



LONDON'S GLOBAL UNIVERSITY

STUDY GUIDE

Reading Skills course in
Early Modern Dutch

CONTENTS

1. Introduction

Curriculum

2. Syllabus
3. Delivery

Procedures

4. Computer Specifications
5. Enrolment at UCL

Support

6. Administrator
7. Academic Support

Guidelines

8. Time Management
9. Coursework Guidelines

Resources

10. Electronic Resources
11. Communication and Consultation

Assessment

12. Assessment Criteria

Contact

13. Staff Contact Details

1. INTRODUCTION

This Study Guide provides information about the Online Reading Skills Course in Early Modern Dutch. It covers the course's content, the methods of teaching and assessment, guidelines and advice for organising your work, and other essential information.

2. SYLLABUS

This is a tutor-supported online course teaching reading skills in a specialised form of Dutch, i.e. **Early Modern Dutch** (i.e. sixteenth, seventeenth and eighteenth-century Dutch). The course studies transcriptions, original printed texts in facsimile version and manuscripts.

The course has multiple target groups. It is both aimed at university students and researchers who have no or little beginner's knowledge of Modern Dutch, as well at advanced readers of the language.

The course consists of multiple parts; there is a **general module**, a **specialist module**, an **eighteenth-century module** and a **manuscript module**.

The **general module** is aimed at students with no or little knowledge of Dutch and therefore geared to general comprehension of the language. You practise your reading skills through various tasks and exercises on vocabulary, grammar and syntax, and content. The studied text are modernised versions of Early Modern texts. The course runs over 10 study weeks.

In the **specialist modules** which are for students who have completed the general module or who have an intermediate reading knowledge of Modern Dutch, you learn to read texts in the original language of the 16th and 17th century. The specialist modules consist of three sub-modules: the first covers historical texts from the period, the second deals with texts on art and the third covers original texts that are important for the history of Early Modern Dutch culture. You choose two modules which are most closely associated with your own specialist subject. You again practise your reading through various tasks on the original spelling, early modern grammar and syntax, and vocabulary. The course runs over 10 study weeks.

The **eighteenth-century module** is for students who have completed the Specialist Module. The course content and the exercises are geared at developing advanced language, reading and translation skills (into English and Modern Dutch) in 18th-century texts. The studied texts are of a historical and cultural nature. The course runs over 5 study weeks.

The **manuscript module** can be taken by students who have completed the Specialist Module or who have an advanced reading knowledge of Early Modern Dutch. It primarily focuses on developing reading skills in handwritten texts of the 17th and 18th century, although other exercises are aimed at improving your knowledge of the original spelling, vocabulary and grammar of the period. The studied texts are primarily of a historical nature. The course runs over 5 study weeks.

3. DELIVERY

The course is delivered entirely online by means of a web environment and Skype sessions. The course content and all exercises and tasks can be found online. Your course work you send to your tutor via email for written feedback. You also participate in regular one-to-one Skype lessons with your tutor.

Note: the Skype calls do not take place at a set time. You decide with your tutor for each individual call on a day and time that suits the both of you. Note however that once the Skype call has been arranged, calls need to be cancelled and postponed no later than 24 hours before the call is due to take place. If you don't cancel the call in time, it will be assumed to have taken place. If you decide to have the call at a new date, you need to pay an extra charge via the Online Store of UCL.

4. COMPUTER SPECIFICATIONS

Minimum Requirements

The minimum requirements correspond to a typical computer purchased not more than a few years ago. If you need to buy a PC, you should get a machine with, at least, a 3.0GHz processor, 1GB RAM, a DVD-ROM or combi drive, 100+GB hard disk drive, 17" LCD screen and all the other common items. We recommend a Windows-based PC, but some students (successfully) use

computers with other operating systems. You will also need a webcam, microphone and headset for the online tutorials.

Web Browsers and Internet Access

The course website has not been tested on all the web browsers that are available. It has been tested on the two most recent versions of Internet Explorer and Mozilla Firefox. Make sure you have internet access through broadband, as some applications will be extremely slow to launch with a dial-up connection. All modules require the use of PC-based videoconferencing. You also need a properly installed webcam and microphone.

5. COURSE REGISTRATION

In order to register for the course, you need to complete the application form that you find on the [CLIE website](#). After you have paid the course fees, the tutor will contact you with more information about the course and will give you a user id and password for access to the course.

6. ADMINISTRATOR

The Departmental Administrator is Robert Lawson (r.lawson@ucl.ac.uk), and enquiries relating to registration and fee payment ought to be directed to him. You should also contact Mr Lawson if you are unavailable for certain periods, or if you are ill. Similarly, if you change your postal or email address, you should always inform the Departmental Administrator.

7. ACADEMIC SUPPORT

Course Tutors

Your Course Tutor's task is to provide advice and guidance and to monitor your academic progress and well-being. She is normally your first port of call if problems arise.

8. TIME MANAGEMENT

Online learning offers advantages, like being able to choose when and where to study. However, it also presents challenges, especially when it comes to organising your time and workload. You may have other professional and family commitments and this might be the reason for choosing a distance-learning programme in the first place.

Apart from interacting with your tutor and other students online, you need to set time aside for personal study and coursework. It may be useful to set aside regular blocks of time for course work and to give yourself tangible targets for each of them (for example, doing a particular grammar exercise, listening to a recording). Also schedule in time to read and answer messages.

Likewise, your tutor is likely to set certain periods of time aside during the week to answer students' queries; as a consequence, she may not be able to answer your queries straight away.

Design your own timetable, taking into account busier and quieter times in your life. Plan ahead, e.g. by checking the due dates for coursework and assignments. Assess the time you will need for each. You will find a timetable for the course with an overview of the relevant dates and deadlines.

If for any reason you are getting behind with the work and cannot complete one or more tasks on time, get in touch with your tutor in order to discuss the situation

9. COURSEWORK GUIDELINES

Written Language Exercises and Assignments

Use the answer sheet provided in the course for all exercises, and mail your answers to your tutor using the mailbox. For all exercises you receive individual written feedback from the tutor.

10. ELECTRONIC RESOURCES

[Intute](#), a consortium of seven UK universities, offers an online service which selects websites for educational purposes.

The [Virtual Dutch](#) site contains Dutch reference *grammars* for [beginners](#) and for [advanced](#) learners, in addition to its suite of around thirty [self-study packs](#).

You consult the Van Dale monolingual Dutch dictionary at <http://www.vandale.nl/vandale/opzoeken/woordenboek> Remember, this is a commercial site.

You can subscribe to a daily update of Dutch and Belgian news reports at [kranten.com](#) and entering your e-mail address. [Radio Netherlands](#) runs a daily press review *in English*.

11. COMMUNICATION AND CONSULTATION

Messages and Mail

You have to supply your tutor and the Departmental Administrator with an email address that will be used for all correspondence between you and the College.

Note that, for your own safety and privacy, UCL policy does not allow staff to pass your private address or telephone number to others, including other students, without your consent. Remember to inform the Departmental Administrator of any changes of address.

Complaints and grievances can be taken up with your Course Tutor or the Administrator.

12. ASSESSMENT CRITERIA

The course is assessed on course work. Students need to submit 75% of the course work to receive a Completion Certificate.

13. STAFF CONTACT DETAILS

Programme Coordinator

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