

THE UNIVERSITY OF
WINNIPEG

English
Language Program

**FULL-TIME
14-WEEKS**

**STUDENT
HANDBOOK**

Revised
August 2019

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A Message from the Director

On behalf of The University of Winnipeg (The UWinnipeg) and the English Language Program (ELP), I would like to take this opportunity to welcome you to The English Language Program at The University of Winnipeg. This handbook, your orientation package, and your orientation session will provide you with important information about the English Language Program, The University of Winnipeg, and the city of Winnipeg. Please feel free to keep this information as a resource that you can refer to in the coming weeks and months.

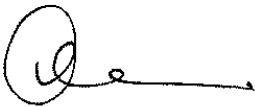
The English Language Program offers a variety of courses that have been developed to meet your educational needs. In addition to supporting you in accomplishing your academic goals, we provide you with a unique cultural experience through exciting group activities and trips. Our goal is to offer you challenging instruction in an environment that is friendly, supportive and fun.

With an emphasis on developing inter-personal communication and Academic English skills the program focuses on strengthening your reading, writing, speaking and listening skills for a variety of real-life contexts (personal, social, professional, academic). Your teachers will help you to increase your vocabulary, to refine your pronunciation, and to develop your fluency and confidence in English.

Please do not hesitate to ask any of our staff if you have questions or need anything. We are here to help you.

Thank you for choosing the English Language Program at The University of Winnipeg. We are very excited that you are here and wish you success in the program.

I hope that you have an exciting and memorable time in Winnipeg.

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a horizontal line that ends in a small flourish.

Carmelle Mulaire
Director, English Language Program

CLASS SCHEDULE

All Classes Except for Academic 5:

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am
Lunch Break				
Afternoon Class 1 (M/W) 12:30 pm – 2:20 pm	Afternoon Class 2 (T/Th) 1:00 pm – 3:00 pm	Afternoon Class 1 (M/W) 12:30 pm – 2:20 pm	Afternoon Class 2 (T/Th) 1:00 pm – 3:00 pm	Socio Cultural Activity

Academic 5:

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am	Morning Class 8:30 am – 11:15 am	Morning Class 8:30 am – 11:20 am
Lunch Break				
Pathway Class for Academic 5 Students (BUS) 12:30 pm – 2:00 pm <u>or</u> A5 Adjunct 12:30 – 2:20 pm	Pathway Class for Academic 5 Students (ANTH) 1:00 pm – 2:30 pm <u>or</u> A5 Adjunct 1:00 – 3:00 pm	Pathway Class for Academic 5 Students (BUS) 12:30 pm – 2:00 pm <u>or</u> A5 Adjunct 12:30 – 2:20 pm	Pathway Class for Academic 5 Students (ANTH) 1:00 pm – 2:30 pm <u>or</u> A5 Adjunct 1:00 – 3:00 pm	Socio Cultural Activity

*We offer *Introductory Cultural Anthropology* and/or *Introduction to Business I*. Class choices are dependent on student numbers and may not be offered every term. We may have a different start time; however, each class is 1 hour and 30 minutes in length.

FOUNDATIONS ENGLISH PROGRAM

This program prepares you to enter our Academic/Pathway or General programs. If you are beginning with a low to intermediate English level, you will start in the Foundations stream of the program.

It focuses on integrated skills. The morning classes have a strong emphasis on oral communication, vocabulary acquisition, and grammatical development, which are integral for linguistic progress. Afternoon classes focus on grammatical structures and reading skills.

Proficiency Levels

Level 1	Initial and Developing Basic Proficiency
Level 2	Basic and Low Intermediate Proficiency
Level 3	Mid-Intermediate Proficiency

Morning Class Level Descriptions

Level 1 – Initial and Developing Basic Proficiency

Students entering this level have very little previous experience with the English language. They can use and recognize common words, greetings and expressions, and may have little or no grammar. They can follow simple instructions but rely on gestures. Their pronunciation may restrict communication. Students at this level also have limited reading ability, restricted to simple text with clear layout. Writing is limited to familiar words and phrases, and is best suited to reporting basic factual information.

What will students learn? Students will learn how to ask and respond to questions, how to form basic sentences, and how to communicate in social situations. Students will begin to speak with less hesitation and will learn vocabulary for objects and places. They will learn how to use grammatical structures relating to personal facts and common actions. Students will develop language used to handle a variety of common situations.

