School of Humanities and Languages

ARTS 2696 Contemporary English Grammar
Summer Semester, 2015

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1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Carmella Hollo</td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>MB 225</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>9385 2813</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:c.hollo@unsw.edu.au">c.hollo@unsw.edu.au</a></td>
</tr>
<tr>
<td><strong>Consultation Time</strong></td>
<td>Daily 9.20-10 AM, 12 noon-1PM and after 3PM unless there is a second tutorial. By email appointment as necessary.</td>
</tr>
</tbody>
</table>

Lecturer and tutor: As above

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Description</strong></td>
<td>This course takes the descriptive approach of contemporary linguistics while retaining the familiar terms and categories of traditional grammar whenever possible. Where relevant we will place the study of grammar within its historical context, and at every stage will apply the study of grammar to texts of various kinds, including some literary ones. Issues of ‘good’ and ‘bad’ usage and application of grammatical analysis to the development of students’ own writing will also be touched on.</td>
</tr>
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</table>

**Course Aims**

1. By the end of the course students should begin to develop a set of tools for dealing with issues of grammar, rhetoric, and generic expectations, which will enable them to approach analysis of different kinds of texts with some confidence. The tutorials and the final assignment will provide the students with the opportunity to examine both prepared and ‘unseen’ texts at length, and to find their understanding of these texts enriched by the detailed analysis undertaken in the course.

2. The course builds on, and correlates, any grammatical knowledge students may bring to the course through being native speakers or current students of languages other than English. We will attempt to examine how grammar operates generally, and how we can use our understanding of grammatical patterns to improve communications skills.

**Student Learning Outcomes**

1. At the conclusion of the course students will be able to systematically examine the various categories of language: morphemes, words, phrases and clauses, and what relationships these are able to enter into in English. We shall also be able to see how poetry, or advertisements, for example, may subvert these ‘rules’ for specific effect.

2. Students will acquire a precise terminology for the discussion of the above. In this course we use a terminology which is broadly compatible with most other grammatical analyses current at the moment.

3. Students will be able to apply the knowledge acquired in this course to any texts that they wish to investigate, and to be able to show clearly and objectively how they have arrived at their reading of these texts.

**Graduate Attributes**

1. The skills of effective communication are the centrepiece of language study. This course equips students with the skills necessary for a detailed and sensitive response to different uses of language. Students are presented with opportunity to test their new skills in different assessment exercises – both short, spontaneous responses and long, carefully prepared and researched ones.

2. In studying a variety of texts from different registers and periods, and by comparing the grammatical and stylistic expectations of different languages and cultures, students are prepared to respond to and accept diversity and change in language and culture. Throughout this course students will be expected to develop an awareness of current debates about language use (by looking at blogs, newspapers, etc as well as academic material), and to learn to evaluate these using the tools and learning strategies of the course.

3. Students will develop skills involved in collecting, documenting and systematically analysing language data and will aim at an in-depth engagement with all kinds of disciplinary knowledge in linguistics.
3. Learning and Teaching Rationale

It is presumed that, since most of the students in this course are involved in the study of languages other than English, as well as of linguistics, they need to become more aware of the ways languages encode their grammatical information differently, and of the different generic and stylistic expectations that different languages and cultures have developed. Students should find the course’s approach personal, individually tailored and consequently more relevant to their own lives.

4. Teaching Strategies

This is an intensive summer course. Lectures and tutorials will be given daily for two weeks. Two hour tutorials in the second half of the course will allow a close and detailed analysis with any material found to be difficult in the lectures.

Lectures will be placed online the day prior to their delivery. Students are expected to prepare the tutorial exercises in the textbook each day and to check the answers, where available. Extra exercises will be provided in tutorials and online. ‘Worked’ copies will be made available for students to check their progress. We shall also make time in lectures and tutorials for discussion of the topics covered and for text analysis of ‘real-life’ texts provided by the lecturer and any relevant material brought in by students.

The first two assignments will be placed online on Wednesday before Friday collection and returned the following Monday.

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short answers</td>
<td>NA</td>
<td>30%</td>
<td>Understanding word and phrase categories, their form &amp; meaning. Bracketing of NPs.</td>
<td>1,2 and 3</td>
<td>Friday Dec 5 (Online Wed 3)</td>
</tr>
<tr>
<td>Short answers and some text analysis</td>
<td>NA</td>
<td>30%</td>
<td>Understanding subordination and the clause as information structure, and carrying out tree and bracket analyses</td>
<td>1,2 and 3</td>
<td>Friday Dec 12 (Online Wed 10)</td>
</tr>
<tr>
<td>Longer ‘work-in-progress’</td>
<td>1000 - 1500 words</td>
<td>40%</td>
<td>A choice of tasks putting together all the material covered in the course. We will practice this approach on texts examined throughout the course.</td>
<td>1,2 and 3</td>
<td>Wednesday Dec 17 (Online Fri 12)</td>
</tr>
</tbody>
</table>

Please Note: The Arts and Social Sciences Protocols and Guidelines state:

A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/
Grades

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the grading categories see: https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html

Submission of Assessment Tasks

Assignments which are submitted to the School Assignment Box must have a properly completed School Assessment Coversheet, with the declaration signed and dated by hand. The Coversheet can be downloaded from https://hal.arts.unsw.edu.au/students/courses/course-outlines/. It is your responsibility to make a backup copy of the assignment prior to submission and retain it.

