



**UCL**

# 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
10. Communication and Consultation

## **Assessment**

11. Assessment Criteria

## **Contact**

12. 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 online tutorials (via Skype or MS Teams). 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 weekly one-to-one online lessons with your tutor.

*Note: the 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.*

## 4. COMPUTER SPECIFICATIONS

### Minimum Requirements

The minimum requirements correspond to a standard computer (PC or Mac) purchased not more than a few years ago. The course content is also accessible on most handheld devices such as tablets and mobile phones. The course content is downloadable so you can easily work offline on most of the exercises and tasks.

Note that you will need a webcam, microphone and headset for the online tutorials.

### Web Browsers and Internet Access

The course website been tested on the most recent versions of Internet Explorer, Edge, Google Chrome 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.

## **5. COURSE REGISTRATION**

In order to register for the course, you need to pay the course fee using the [UCL online store](#). 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 Course Coordinator is Paul Warren and enquiries relating to registration and fee payment ought to be directed to him. You should also contact him if you are unavailable for certain periods, or if you are ill.

## **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.

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**

You need to email all your written work to your tutor who will provide you with individual written feedback.

## **10. COMMUNICATION AND CONSULTATION**

### **Messages and Mail**

You have to supply your tutor 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.

## **11. ASSESSMENT CRITERIA**

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

## **12. STAFF CONTACT DETAILS**

### **Course Administrator**

Paul Warren

[p.warren@ucl.ac.uk](mailto:p.warren@ucl.ac.uk)