Level 2 – Basic Proficiency

Students entering this level can talk about their interests and everyday activities, and can understand simple messages. They can ask and respond to simple familiar questions about personal information. Vocabulary use is limited. Control over basic grammatical structures is developing, as are conversation skills. However, pronunciation difficulties may interfere with communication. Students at this level understand simple instructions, can read basic sentences and very short paragraphs, can perform basic personal writing tasks and fill out simple forms.

What will students learn? Students will work on refining their pronunciation and developing effective sound recognition. They will also increase their vocabulary and fluency in familiar situations. Students will be introduced to the basic organizational patterns of formal texts. They will read a variety of short texts, with a special emphasis on developing comprehension strategies and techniques (such as skimming and scanning). Special attention will be paid to vocabulary learning and the development of further grammatical competence.

Level 3 – Mid-Intermediate Proficiency

Students entering this level are able to ask and answer questions about familiar topics, and can discuss past and future activities in routine conversations. They have control of basic grammar and demonstrate adequate vocabulary for everyday communication. They can follow simple and predictable messages and everyday instructions. Students at this level may have pronunciation difficulties that require attention. Level 3 students can read longer passages in familiar and predictable topic areas, and can write about personal experiences.

What will students learn? Students will learn grammar structures and vocabulary to discuss a variety of topics related to everyday social situations. Students will also learn to develop control using longer sentences, verb tenses and other grammatical points.

Students will practice strategies for increasing reading comprehension; such strategies include skimming for information and recognizing transitional words and phrases. Further attention will be given to sentence construction and paragraph development in writing. They will also learn to write basic documents such as letters.

Afternoon Seminars

- Students in **Foundations Level 1** take two afternoon seminars:
Grammar and Reading
- Students in **Foundations Level 2** take two afternoon seminars:
Grammar and Reading
- Students in **Foundations Level 3** take two afternoon seminars:
Grammar and Reading

GENERAL ENGLISH PROGRAM

This program enables you to advance your English language skills for personal and professional purposes, and targets the language areas of reading and writing, while emphasizing listening and speaking. You also will participate in a variety of seminars such as vocabulary, TOEFL and IELTS preparation, reading, writing, conversation, and pronunciation.

It focuses on the use of English for general communication purposes. The morning classes consist of integrated skills and functions organized around themes of interest to the class, with a strong emphasis on oral communication.

Proficiency Levels

Level 4	High Intermediate Proficiency
Level 5	Low Advanced Proficiency

Morning Class Level Descriptions

Level 4 – High-Intermediate Proficiency

Students entering this level can communicate easily on everyday matters, but with a limited range in style and expression. They demonstrate a range of common everyday vocabulary and idioms but may avoid topics with unfamiliar vocabulary. They are reasonably fluent and can use the telephone for interpersonal communication. Pronunciation difficulties may exist and can still restrict overall communication. Students at this level can write and read well about familiar topics, but still have some difficulty in more specialized contexts. They can understand the purpose and main idea of written texts and can write short reports, short letters, and notes on familiar topics.

What will students learn? Students will develop their confidence and ability to communicate in complex social situations. They will also develop their knowledge of grammatical structures, and will learn to use more complex tense and sentence forms consistently. Students will gain an awareness of linguistic markers such as intonation, rhythm, and pitch to assist their comprehension. Vocabulary development extends beyond the everyday, and reading and writing skills are expanded.

Level 5 – Low Advanced Proficiency

Students entering this level can communicate with some confidence in social conversations, and in less common situations. They can communicate facts and ideas in detail and can use a variety of structures. Grammar and pronunciation errors still occur and may sometimes impede communication. Students at this level are reasonably fluent and have good listening comprehension but may still require repetition. In reading, Level 5 students can identify main ideas, key words, and important details. In writing, they can convey

information from a table or graph in a coherent paragraph and can produce a two or three paragraph composition on a familiar topic.

What will students learn? Students will develop their ability to speak fluently, and will learn to communicate effectively in various contexts. Students will increase their vocabulary and expand it in areas beyond everyday contexts. They will learn appropriate idioms for use in a variety of situations. At this level, students will develop reading and writing skills for use in longer passages and will learn to write paragraph sequences.

Afternoon Seminars

- Students in **General Levels 4 & 5** will choose afternoon seminars. Information will be given before the first week of classes.

