

ENGLISH LANGUAGE
PROGRAM
July Intensive Program

STUDENT HANDBOOK

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July 6 to July 31, 2009



THE UNIVERSITY
OF WINNIPEG

ENGLISH LANGUAGE PROGRAM JULY INTENSIVE PROGRAM

July 6 to July 31, 2009

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**ENGLISH LANGUAGE PROGRAM
JULY INTENSIVE PROGRAM
STAFF LIST**

----- ADMINISTRATION -----

Tammy Sigurdur	Program Director
Jessica Burleson	Academic Coordinator
Carey Roess	Program Assistant
Adriana Glikman	Homestay and Student Life Coordinator
Ingrid Willey	Assistant Homestay Coordinator
Eriko Isobe-Smith	Short-term Program Coordinator

----- SOCIAL-CULTURAL LEADERS -----

Juan Manuel Zuniga	Social-Cultural Coordinator
TBA	Social-Cultural Assistant

WEEKLY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 12:00	Class (Break 10:30-10:45)	Class (Break 10:30-10:45)	Class (Break 10:30-10:45)	Class (Break 10:30-10:45)	Class (Break 10:30-10:45)
12:00 - 1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Program Lunch & Social-Cultural Activity
1:00 - 2:15	Conversation Class	Conversation Class	Conversation Class	Conversation Class	
2:30 - 4:00	Workshop #1	Workshop #2	Workshop #1	Workshop #2	
Evening		Supper & Evening Activity			

FIRST DAY SCHEDULE - Room 3C01

8:30–9:00	Sign in (outside 3C01)
9:00-9:10	Welcome and Introductions: staff
9:10-9:40	Health Insurance Presentation (translation available)
9:40-10:30	Home-stay and Safety Orientation
10:30-10:45	Break - Refreshments
10:45–12:00	Program Orientation, Language Policy (Sign Photo Release Form; Select Workshop) and Socio-Cultural Orientation
12:00–1:00	Lunch
1:00–2:00	Group 1, Oral Interview; Group 2, Listening & Cloze Test
2:10-3:10	Group 1, Listening & Cloze Test; Group 2, Oral Interview
3:15-	Tour of Campus, supper and activity to follow

AFTERNOON WORKSHOP CHOICES

WORKSHOP CHOICES

Monday/ Wednesday Workshops

LISTENING & PRONUNCIATION

This workshop uses an interactive approach to help you develop listening strategies and pronunciation skills. These strategies and skills will be practised through a variety of activities, exercises, and group work. You will learn to use strategies to understand spoken English, to recognize condensed speech, to pronounce sounds which are difficult for you, and to discriminate between sounds that you hear and produce.

SPORTS

In this workshop, you will not only have the chance to get some exercise, but also learn sports terms in English. You will have the opportunity to play a variety of indoor and outdoor team sports. (Add more from Explore)

GRAMMAR FOR COMMUNICATION

In this workshop, we will focus on selected parts of English grammar. You will have the opportunity to practice your grammar in controlled and communicative situations. This workshop emphasizes using grammar in a real and meaningful way. Emphasis will be placed on speaking, with some work on reading and writing.

Tuesday/Thursday Workshops

CANADIAN CULTURE and HISTORY

In this workshop, you will be introduced to the history and culture of Manitoba, and you will have an opportunity to learn and practice English in contexts outside a classroom setting. This workshop will involve a lot of walking/commuting, and it will focus on the themes of history and modern Canadian culture. Excursions may include trips to the Exchange District, the Winnipeg Art Gallery, the Ukrainian Cultural Centre, the Manitoba Legislature, and the Franco-Manitoban part of St. Boniface.

BUSINESS ENGLISH (Levels 3 & 4 only)

In this workshop, you will use your reading, writing, speaking, and listening skills to increase your ability to use English in a business setting. You will also learn how to write a cover letter and resume. You will practise corresponding by e-mail and researching a company on the Internet. You will also participate in a mock board meeting and learn how to negotiate over the phone.

WRITING SKILLS

In this workshop, you will focus on grammar and how to use structures effectively in expressing your ideas in writing. You will practise writing in controlled and communicative ways. You will do a variety of writing assignments and receive feedback on your writing in order to help you improve.

SOCIAL-CULTURAL ACTIVITIES

Social-cultural activities are planned to give you the opportunity to 'live' the language that you are learning in the classroom. There are many benefits to be gained from these experiences.

Linguistic Benefits:

- * Learning new vocabulary related to different sports and activities.
- * Talking to Winnipeggers and asking them questions about various subjects.
- * Listening to different accents and practising your language skills outside the classroom.

Cultural Benefits:

- * Visiting different places in Winnipeg and learning about the customs of other cultures.
- * Learning about the relationship between language and culture.

Social Benefits:

- * Feeling comfortable using English in a social setting.
- * Trying new sports and cultural activities.
- * Getting to know every student in the program while enjoying an activity together.

REMEMBER - On Tuesdays, meet at 5:00 p.m. in front of the Security office on the main floor, and on Fridays meet at the same spot at noon for your activities.

