



UCL

STUDY GUIDE

Online Medical Dutch Course

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1. INTRODUCTION

This Study Guide provides information about the medical Dutch language course. 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

Medical Dutch is ideal for students who have successfully completed the online courses Intermediate 1 or Intermediate 2, or who have reached a similar linguistic standard, equivalent to level B1 / B1+ as defined by the Council of Europe. The course runs over a 12-weeks study period, although this period can be slightly extended depending on your schedule.

The course is built around a series of thematic chapters. In the first chapters the focus is on the different parts of the human body - from digestion and respiration to the reproductive system - and related illnesses and diseases. The next two themes are devoted to medicine, therapies and treatments. The last topic deals with medical equipment and instruments. The content and online activities are designed to develop the four language skills of speaking, listening, reading and writing in a scientific, medical and clinical context. Each chapter is structured in the same way and includes the following activities and exercises:

- Reading and Listening skills: You analyse a scientific publication or online documentary by completing a series of exercises and tasks aimed at developing your understanding, assessment, and medical reasoning of scientific and medical contexts and situations.
- Writing skills: You write two short essays in answer to a set of research questions in which you summarise, evaluate and discuss scientific or medical cases and situations.
- Speaking skills: You participate in an individual one-hour Skype lesson with your tutor. In each lesson you focus on:
 - role play aimed at understanding, communicating and interacting in medical or scientific contexts;
 - presenting and debating medical, clinical or scientific topics.

The course also provides a range of resources such as specific glossaries and thematic word explanations.

3. DELIVERY

The course is delivered entirely online by means of a web environment (Moodle) and video sessions (Skype). All the course materials are downloadable for offline use.

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.

Internet Access

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 courses, 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 courses 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 Tutor

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

Course Coordinator

Paul Warren acts as the Administrator of the Dutch online courses. You can contact him about general aspects of the courses or indeed to raise any issues you do not wish to discuss with your Course Tutor.

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 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, assignments and examinations. 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

All written exercises are to be emailed to your tutor. Your tutor provides individual feedback on your written work by email and via Skype.

Oral language exercises

The oral exercises take place via Skype. 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 lesson 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.

10. 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 Course 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

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