ACADEMIC ENGLISH PROGRAM

This program prepares you to enter Canadian universities, colleges, and high schools, and targets all four language areas: reading, writing, listening, and speaking. You will improve your ability to read academic materials, write essays, take notes, listen to lectures, and give presentations – skills you will need to be successful in a Canadian university. You will also learn vocabulary that you will use in University or College courses. In the highest level of the program, you will have the opportunity to begin university studies with the aide and support of an adjunct class. When you complete the highest level of this program, you will meet the English Language Proficiency Requirement for admissions to UWinnipeg’s undergraduate degree programs, select graduate programs, and Professional, Applied and Continuing Education (PACE), and earn credit that can be applied to further study at UWinnipeg.

Students with a beginner level of English are encouraged to enter the General English Program in order to attain the appropriate level of skills to be able to qualify for the Academic English Program. Students who qualify to participate in the Academic English Program will be placed in a level appropriate to their language ability.

Proficiency Levels

Level 3	High Intermediate Proficiency
Level 4	Low Advanced Proficiency
Level 5	Advanced Proficiency

Morning Class Level Descriptions

Level 3 – High Intermediate Proficiency Level

Morning classes will again be organized around themes with a focus on reading, discussing and writing. Reading material will be more complex, as will be the skills and strategies that are practiced. In reading, students will be introduced to making logical inferences, making predictions, and summarizing. They will also begin to develop strategies for guessing new words from context clues. In writing, they will draft essays based on their weekly themes. Grammar and editing will be included in the morning classes.

Level 4 – Low Advanced Proficiency Level

As in level 3, morning classes will be organized around themes and will focus on reading, discussing and writing. Readings will be more complex in order to develop an academic vocabulary. Students will receive practice in summarizing and paraphrasing, and will be introduced to integrating secondary sources in their writing. They will learn how to recognize and avoid plagiarism. Students will practice critically analyzing written texts and using the ideas from source material to defend their positions. They will draft essays and regularly practice their work.

Level 5 – Advanced Proficiency Level

In level 5 students will practice the advanced-level skills that they will need to be successful in an undergraduate academic setting. In reading, students will read high-level texts, many of them taken from a variety of disciplines. Students will gain strategies for understanding and retaining information in textbook material. They will also practice critical thinking, including identifying bias, generalizations, and misuse of statistics. Plagiarism will be addressed extensively and students will complete exercises that will help them distinguish between the legitimate versus plagiarized use of source material. Students will take and support an opinion using material from source texts in writing critiques, essays, and a research paper.

Afternoon Seminars

- Students in **Academic Levels 3 and 4** will choose afternoon seminars. Information will be given about these choices early in the program.
- Students in **Academic Level 5** will take two afternoon classes. For a University course, they can choose either *Introduction to Business I* or *Introductory Cultural Anthropology*.^{*} All students must also take an adjunct (support) course called *Learning from Lectures*. These courses provide students with a preliminary exposure to university studies, while the Adjunct course (*Learning from Lectures*) provides support for the students with their university course as well as instruction in the listening and speaking skills required in a Canadian university class.

* Students going on to PACE must take *Introduction to Business I*.

POLICIES

General Policies

Registration

Depending upon enrollment, students may be admitted into the English Language Program up until middle of a term. Students may not be admitted into Academic 5 after the first day of Week 3 of the program. Early registration is advised, as enrollment is limited and registrations are processed on a first-come, first-served basis. Full tuition payments by the deadline guarantee a student a place in our program.

Deadline for Fee Payment and Late Fees

- The application deadline is two weeks before the start date of the program.
- All students (new and returning) must pay their tuition fees three weeks before the start date of the program.
- Anyone registering or paying their remaining tuition fees after three weeks before the start date of the program must pay a \$100 late registration fee.
- If by three weeks before the start date of the program, a student has paid the deposit but has not paid the remaining tuition and still wants to get into the program, they must:
 - Contact the Registration Office to see if there is still space in the program
 - Pay a \$100 late fee.

Refund

- The application fee, homestay application fee, homestay placement fee, and tuition deposit are non-refundable.
- The tuition fee is non-refundable after the application deadline which is two weeks before the program start date.
- The tuition fee is refundable if your visa/study permit is denied. ELP must receive written notice at least two weeks before the program start date. To receive a refund, original documentation for Immigration, Refugees and Citizenship Canada must be sent to the Registration Office, 515 Portage Avenue, Winnipeg, MB., R3B 2E9 for review. You will be charged a \$150 administrative fee.

