



The
University
Of
Sheffield.

School of
Modern Languages
& Linguistics.

Undergraduate

Essential Information

2009-10

Dear Student,

Welcome to the School of Modern Languages and Linguistics! There are five departments within the School: **French , Germanic Studies, Hispanic Studies, Russian and Slavonic Studies** and the **Modern Languages Teaching Centre**. We hope you will find your time with us both enjoyable and profitable, whether you are taking up a new language or continuing your established studies of language and culture to degree level.

In this booklet you will find some key data, but also links to more detailed information on all aspects of your courses on the **departmental and university web pages**, and the **MOLE** courses (My Online Learning Environment) which you can access via **MUSE** (My University of Sheffield Environment). You will need to complete the registration process before you can access these services.

Please make the best possible use of the information we can offer you both on-line and on noticeboards around the School. Remember that the **Student Services Information Desk** (<http://www.shef.ac.uk/ssid/>) is also a good source of reliable information about your course. Your tutors will have office hours clearly posted; please observe them to ensure that you're able to contact your tutors as and when you need to speak to them. Please read this leaflet carefully and keep it for further reference. We are now aiming to provide much of our information on-line so that it can be updated regularly and you can access it from any internet connection. You should start with the **SOMLAL Undergraduate Handbook**, available here:

From the University home page, log into MUSE and choose MOLE, then from the Course List, choose 'SOMLAL – School of Modern Languages and Linguistics Resource Page'.

You will have your own unique combination of modules and you will have to organise your time and energy to make the best use of these. Information on all your modules will be provided by the relevant department, but we have also provided a lot of study skills advice in the SOMLAL Undergraduate Handbook together with links to other electronic resources to help you manage your time and produce work to the high academic standards we set for our undergraduates. However, please remember that the tutors in your department(s) are always happy to give further advice so do come and talk to us!

With best wishes for your new start here in Sheffield,

Professor Neil Bermel, Acting Head of the School of Modern Languages.

INTRO WEEK

Unless specified, the following events will take place in the Arts Tower (AT)

Monday 21 (Arts Tower)

Time	Venue	Event	Comments
10.00	Lecture Theatre 4	BA Modern Languages & Modern Languages with Interpreting	Welcome and information session
11.30 or 16.00	Lecture Theatre 4 Lecture Theatre 5	Hispanic Studies	Welcome session and initial registration
13.00 or 16.00	Lecture Theatre 4	French	Welcome session and initial registration
11.00 or 16.00	Room 4.23, Floor 4, Jessop West (Red wing)	Germanic Studies	Drop-in Registration for degree programmes involving German
13.30 or 16.00	Lecture Theatre 1, Room A87, Richard Roberts Building	Russian & Slavonic Studies	Welcome session and initial registration

Tuesday 21 & Wednesday 22 –Module enrolment in the Octagon Centre for non-core courses. Further details in *Registration: The Essential Guide 2009-2010*

Thursday 24th September

Time	Venue	Event	Comments
10.00 - 12	Stephenson Building LT1	SOMLAL Welcome Session	Welcome by Chair of School
10.30 11.00	Stephenson Building LT1	Counselling Service Presentation Introduction to Library Facilities	Munha Lee Introduction to facilities and guidance on searching course materials etc - Clare Scott
12.00-15.00	CILASS Collaboratory 3 Room EG03 Bartolome House	Russian Team workshop	ALL students registering for Russian, Czech or Polish
15.00	LT5Arts Tower	Germanic	General Introductory Lecture
16.00	LT5 Arts Tower	Germanic	Informal Reception

Friday 25th September

Time	Venue	Event	Comments
10.00 – 12.00	Showroom Cinema which is located near the railway station.	French Film	Anyone registering for Spanish should make every effort to get back up to the
13.00	LT3 Arts tower LT6 Arts Tower	Spanish First Year Intro Meetings	Beginners - Post A-Level
14.00	LT3 & LT6 Arts tower	Hispanic Welcome Session and course quiz	
15.15	Seminar Room B79 (Richard Roberts Bldg) LT10 (Hicks) Seminar Room B81 (Richard Roberts Bldg)	Catalan Portuguese Intro Meeting Czech/Polish Introductory meeting	Group allocation

