

GUIDELINES ON ESP FINAL PROJECT

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A. DESCRIPTION OF THE PROJECT

The project is designing an ESP-based language program for a specific group of learners . It is compulsory and is part of the requirement of the course completion. It contributes 35% to the overall learning assessment.

B. GOALS OF THE PROJECT

The project aims to:

1. Enhance learners' understanding on various elements of designing an ESP-based language program for different groups of learners.
2. Allow learners to experience the processes of designing an ESP-based language program, particularly to conduct needs assessment to the targeted participants.
3. Develop positive attitude towards the acquisition of skills to develop a language program as part of becoming a professional English teacher.

C. COMPONENTS OF THE PRODUCT

The components include:

1. Cover sheet (title, logo, students' name and number, department identity)
2. Table of contents
3. List of tables or appendices
4. Statement Letter of work originality (Surat pernyataan) signed by each member of the group
5. Chapters discussing various aspects of designing an ESP course as reflected in the criteria of the project feedback. The organization and labelling may vary but adhere to the logic and principles of ESP program design.

The discussion part is where you justify your decision on the various aspects of ESP program design and thus allows you to quote from the two textbooks and other references.

6. **A set of procedures, activities and materials developed for two of the units, modules or strands of your course (following task-based materials development).**
7. References (at least 3 references, excluding the two main textbooks and reference books used to adapt or develop course materials).
8. A page of reflective essay on what and how you learnt about steps of ESP program design through completing the project and class (typed, single space, Times new roman, 12 font size).
9. Attachments as stated in the list of tables or appendices. The attachments at least should include:
 - a. Instruments for needs analysis, results of needs analysis
 - b. Syllabus unless presented in the discussion
 - c. The developed materials of a unit/modul/strand in your course (following task-based materials development).
 - d. A sample of instrument for evaluating the course.

D. WRITING GUIDELINES

1. Academic writing style (including referencing), Times New Roman, 12, 1.5 line spacing, normal margin.
2. Each chapter (numbered as I, II, III etc) starts in a new page with subchapters (numbered as A, B, C etc).
3. Page number is at the bottom right hand corner.
4. Book binding with a copy in a CD attached to the product of the project.
5. The CD contains the copy of your project submission or any audio/video input related to your materials, in Microsoft Word and Windows Media Player, VLC or Winamp format.

E. SUBMISSION

Submission is due A WEEK BEFORE end of semester test. The date is subject to the Faculty's timetable.

F. ASSESSMENT

Assessment is done based on the following criteria.

ESP Project feedback

Lecturer: Ella Wulandari, M.A. (TESOL)

Group: _____

Assessment criterion	Comments	Marks
Comprehensive course foundation (approach, beliefs, goals & objectives).		Score X 5% =
Appropriateness of needs analysis instrument and procedure and discussion on needs analysis result.		Score X 5% =
Appropriateness of syllabus (course organization, content sequence) based on needs analysis and quality of justification.		Score X 5% =
Appropriateness of the developed materials (tasks) and assessment procedure, methodology and discussion reflecting their relationship with the course foundation and the syllabus, originality and layout.		Score X 10% =
Cohesion within the ESP design: relationships amongst all elements of the design (including the syllabus).		Score X 5% =
Quality of written presentation, including appropriate and accurate referencing and layout of the product.		Score X 5% =
TOTAL (35%)		