- The tuition fee is refundable if you wish to withdraw voluntarily before the application deadline which is two weeks before the program start date. To receive a refund, ELP must receive written notice at least two weeks before the program start date. You will be charged a \$1000 administrative fee.
- The homestay fee is non-refundable after the application deadline which is two weeks before the program start date.
- The homestay fee is refundable before the application deadline, which is two weeks before the program start date. To receive a refund, ELP must receive written notice at least two weeks before the program start date. You will be charged a \$150 administrative fee.

All program, dates, policies, and fees are subject to change without notice. The University of Winnipeg reserves the right to cancel courses or programs; in these cases, all payments are returned to students.

Deferral

- If you wish to transfer to another term, ELP must receive written notice of deferral at least two weeks before the program start date. You can only defer twice and will be charged a \$50 administrative fee per deferral.
- If you wish to transfer your homestay to another term, the Homestay Program must receive written notice of deferral at least two weeks before the program start date. You can only defer twice and will be charged a \$50 administrative fee per deferral.

Full-Time Policies

Placement

- New students will be assigned to classes based on the placement testing done at the beginning of each session.
- Late students will be assigned to classes based on placement testing and available space in classes.
- Returning students will be assigned to classes (depending on availability) based on the previous term's course work, the placement test, and their Instructor's recommendation. If a student achieves a grade of 80% or higher in their morning class as well as a grade of 80% or higher overall in all courses **and** attends at least 10 weeks of the program with 10 or fewer absences, the student will be permitted to proceed to the next level in the same stream (Academic to Academic or General to General). Exceptions to this include: classes of mixed levels such as Intermediate or Advanced General, or Foundations Levels 1, 2, and 3. **Students who achieve a grade of 80% overall and who have 10 or more absences will not automatically be permitted to move to the next level.** Returning students who achieve a grade of 80% may choose not to write the placement test for the following term, **provided they meet with the Full-Time Program Coordinator to review the options and sign a waiver.** All other returning students will still be required to write the placement test regardless of their grades.
- If a student arrives late and unable to write the week 14 or week 1 placement test, the level for the following term will be decided based on the grades the student achieved, instructor feedback and attendance. In order to determine the level, the student must meet with the Full-Time Program Coordinator on week 14 of the term after the final grades are released.
- If students leave the Program for one or more terms and decide to come back, they will be re-tested using the University of Winnipeg's Placement Test upon returning to the Program.
- TOEFL, IELTS, and Official CanTEST results will only be accepted at the beginning of a term (**no later than** the same day as the New Student Placement Test or Day #2 of the Program). Even with the valid official test score reports, we still reserve the right to test the students.
- If a student has to repeat a level two times, their status will be reviewed to determine further participation/registration in the program. Decisions will be based on academic performance in the class over the fourteen-week term, attendance, and work ethic.

Movement up through the Program is not automatic for returning students, but is based on their demonstrated proficiency throughout the program and on the placement test.

Placement Information for Returning Students

It is the students' responsibility to read the email information regarding placement. Students who have concerns about their level must complete an online form to appeal their placement by the indicated deadline. The Academic team will then review the placement and the student will be informed of the decision by the Full Time Program Coordinator. After receiving the results of their appeal, students who are still dissatisfied may make a final appeal to the Program Director.

Course Outlines

During the second week of classes, students will receive a course outline that includes:

- A list of topics to be covered
- A list of all components (including any exams or tests) on which the grade is based, and the weighted value of each component
- The textbook list
- The individual Instructor's policy on the submission of late assignments

Textbooks

Students will be required to purchase textbooks for their morning classes and afternoon seminars. The cost will range from \$60 to \$120 CDN per class. Instructors will provide students with a list of the required textbooks in the first two weeks of classes. Students must purchase these texts from the University of Winnipeg bookstore in time for the third week of classes.

Students are allowed to have second-hand textbooks on the following conditions:

- They must use the correct edition (previous editions are not acceptable)
- They must ensure that there are no answers to exercises written in these books

PLEASE NOTE: Some instructors may not permit used textbooks and may require that you purchase a new copy of the textbook for the class.

Please be aware that it is a violation of copyright laws to photocopy more than 10% of a textbook.

Contact Information

Students are responsible for informing the registration staff of address, telephone number and email address changes.

