



Please note that this is not your admissions letter.

# Welcome to University of Gävle!

Course: English with an international business and economics emphasis

Instructor: Pamela Marston / [pmn@hig.se](mailto:pmn@hig.se)

v. 36—v. 03

## Syllabus (kursplan med litteratur)

The course due dates are posted on the course’s Blackboard site, along with all other information about the course. The course has fixed due dates but is assignment-based rather than lecture-based, as it is designed to allow for flexibility with your work schedules, other courses, etc. See page 2 of this document for more information.

## Get Started with Your Studies!

To get started with your studies please follow these three steps. More information at [hig.se/newstudent](http://hig.se/newstudent)

- 1 Obtain an HiG Computer Account**  
 You can obtain your HiG computer account at [webkonto.student.hig.se](http://webkonto.student.hig.se) two weeks before the semester starts. (week 34).Your computer account consists of a username and a password and gives you access to the University web services, including the electronic learning platform you will use for this course, Blackboard.
- 2 Register on HiG’s Student Portal**  
 You must be registered here in order to take the course. Registering here also gives you a link to the course’s Blackboard site within 24 hours. (the link will appear on your own studentportalen pages) You will lose your place on the course if you do not register in time. Use this link to register, and see dates below for when to register (it will not open before this) [studentportal.hig.se](http://studentportal.hig.se)
- Studentportal registration for this course OPENS 30 August 2016.  
**3 Studentportalen registration for this course CLOSES 9 September 2016.**

### Log in to Blackboard

The Blackboard platform is a web-based learning management system where your course is located. The day after you register on studentportalen the course title will appear on your studentportalen pages as a link. Click on it and enter the Blackboard site using your HiG user ID and password as requested by the site.

Faculty	AUE
Faculty secretary	Monika Karlsson
Contact Information	Monika.Karlsson@hig.se



We know that for many this is the first course you have taken in this form--we don't expect perfection first time out, and your confidence WILL increase!! We look forward to working with you! Just follow the instructions below:

All "meetings" for this course are virtual, and will take place on Blackboard, HiG's electronic platform (see instructions on first page of this letter) The course description and goals are all on the linked "kursplan" (see link, first page of this letter).

**The Blackboard course site contains all course information, assignments, due dates, schedule, etc. and the course is assignment-based, meaning no fixed seminar sessions—you will need to enter the Blackboard course site to see course information once you are registered on studentportalen but you can always un-enroll.)**

**You will need a modern computer/OS in order to take this course.**

**You will also need to order the course texts listed on the kursplan—you can order them online from Bokus, Ad Libris, Amazon, etc—e-versions are fine. Order your texts as soon as possible if you are not using e-versions.**