



# THE UNIVERSITY OF WINNIPEG

ENGLISH LANGUAGE  
PROGRAM  
*July Intensive Program*

## STUDENT HANDBOOK

July 4 to July 29, 2011

# ENGLISH LANGUAGE PROGRAM JULY INTENSIVE PROGRAM

July 4 to July 29, 2011

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

**----- ADMINISTRATION -----**

Tammy Sigurdur	Program Director
Ingrid Willey	Registration Coordinator
Carey Roess	Program Assistant, Business
Adriana Glikman	Homestay Coordinator
Julie Sakuta	Student Life Coordinator
Rory Brett	Program Coordinator

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

Lilly Terffa	Social-Cultural Coordinator
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## 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	Workshop	Workshop	Workshop	
Evening		Supper & Evening Activity			

## FIRST DAY SCHEDULE

8:30–9:00	Sign in
9:00-9:10	Welcome and Introductions: staff
9:10-9:40	Program Orientation, Language Policy Select Workshop)
9:40-10:40	Group 1, Oral Interview; Group 2, Listening & Cloze Test
10:40-11:00	Break - Refreshments
11:00–12:00	Group 1, Listening & Cloze Test; Group 2, Oral Interview
12:00–1:00	Lunch
1:00 – 1:45	Health Insurance, Homestay
2:00- 2:30	Socio-Cultural Orientation (Sign Photo Release Form, Indemnity)
2:30- 3:00	Tour of Campus

## AFTERNOON WORKSHOP CHOICES

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### WORKSHOP

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There are three different workshop focus's in the July Intensive Program. Student's enrolled through particular institutions will be placed in their workshops. Students who enrol as individual students may choose their workshop.

- **Canadian Culture and History**
- **Business: Professional Writing and Presentation Skills**
- **English in the Workplace**

#### **1) CANADIAN CULTURE and HISTORY**

In this workshop, you will be introduced to the history and culture of Manitoba, while having an opportunity to learn and practice English outside the classroom. 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.

#### **2) BUSINESS ENGLISH**

##### **Part A: Professional Writing Skills**

In this workshop, you will focus on improving business writing skills through a variety of reading and listening exercises. Time will be spent on proper structure of sentences, paragraphs, and possibly essays. Both informal and formal writing skills will be practiced.

##### **Part B: Professional Presentation Skills**

This workshop is designed to give students the opportunity to improve communication skills, especially presentation and public speaking, while at the same time allowing them to develop their vocabulary and confidence. Interactive participation is encouraged through exercises such as role-plays, discussions, presentations and reports. The workshop will also focus on grammar in an oral context and on building natural speech rhythms.

#### **3) ENGLISH IN THE WORK PLACE (For Canadian Workplace Experience Students)**

The Canadian Work Experience Program is an internship program that allows students to gain valuable work experience for 3 weeks while studying in the University of Winnipeg English Language Program. Students will have the opportunity to speak their second language in a work setting. This opportunity will deepen students understanding and appreciation for English.

The Canadian Workplace Seminar is an intermediate English Language course that focuses on the development and reinforcement of the skills required for the Canadian Workplace. The course consists of two parts, the first being a series of seminars and the second being an authentic workplace experience for a period of 3 weeks.

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## SOCIAL-CULTURAL ACTIVITIES

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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.

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## PROGRAM POLICIES

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### ***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 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 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.

<p><b><i>SPEAK THE TARGET LANGUAGE</i></b></p>
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<p>Students in the July Intensive Program are required to speak English at all times during classes, workshops, and all program activities.</p>
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### ***STUDENT CONDUCT***

Sleeping, using cell phones and listening to 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. 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 lower or failing grade on an assignment, test, or examination
- a lower grade in a course
- withholding of 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.

**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:**

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<http://libguides.uwinnipeg.ca/content.php?pid=5963&sid=40836>

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**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 during 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 July Intensive 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 **Monday, July 4th**.
- If fees remain outstanding by **Friday of Week 1**, the student will be suspended from classes.
- The cost of this insurance is \$64.00. 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, and workshops, and will include written work, tests, 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.

Graded assignments 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	<u>30%</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.