Completion of Academic 5

- A student has successfully completed all components of Academic 5 if they got:
 - 66% (C+) or above in the morning class
 - 66% (C+) or above in the adjunct class
 - 50% (D) or above in the Introduction to Business I or Introductory Cultural Anthropology and Linguistics
- If the student has passed the morning class, they will not have to repeat it
- If they failed either section of the afternoon seminars (Adjunct or Business or Anthropology course), they will have to repeat both in order to have successfully passed an adjunct-structured course.
- **Passing grades in the two parts of the adjunct (Adjunct course and Business or Anthropology) may not be earned in separate terms**

- Students who fail Introduction to Business I or Introductory Cultural Anthropology and Linguistics have a choice of changing classes or retaking the same course if there is an option
- A student is given three (3) opportunities to pass both halves of Academic 5. Students cannot receive credit for any part of Academic 5 without passing all sections.
- Students going on to PACE (Professional, Applied, and Continuing Education) need to achieve a minimum mark of **“B” (70) in both their morning & afternoon classes and a minimum mark of “B” in Introduction to Business I (1201/3)** in order to meet requirements.

Voluntary Withdrawals

- Students who wish to withdraw from the English Language Program may do so up to and including Week 9 of the program. *Please note, however, that there is no refund of tuition fees after two weeks before the start date of the program.*
- To voluntarily withdraw, students must meet with the Full-Time Program Coordinator to fill out a voluntary withdrawal form. They then meet with the Director.
- Students withdrawing from the program will not receive a final grade; instead of a mark, their transcript will indicate that they have withdrawn from the course.

Students Leaving the Program During or After Week 10

- Students who must leave the program early (that is, during or after Week 10) may do so if they can provide documentation that they have a medical or family emergency to which they must attend. These absences will be treated as “excused absences”.
- Students leaving the program during or after Week 10 must meet with the Full-Time Program Coordinator to fill out a voluntary withdrawal form. They must also provide documentation to the Full-Time Program Coordinator. They will also meet with the Director.
- Students who leave the program early (i.e. during or after Week 10) and who have provided sufficient documentation will receive a final letter and a transcript. The mark on their transcript will be pro-rated so that they are not penalized for their excused absences.

Policy for Emergency Withdrawal: Weeks 11–14

- Students who must leave the program during Weeks 11–14 may do so if they can provide documentation that they have a medical or family emergency to which they must attend. These absences will be treated as “excused absences”.
- Students leaving the program during Weeks 11–14 must meet with the Full-Time Program Coordinator to fill out an emergency withdrawal form. They must also provide documentation to the Full Time Program Coordinator and meet with the Director.
- Students who leave the program during Weeks 11–14 with sufficient documentation will receive a certificate, a final letter, and a transcript. The mark on their transcript will be pro-rated so that they are not penalized because of their excused absences.

NOTE: Students in Academic 5 are required to complete all 14 weeks of the program in order to receive their graduation documents (final letter, transcript and certificate).

Students Leaving the Program without Providing Notification

- Students who do not follow the above procedures and leave the program without notification will be given a mark of “0” for all tests and assignments missed. **Ceasing to attend classes does not constitute withdrawal from the program.**

Student Attendance and Punctuality

- Students are required to attend classes regularly and be on time.
- All absences and lates will be recorded.
- Students are encouraged to attend all Program activities.

Absences

Students are marked absent if they do not attend classes. Absences can only be excused if they are accompanied by appropriate official documentation, such as a doctor's note stating that the student has been examined by a physician.

- **All official documentation must be submitted to the Full-Time Program Coordinator immediately upon the student's return to class. All official documentation is subject to verification.**
- **Any 15 minutes missed in a class will result in an absence. This may be a combination of the beginning of a class, a late return from a break, leaving early, leaving during class, etc.**
- Students who are absent for a morning and an afternoon class have two absences.
- We reserve the right to request official documentation if a student has been absent for a prolonged period of time.
- Students are responsible for ensuring that the ELP has current contact information at all times.

Missed Tests

Students need to be aware of test dates on their course outlines and be present to write tests. If a student misses a test, official documentation must be submitted to the Full-Time Program Coordinator on the day of the student returns to class, in order to take a make-up test. If no acceptable documentation is provided, the student will receive a mark of zero for that test.

Lates

- Students are marked late when they arrive between 9:00 and 9:15 for morning classes and between 1:00 and 1:15 for afternoon classes. In the *Introduction to Business I* or *Introductory Cultural Anthropology and Linguistics* class, 15 minutes from the start time of class is late. (start times of this course vary from term to term)
- 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 and after 1:15 for afternoon classes (and more than 15 minutes from the start of class for *Introduction to Business I* or *Introductory Cultural Anthropology and Linguistics* are marked as absent.
- Any combination of 15 minutes or more missed in a single class will result in an absence.