Locations

Staff from all five departments in SOMLAL have their offices in the Red Wing of Jessop West:

Floor 1: Russian/Slavonic (Deputy Head of Dept. Prof. Craig Brandist)

Floor 2: Hispanic Studies (Head of Dept. Dr. David Wood)

Floor 3: French Studies (Head of Dept. Dr. Guy Austin)

Floor 4: Germanic Studies (Head of Dept. Dr. Roel Vismans)

The Modern Languages Teaching Centre (Director Ms. Jane Woodin) has some offices in Jessop West but many of the Centre's facilities and tutors are currently based in the nearby Portobello Building off Mappin Street (see website shef.ac.uk/mltc).

We have recently moved to Jessop West from the Arts Tower, as part of a University-wide refurbishment of buildings. Until a new teaching block is completed next door to us next year, you will find that your classes will be spread quite widely across campus. Please consult your timetable carefully to see where your classes are located. You can check the location of any University building here: <http://www.shef.ac.uk/newstudents/locations>. Sign-up sheets for your classes will normally be available on noticeboards in each department.

Contacting us:

The School of Modern Languages Office is located on Floor 1 of Jessop West. The current opening hours are Mon-Fri, 10am - 4pm. You can e-mail the SOMLAL office staff:

somlal-enquiries@sheffield.ac.uk

Please state clearly in the subject field what your message is about. For example, if you are reporting that you are ill and have to miss a class, type **Absence**. Your query will be dealt with as quickly as possible but please do not expect an immediate response.

Tutors and Office Hours

Although all teaching staff may be referred to as **(subject) tutors**, you will also be assigned a **personal tutor**. We aim to make this information available via MOLE in Week 1 and will email you as soon as it is published. It is important to make contact with him/her in your first two weeks for a discussion about your module choices and general study advice. S/he is also the person to contact if non-academic problems (e.g.: illness or bereavement) are affecting your academic work. You should make contact with your personal tutor to discuss your progress at least once a semester.

Academic staff all have **office hours** (displayed on their office doors) when they are always available to see students. Please adhere to these hours; outside of these times, staff will be busy teaching or engaged in research activity. If you do need to see your subject or personal tutor outside their office hours, you should e-mail them first to check availability. Fill out the **'My Contacts' sheet** in this leaflet as soon as you can, with the names, e-mail addresses & office hours of your tutors.

Attendance

Attendance at all classes (seminars, tutorials and lectures) is **compulsory**. Absence should be notified directly to the tutor or the SOMLAL office by e-mail. The combination of your classes with your extensive private study and preparation of assessed work means that being a student is a **full-time occupation**. Please bear this in mind if you are arranging any paid employment during the semester.

Semester dates are available here:

http://www.shef.ac.uk/about/dates/2009_10.html

Assessed work, marking criteria and academic integrity

Detailed information on how to prepare your assessed coursework, how we mark it and how to avoid plagiarism and other unfair practices is provided in the **SOMLAL Undergraduate Handbook**.

My Contacts:

Personal Tutor:

Name: E-mail: Office Hours:

Language Tutors:

Name: E-mail: Office Hours:

Name: E-mail: Office Hours:

Name: E-mail: Office Hours:

Seminar / Tutorial group tutors:

Name: E-mail: Office Hours:

Name: E-mail: Office Hours:

Name: E-mail: Office Hours:

Name: E-mail: Office Hours:

School Office

Floor 1, Red Wing, Jessop West, 1 Upper Hanover Street, Sheffield. S3 7RA.

E-mail: somlal-enquiries@sheffield.ac.uk Office Hours: Mon-Fri, 10am - 4pm

Tel: 0114 222 4396

Fax: 0114 222 2888

School Contact list

You can access a list of all staff and their e-mail addresses here:

<http://www.shef.ac.uk/somlal/contacts.html>

For individual departments follow the department links to the right of the web page.