IMPORTANT – READ THIS BEFORE COMPLETING YOUR ENROLMENT

Welcome to the University of Western Sydney and the TESOL Program. This information sheet is meant to provide you with information about your program of study for your first semester. If you have any further questions, please make an appointment to see the relevant course advisor by telephone or email.

Enrolment Details:

Full time students are to enrol in the following units:

**Spring 2009**

- 100722 Functional Grammar
- 100725 TESOL Methodology
- 101297 Languages and Linguistics Special Project
- 100718 TESOL Curriculum Development

**Autumn 2010**

- 100721 Contexts of TESOL
- 100717 Approaches to English Grammar
- 100919 Investigating Second Language Acquisition
- 100726 TESOL Internship

Part time students are to enrol in the following units:

**Spring 2009**

- 100725 TESOL Methodology
- 100722 Functional Grammar

**Autumn 2010**
The courses are run by the School of Humanities and Languages in the College of Arts of the University of Western Sydney.

**Dean of the College:**
Professor Wayne McKenna

**Head of School of Humanities and Languages:**
Professor Nancy Wright

**Head of Program:**
Dr Raymond Chakhachiro

**Course Advisors:**
- **On campus** – Dr Mustapha Taibi -97726629- m.taibi@uws.edu.au
- **Distance** –Dr Ignacio Garcia - i.garcia@uws.edu.au

**Unit Coordinators:**
- Contexts of TESOL- Ms Jeni Ryde  j.ryde@uws.edu.au
- Approaches to English Grammar - Ms Jeni Ryde j.ryde@uws.edu.au
- Functional Grammar - Ms Jeni Ryde j.ryde@uws.edu.au
- TESOL Methodology - Ms Jeni Ryde j.ryde@uws.edu.au
- TESOL Curriculum Development - Ms Jeni Ryde j.ryde@uws.edu.au
- Investigating Second Language Acquisition – Dr Bruno di Biase b.dibiase@uws.edu.au
- Language and Linguistics Research Methods- Dr Geoffrey Hull – g.hull@uws.edu.au
- Language & Linguistics Special Project – Ms Hiromi Muranaka - h.muranaka@uws.edu.au

- **Your tutor or lecturer:** For anything to do with academic requirements of your units.
- **The Unit Coordinator:** For any administrative query to do with particular units, eg. end of semester results, appeals, etc.
- **The Course Advisor:** For anything to do with course progression, general enquiries, advanced standing applications and advice.
• **The Practicum Coordinator:** For anything to do with Interpreting and Translation Practice including exemptions for prior experience.

• **The Administration Office or Student Centre:** For anything to do with enrolments, change of program, coordinated examinations, timetable, results, appeals, withdrawals.

• **The Head of Program:** For any complaints about tutors or any issues the course advisor cannot deal with

### Advanced Standing

Advanced standing **MAY** be granted after consultation with the **Course Advisor** on the basis of:

- previous study at an approved tertiary institution and if the subjects are deemed to be equivalent in content
- previous study at an Australian University or TAFE
- work related experience

### Applications for Advanced Standing

- Obtain an **Application for Advanced Standing** from the Student Centre or from the UWS Website
- Fill the form in and make an appointment to see the Course Advisor (Jeni Ryde) to discuss the Application

### Examination Times

Examination times are not negotiable. Exceptions can only be made under special circumstances, which include documented illness and misadventure. Work commitments will not be considered. You should not make any arrangements for travel until the final examinations have been scheduled.

**IMPORTANT NOTE:**

Please make sure that you activate your UWS student email account as information regarding University business will be sent to this address and not to private email accounts.