Procedure

- Attendance will be monitored by the Full-Time Program Coordinator throughout the term.
- Students will receive notification of their attendance on their midterm reports. No other notification will take place. **It is the student's responsibility to note their attendance.**
- Students with twenty (20) or more absences may be blocked from registering for the ELP for a period of one year. To re-enter the program, students must submit a written request for permission to register to the Director of the ELP.
- Students are asked to **not** bring their children to class. If students encounter a situation where they need to care for their children, they should speak with the Academic Office about the possibility of an excused absence.

PLEASE NOTE: Students who achieve a grade of 80% overall and who have 10 or more absences will not automatically be permitted to move to the next level. Students who have had meetings with the Program Coordinator to discuss issues related to their behaviour in class and who have not adequately followed classroom policies may not move to the next level by 80% overall grade.

Additional Policies

Classroom Conduct

- The English Language Program has an English Language Encouragement Policy. Students are expected to be working towards their English language goals throughout the day, while in the classrooms before and after class, on breaks, in the hallways and in offices in the Ashdown Hall. Students are strongly encouraged to speak English and to be constantly working towards their language goals both across the University Main Campus and throughout the city.
- Within the classroom, there may be times that use of a student's other language(s) will help them meet their language goals. In class, instructors may allow the use of other languages if they feel it will help students meet the class objectives. Students should keep their goals in mind when making language choices.
- In social situations, students should be polite and adjust their language use depending on the situation. It is considered impolite to leave other students out of a conversation because they are unable to understand or communicate in the language being spoken.
- If a student's language choices begin to interfere with the fulfillment of their goals or is distracting or disrespectful to others, then an instructor make take them aside to discuss these concerns. If a student continues to make poor language choices, they will be asked to meet with the Full-Time Program Coordinator to have a discussion. It is the student's responsibility to catch up on the work missed as a result of leaving the classroom.
- Students are encouraged to:
 - Be **strategic** in their language use to meet particular goals.
 - Knowing learning goals are and using language resources to help meet those goals successfully.
 - Be **respectful** of others.
 - Avoiding situations in which some people might feel "left out" or isolated due to language use.
- 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 Full-Time Program Coordinator or contact the Harassment Office at 204-786-9161.
- Suspensions, probation, and/or expulsions may occur if a student's behavior has been deemed disruptive to the classroom environment.
- Students with two or more final marks of 'F' may be blocked from registering in the English Language Program for a period of one year.

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
- denial of admission to the program
- 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 Full-Time Program Coordinator to be kept in the student's 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:

- The University of Winnipeg Library’s “Evaluating and Citing Your Sources”
 - <http://library.uwinnipeg.ca/help-with-research/evaluating-and-citing-your-sources.html>
- Purdue University’s Online Writing Lab – search for ‘avoiding plagiarism’
 - <https://owl.english.purdue.edu/>

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 or dictionaries
- obtaining examination or test materials before they are officially available or through unauthorized sources.

Please note: Students are advised to prepare their work spaces (desks) for testing by removing all unnecessary papers, textbooks, or materials. Any materials remaining on desks, near the test-takers, or handled by the students during a test may be reviewed by the instructor to ensure appropriateness.

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, they must meet with the Full-Time Program Coordinator. Any student found guilty of cheating a third time may be blocked from re-registering in the program. Incidents involving cheating on the placement test will be addressed on a case-by-case basis.

Process for Student Appeals of Grades

If a student has cause to believe that an assigned grade on an item of work was unjust, the procedure to appeal is as follows:

Step 1 – consult with the Instructor of the course within seven (7) days of receiving the grade

If this appeal is not satisfactory, the student may proceed as follows:

Step 2 – meet with the Full Time Program Coordinator and complete an Appeal of Grade form within two (2) days of consulting with the Instructor of the course

– submit the Appeal of Grade form with a fee of \$30.00

A committee then considers the appeal, and if the committee sees the appeal as valid, the \$30.00 fee is returned to the student, and the mark on the assignment/test is adjusted.

If students have concerns and are unable to clarify them at the program level, they may refer them to Languages Canada.

Smartphones & Electronic Devices

- Students can use all technology in classroom setting only for educational purposes approved by instructor and/or Student Accessibility Services. Please speak with the instructor if you feel that you need to use a specific device for an educational purpose in class.

- The use of electronic devices for personal purposes (checking text messages, social media, working on assignments for other classes, or listening to music) is here considered professionally unacceptable in the context of a class.
- Please do not take photos or video/sound recordings in class without the permission of your instructor or classmates. Do not upload photos or video/sound recordings in class to social media without explicit permission.

