderson and Hamp-Lyons 1996; Prodromou 1995)
- 6 Five features (*CAULTT* Chapter 7)  
Teaching on a low budget (Nation 1975)
- 7 Designing role plays (*CAULTT* Chapter 8) TASK 5  
Managing large classes (Long and Porter 1985; Jacobs and Ball, 1996)
- 8 Evaluating teaching techniques (*CAULTT* Chapter 9)  
Getting reluctant learners to speak (Day 1981; Cardoza 1994; Davis 1992/93)
- 9 Remedial work (George, 1979)  
Motivating learners (Auerbach 1993)
- 10 Techniques and teacher training (*CAULTT* Chapter 10)  
Providing feedback

**10. Texts:** There are two required texts.

The set text is *Creating, Adapting and Using Language Teaching Techniques* by I.S.P. Nation (ELI Occasional Publication No. 20). It is available from the Student Notes Distribution Centre for \$8:10. [studentnotes@vicbooks.co.nz](mailto:studentnotes@vicbooks.co.nz). It is also available free from Paul Nation as a pdf file.

The set readings are in *LALS 516: the Management of Learning: Selected Readings*. It is available from the Student Notes Distribution Centre and costs \$9.10. Its PLU number is 4245.

**11. Assessment:** The course will be assessed by an assignment worth 60% of the final grade and five tasks each worth 8% totalling 40% of the final grade.

The assignment is due by Friday 16 February 2007. Assignments are expected to be around 2,500 words.

The tasks are due on the following dates. Each task is expected to be around 300 words or less.

Task 1	December 5
Task 2	December 19
Task 3	January 9
Task 4	January 16
Task 5	January 23

**N.B.** Note that if no work is submitted for assessment before the last three weeks of teaching, there will be nothing on which to base an aegrotat consideration.

Tasks and assignments can be submitted as e-mail attachments. Please submit each one as a single document in either WORD or WordPerfect format, and e-mail them to [LALS-516@vuw.ac.nz](mailto:LALS-516@vuw.ac.nz). If you send them by post, please include **two** copies of each assignment or task. The other will be retained for external examining. The postal address is on page 1 of this outline. The assignment topics and tasks are described in this course outline.

### **Assignment**

Choose a classroom problem that is relevant to your teaching. Systematically suggest a range of solutions. If it is possible to rank the solutions, do so and justify your ranking. If it is possible to trial one or more of the solutions, do so and report on the trial.

### **Tasks**

Each task is worth 8% of the final grade. The five tasks total 40% of the final grade. They must be submitted on the assigned dates. This is to allow feedback on the tasks to be distributed soon after the submission of the task. The answers to each task should typically fit within two pages. The tasks are designed to draw on set reading and to get you to apply ideas covered in the course.

Task 1 Due December 5

Briefly describe three experience tasks and explain what makes each one an experience task.

Task 2 Due December 19

Systematically make ten different guided tasks for listening. Describe the components of each task.

Task 3 Due January 9

You want your learners to listen to a talk about safety in the water. You feel that this might be quite difficult for them. Describe ten ways to make this easier. Include experience, shared and guided tasks in your list of ten activities. Classify the activities into experience, shared and guided tasks.

Task 4 Due January 16

Take the technique *Talking about a picture*, and vary it bit by bit while focusing on the same learning goal. In this technique a learner talks about a picture to a partner. Both can see the picture. Give careful thought to the sequence of the variations and justify the sequence.

Task 5 Due January 23

Make a problem solving role play. Briefly point out the features of your role play.

**12. Penalties:** Assignments and tasks must be submitted by the due date. There is no penalty for late submission but permission must be sought and a good reason given. It is not fair to others in the course who have got their work in on time. Try to keep within the word limits especially for the tasks. Assignments and tasks which are plagiarised will not receive a grade and cannot be resubmitted. This usually results in failure in the course.

**13. Relationship between assessment and course objectives:**

The assignment provides an opportunity to apply research, plan teaching, and solve an important teaching problem. The tasks assess the practical application of ideas and comprehension of the set texts and set readings.

**14. Workload:** LALS 516 is a fifteen point one-trimester paper. Course members should expect to spend about 12 hours per week for ten weeks on all the work for this course including lectures.

**15. Mandatory Course Requirements (Terms):** There are minimum course requirements which must be satisfied to be assessed for the final grade. In order to meet these requirements, course members must

complete the 5 tasks

attend all the ten classes or participate at least once in each of the ten web-based discussions, or attend the on-campus classes and participate in the web-based discussion boards for modules 6 to 10.

complete the assignment.

**16. Attendance:** On-campus course members must attend all lectures. If an absence is unavoidable, then the course member should participate in the Blackboard Discussion Board for that week. Course members studying by distance must make a contribution to each one of the ten Discussion Boards.

**General University policies and statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

**Student and staff conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

[www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)

The Policy on Staff Conduct can be found on the VUW website at:

[www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct)

**Academic grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education

Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

[www.vuw.ac.nz/policy/academicgrievances](http://www.vuw.ac.nz/policy/academicgrievances)

### **Academic integrity and plagiarism**

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

[www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html)

### **Students with Impairments** (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

Telephone: 463-6070

Email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)

The School's Disability Liaison Person for 2006 is Dr Dianne Bardsley, ext 5644, email [Dianne.Bardsley@vuw.ac.nz](mailto:Dianne.Bardsley@vuw.ac.nz).

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is available to provide a variety of support and services. Find out more at:

[www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/)

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.