PROGRAM POLICIES

ATTENDANCE AND PUNCTUALITY

Students are required to attend classes, workshops and all program activities regularly. Students are also expected to be on time for all classes. Students are marked late when they arrive between 9:00 and 9:15 for morning classes, between 1:00 and 1:15 for conversation classes and between 2:30 and 2:45 for workshops. Four lates equal one absence. Students who regularly arrive late for class may, at the discretion of the Instructor, be asked to leave. Students who arrive after 9:15 for morning classes, after 1:15 for conversation classes, and after 2:45 for workshops are marked as absent. Any combination of 15 minutes or more missed in a single class will result in an absence. Students who miss a class or workshop must explain their absence to their instructor. Students who have been absent or are late for a total of 6 classes must meet with the Program Co-ordinator. Students missing 3 full days of classes without a doctor's note **will not** receive a certificate of completion (This includes days that may be missed during the last week of the program for those students who are leaving the program early). Students who have been absent or are late for a total of 4 days must meet with the Program Coordinator and the Program Director to discuss their status in the program. If necessary, students will be placed on probation or asked to leave the program.

SPEAK THE LANGUAGE YOU ARE LEARNING

Students in the July Intensive Program are required to speak English at all times during classes, workshops, and all program activities.

STUDENT CONDUCT

Sleeping, using cell phones and listening to ipods or other audio devices during all classes, workshops and socio-cultural activities is prohibited. Students who break these rules and students whose behavior has been deemed disruptive to the classroom environment will be given a warning by their instructor or monitor and subsequent warnings may result in the student being marked absent. If the behaviour continues, the student may be asked to meet with the Program Coordinator and the Program Director to discuss the matter further. Failure to adhere to these policies could result in a loss of certificate of completion and possible expulsion from the program.

The University of Winnipeg is committed to providing a respectful environment in which to work and study. Therefore, harassment or intimidation will not be tolerated. Harassment is abusive, unfair or demeaning behavior directed at an individual or group. If students believe that they are being or have been harassed, they should talk to the Program Coordinator or contact the Harassment Office at 786-9161.

ACADEMIC MISCONDUCT: PLAGIARISM AND CHEATING

Plagiarism is using the work of another person as if it is your own. This includes information from books, magazines, academic journals, the Internet or another student. Plagiarism is a form of academic misconduct, and the penalties are severe for students who plagiarize. These penalties may include one or more of the following consequences:

- a written warning
- a lower or failing grade on an assignment, test, or examination; a lower grade in a course
- withholding a certificate
- expulsion from the program

In cases where an Instructor has decided that an action has resulted from a lack of knowledge of appropriate practices rather than misconduct, the Instructor may give the student the chance to resubmit the work with appropriate changes, take a make-up test or exam, or submit a make-up assignment.

All instances of plagiarism will be documented and submitted to the Program Coordinator to be kept in the students' file for July Intensive Program.

Information about the correct way to cite sources (to tell the person reading your assignment that you have used information from another writer) and avoid plagiarism can be found from your instructor or from the following internet sites:

- The University of Winnipeg Library's eManual under "Citing/References/Bibliographies"
<http://cybrary.uwinnipeg.ca/Learn/eManual/index.cfm>

Cheating is the attempt to gain an improper advantage on an academic assignment by one of the following means:

- copying another person's answer,
- communicating with others on a test/exam to obtain, exchange, or impart information,
- using materials not allowed during a test, such as notes, dictionaries or translators
- obtaining examination or test materials before they are officially available or through unauthorized sources.

Students found guilty of cheating will receive '0' for that test/assignment and will **not** be given the chance to re-write the test/assignment. If a student is found guilty of cheating a second time, he/she must meet with the Program Director. Incidents involving cheating on the placement test will be addressed on a case-by-case basis.

USE OF ILLEGAL SUBSTANCES

Participants in the Explore Program will be expelled from the program if they are found to be using illegal substances during the program.

HEALTH INSURANCE POLICY

According to the Manitoba International Students Health Insurance Plan (Group Policy No. 42074), all International Students enrolled at the University of Winnipeg are required to participate in the plan as a condition of registration. Insurance must be purchased before classes begin. **Students will not be allowed to attend classes in the English Language Program if they have not purchased this health insurance for the month of July.**

- Fees have to be paid in full by **Friday, July 10.**
- If fees remain outstanding by **the Friday of Week 1,** the student will be suspended from classes.
- The cost of this insurance is \$70.00. You can pay with a credit card, cheque, debit, or cash (exact amount only).

Facts about this insurance coverage

- If you require medical treatment while covered under this policy, you are covered for a maximum of \$600,000 Cdn.
- The insurance policy does not cover you if you travel outside of Canada.
- If you travel to other provinces within Canada, the insurance plan will provide coverage for you at Manitoba rates. (Medical treatments may be more expensive in some provinces than they are in Manitoba).

GRADES

Upon completion of the program, all students are given a transcript with a grade, as well as a letter that describes the classes in which the student has participated. The grade will reflect the students' performance in classes, workshops, and conversation classes, and will include written work, tests, class participation, attendance, and any additional classroom activities used by the teachers. If students have outstanding homestay payments, telephone bills, and/or have caused damage in their homestay and have not resolved the issue, they will not receive their final letter and transcript until such issues have been resolved.

The distribution of grades in each of your classes may consist of any of the following:

- Tests
- Oral Presentations
- Written Assignments
- Homework
- Group Work
- Journals
- Logs
- Participation
- Attendance

The distribution of grades for your final grade is as follows:

Morning Class	50%
Conversation Class	20%
Workshop 1	15%
Workshop 2	<u>15%</u>
	100%

Please be aware that students who fail to attend regularly, miss tests, or fail to complete assignments may be given a failing grade.

Students who successfully complete the program will be awarded a University of Winnipeg Certificate of Completion.