Classroom Observation

Students may find that a student-teacher has been placed in their class, who would both observe the class and teach as a part of their practicum requirements. This person would always be supervised in the classroom. All program policies apply to a class in which a practicum student is present.

Professional Development Days

Occasionally, ELP will cancel classes due to professional development opportunities offered to instructors such as conferences. Student will not receive refunds for the cancelled class hours, and cancelled class time will not be made up.

Smoking, Food, and Beverages

The University is a non-smoking facility. Food and beverages are permitted in designated classrooms during breaks and lunch hours, but not in the computer lab.

Wheelchair Access

The main campus of the University is wheelchair accessible.

Holidays

The University of Winnipeg will be closed for all statutory holidays and over the Christmas break.

Student Concerns and Academic Advising

The Full-Time Program Coordinator is available to assist students with program planning and academic problem solving, and to provide students with accurate program and course information.

Students with specific course-related concerns should first consult with their Instructor and subsequently with the Full Time Program Coordinator.

Students with homestay-related concerns should consult with the Coordinator of the Student Life Office, Room 1A01.

Transcripts and Final Letters

Upon completion of the program, all students are given a transcript with a grade, as well as a letter outlining the details of the morning class (Academic 5 only). Students who successfully complete the program will also be given a University of Winnipeg Certificate of Participation. The grade will reflect the student's performance in classes and seminars, and will be based on written work, tests, and any additional classroom activities.

Students who attend the program for a minimum of 10 weeks may be eligible to receive final documents if they provide advanced notice of their early departure or if an emergency arises for which documentation is provided. Individual situations will be addressed on a case-by-case basis by the Academic team.

Withholding Transcripts and Final Letters

- Students who have not returned all books to the University of Winnipeg library by the due date specified by the library will not receive their final letter, certificate, and transcript at the program graduation. These

can be picked up from the English Language Program office once all materials have been returned to the library.

- Students who have outstanding homestay payments, telephone bills, and/or have caused damage in their homestay and have not resolved the issue with their homestay family will not receive their final letter, certificate, and transcript until the issue has been resolved.

English Language Program Appeals Review Committee

Students may appeal final grades if they believe that their grade was not justified. Students may also appeal any disciplinary actions taken (e.g. probation, expulsion).

ENGLISH LANGUAGE REQUIREMENTS

The language of instruction at The University of Winnipeg is English. Students must have a level of ability in English that allows them to participate in all aspects of university study, including lectures, reading, writing, and discussion.

If English is not the student's first/primary language and they are not from an English Exempt Country, they must provide supporting documentation to show they meet one of the conditions below. Students will not be admitted until this requirement has been met.

Test and Program Options (Undergraduate Studies)

For more information about admission and academic requirements for students, visit <https://www.uwinnipeg.ca/future-student/admissions-req.html>

For information on the language requirements for students, visit <https://www.uwinnipeg.ca/future-student/international/lang-req.html>

Professional, Applied and Continuing Education (PACE)

For more information about admission and academic requirements for Domestic students, visit <http://pace.uwinnipegcourses.ca/admission-requirements>

For more information about admission and academic requirements for International students, visit <http://pace.uwinnipegcourses.ca/pace-international-students>

Graduate Studies

For more information about admission and academic requirements for Graduate Studies, visit <https://www.uwinnipeg.ca/graduate-studies/graduate-programs/index.html>

COMPUTER LABS ACCESS

Computer Labs you can use

There are several computer labs on campus, but most are for teaching or for use by students in a particular department. The list below will help you figure this out.

Library: 4th Floor Centennial Hall

- There are computers in the main area of the Library, and also some on the 5th floor. Library computers are for academic research. You can't use word processing, and email during busy times should be kept to a minimum.
- Approximate number of computers: 50
- Hours: Monday to Thursday: 8:00 am to 10:45 pm
Friday: 8:00 am to 4:45 pm
Saturday: 9:00 am to 4:45 pm

Sunday: 12:00 pm to 7:45 pm

For more information contact the Circulation Desk at 204-786-9808 or check <http://library.uwinnipeg.ca/>