Assignments must be submitted before 4:00pm on the due date. Assignments received after this time will be marked as having been received late.

Late Submission of Assignments

The Arts and Social Sciences late submissions guidelines state the following:

- An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).
- The late penalty is the loss of 3% of the total possible marks for the task for each day or part thereof the work is late.
- Work submitted 14 days after the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but the lateness and the work is a compulsory course component a student will be deemed to have met that requirement. This does not apply to a task that is assessed but no mark is awarded.
- Work submitted 21 days after the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

The Late Submissions Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.

6. Extension of Time for Submission of Assessment Tasks

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:
1. any form of test/examination/assessed activity undertaken during regular class contact hours.
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

- A student seeking an extension should apply through the Faculty’s online extension tool available in LMS.
- A request for an extension should be submitted before the due time/date for the assessment task.
- The Course Authority should respond to the request within two working days of the request.
- The Course Authority can only approve an extension up to five days. A student requesting an extension greater than five days should complete an application for Special Consideration.
- The Course Authority advises their decision through the online extension tool.
- If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time.

7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

- A student is expected to attend all class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.
- If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.
- Where practical, a student’s attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.
- A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.
- If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.
- Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.
• If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.

• A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance.

• A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course’s learning outcomes and/or volume of learning.

• A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

• The Dean will only grant such a request after consultation with the Course Authority to ensure that measures can be organised that will allow the student to meet the course’s learning outcomes and volume of learning.

• A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).

• A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.

8. Class Clash

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at: https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Policy.pdf

For students who are enrolled in a non-Arts and Social Sciences program, they must seek advice from their home faculty on permissible clash approval.

9. Academic Honesty and Plagiarism

Plagiarism is presenting someone else’s thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism/. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online
resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student’s work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

10. Course Schedule

To view course timetable, please visit: http://www.timetable.unsw.edu.au/

Depending on the needs and demands of this student cohort, we may depart from the schedule below. We shall certainly not expect to cover the textbook in its entirety.

<table>
<thead>
<tr>
<th>Day</th>
<th>Topic</th>
<th>Lecture Content</th>
<th>Tutorial</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Dec 1</td>
<td>Introduction to the course and its terminology. Overview of the grammatical structures and categories to be studied.</td>
<td>Introduction , Chs 1 and 2</td>
<td>Preparation and self-marking of selected tutorial exercises, both in textbook and as additionally provided, will be required for every day of the course.</td>
<td>Readings and links will be provided online as necessary</td>
</tr>
<tr>
<td>Tues Dec 2</td>
<td>Nouns and Noun phrases</td>
<td>Ch 3 – Ns and NPs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed Dec 3</td>
<td>Noun dependants: Determiners, Adjectives, Prepositional Phrases, Adverbs</td>
<td>Ch 3 cont, Ch 5 (Adjs and PPs, Advs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs Dec 4</td>
<td>Verbs and Verb Phrases</td>
<td>Ch 4, Vbs and VPs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri Dec 5</td>
<td>Verbs cont. and Ch 6, basic clauses</td>
<td>Chs 4 and 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Dec 8</td>
<td>Clauses - basic</td>
<td>Ch 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues Dec 9</td>
<td>Clauses - subordination</td>
<td>Ch 7</td>
<td></td>
<td></td>
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<tr>
<td>Wed Dec 10</td>
<td>Information structure in the clause</td>
<td>Ch 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs Dec 11</td>
<td>Part B- Minor sentences; cohesion</td>
<td>Ch 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri Dec 12</td>
<td>Text and Context, register, genre</td>
<td>Ch 10</td>
<td>Putting it all together – Ch 11</td>
<td></td>
</tr>
</tbody>
</table>

11. Course Resources

Textbook Details

*English Grammar: an introduction*

Peter Collins and Carmella Hollo
Macmillan Press, 2010 (second edition must be used)
Additional Readings will be placed online as necessary
Websites – as above

12. Course Evaluation and Development

Courses are periodically reviewed and students' feedback is used to improve them. Feedback is gathered using various means including UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process.

13. Student Support

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at:
http://www.lc.unsw.edu.au

14. Grievances

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and languages. Further information about UNSW grievance procedures is available at:
https://my.unsw.edu.au/student/atoz/Complaints.html

15. Other Information

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links:
https://my.unsw.edu.au
https://my.unsw.edu.au/student/atoz/ABC.html

OHS

UNSW’s Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see http://www.ohs.unsw.edu.au/

Special Consideration

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.
The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

**Student Equity and Disabilities Unit**

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: http://www.studentequity.unsw.edu.au

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.