Uplink Room: 4C32B

- The Uplink Computer Common is a computer lab that students can use for word processing, Internet access, email, spreadsheets and other software. Uplink is located on the fourth floor of Centennial Hall across from the Buffeteria.
- (In order to use this lab, you must have an active student account.)
- Approximate number of computers: 60
- Hours: 8:30 am to 9:15 pm Monday to Friday
Saturday and Sunday 1:00 to 5:45 pm (check Uplinks website for updates)
- For more information contact Monica Fritz at 204-986-9494 or check <http://techsolutions.uwinnipeg.ca/>

Connecting to The University of Winnipeg Wireless Network - Eduroam

The University of Winnipeg provides wireless network service on campus to all Faculty, Staff and Students through a service named Eduroam. Eduroam (education roaming) is a secure, worldwide roaming wireless network developed for the international research and education community. Service is available to everyone who has either a UWinnipeg email or webmail account.

For more information on the wireless network and how to connect, visit <https://www.uwinnipeg.ca/wireless/>

Microsoft Office 365 for FREE

The University of Winnipeg is providing Microsoft Office to every student free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more available for offline and online use to best prepare you for class. As long as you're a student here and the program continues, you'll be able to use this software for free.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Use the same programs as your professors to ensure full file fidelity

To get your Office follow these simple steps:

1. For PC and Mac:
 - a. Visit [Office.com/GetOffice365](https://office.com/GetOffice365)
 - b. Click through to sign in with school-provided credentials & download
 - c. On the installation page select your language and click install
2. For iOS and Android:
 - a. Download from your app store
 - iPad: [Word](#), [Excel](#), [PowerPoint](#)
 - [iPhone](#)
 - [Android](#)
 - b. Sign in with your school credentials for full editing capability

You will need <your school email account> to sign in. If you have trouble installing Office, this guide may resolve your issue: <http://aka.ms/office365help>.

You can also contact the Service Desk @ 204-786-9149 email them at servicedesk@uwinnipeg.ca or visit them in 4C32B (UpLink)

UWinnipeg Safety

Emergency Number: 204-786-6666

Safe Walk and Safe Ride Programs

Safe Walk

- Location: Centennial Hall
- Telephone: 204-786-9272
- Email: safewalk@theuwsa.ca
- Hours: Monday to Thursday: 6:00 – 10:00 pm (during fall and winter terms)
Friday: 5:30 – 9:30 pm (during fall and winter terms)
- Purpose: Provides students with an escort to the car or bus stop within one-block radius of the University
- Website: <https://www.uwinnipeg.ca/security/safewalk-saferide.html>

Safe Ride

- Location: Centennial Hall
- Telephone: 204-786-9272
- Email: safewalk@theuwsa.ca
- Hours: Monday to Thursday: 6:00 – 10:00 pm (during fall and winter terms)
Friday: 5:30 – 9:30 pm (during fall and winter terms)
- Purpose: Provides rides to students within the patrol area boundaries
- Areas: William Avenue to the north; Assiniboine Avenue to the south; Sherbrook Street to the west; Main Street to the east
- Website: <https://www.uwinnipeg.ca/security/safewalk-saferide.html>

How to Request a Safe Walk or Safe Ride

- Stop at or call the Security Services office and identify your need

UW Safe App (Free)

To download

- Visit Apple app store or the Google Play store

UWinnipeg Wellness

Klinic on Campus

Phone: 204-786-9496

Email: klinic@uwinnipeg.ca

Location: 1D25 – 1st floor, Duckworth Centre, Room # 25

Hours: 9:00 am – 4:00 pm (closed for lunch 1:00 – 2:00 pm)

Website: <https://www.uwinnipeg.ca/student-wellness/index.html>

Manitoba Freedom of Information and Protection of Privacy Act

Personal information collected from students will be used by The University of Winnipeg for admission and registration purposes. It is collected under the general authority of The University of Winnipeg Act, in conformity with, and protected under, the Manitoba Freedom of Information and Protection of Privacy Act. The information will be used to admit students, assign student numbers, register students in classes and record grades, create permanent student records and provide students with student privileges (library, athletics, counselling, health services and, in the case of international students, international students health insurance). It will also be used for accounting and correspondence purposes related to admission and registration. Elements of personal information may also be provided to English Language Program Student Life staff to inform students of program and community events, and to University Relations/University of Winnipeg Foundation for alumni contact purposes. Relevant elements of your personal information may be provided upon request to AON Canada (for health insurance/benefits purposes) and to Citizenship and Immigration Canada. Enrolment information may also be provided to agents (if their services were used) to confirm continuing enrolment. Finally, personal information may be used to conduct research into program enrolment and related statistical profiling activities.