Explore
English Language Program
2017

May 24, June 23, 2017

Student Handbook
PURPOSE STATEMENT

Explore is a five-week intensive language-learning course. The purpose of the Explore Program offered at The University of Winnipeg is to provide English as a second language instruction to students who receive a bursary from the Council of Ministers of Education Canada. The University of Winnipeg offers courses adapted to students’ level (beginner, intermediate, or advanced), as well as a variety of workshops and activities during which students from different parts of Canada learn together to improve their English. The goal of this program is to foster student learning of the English language by providing language experiences, which help students to:

- activate prior knowledge of the target language
- acquire, apply and integrate new information, processes and strategies in the target language in a natural context
- develop an appreciation for an additional culture within Canada
- increase their confidence using English

ADMINISTRATIVE CONTACT INFORMATION

University of Winnipeg
English Language Program
515 Portage Avenue, Winnipeg, MB
R3B 2E9

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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<tbody>
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<tr>
<td></td>
<td>Languages at Work Project Officer</td>
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IMPORTANT CONTACT NUMBERS

U of W Security Office – General inquiries 204-786-9272
U of W Security Office – Emergency 204-786-6666
ELP Emergency Phone (Emergency only) 204-451-0738

The security office is located on the Main Floor, Centennial Hall next to the main entrance (515 Portage Avenue). The security office will offer an escort to a bus stop or car within a reasonable distance of the university 24 hours a day upon request.

WEEKLY CLASS AND ACTIVITY SCHEDULE

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<th>Monday</th>
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<th>Wednesday</th>
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<tr>
<td>Morning Class</td>
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<td>Lunch break</td>
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<td>Afternoon Workshop</td>
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- As a condition of accepting your Explore Bursary, attendance at all classes and activities is mandatory.
- All students are expected to be on time for all classes and activities.
- Attendance will be monitored at every class and activity.
MORNING CLASSES
Monday to Friday

LEVEL 1

Upon completion, students may be able to do some of the following:

**SPEAKING**
- Introduce yourself and ask about another person
- Give short directions
- Ask for and grant permission
- Request, accept and offer assistance
- Talk about a personal experience

**LISTENING**
- Follow directions
- Identify expressions in dialogues

**READING**
- Get key information from text
- Follow everyday written instructions
- Predict, guess new words in familiar context

**WRITING**
- Make only a few errors in grammar, spelling and punctuation
- Fill out forms with required information
- Use adequate vocabulary for a topic

LEVEL 2

Upon completion, students may be able to do some of the following:

**SPEAKING**
- Introduce someone
- Handle basic phone situations
- Give simple directions
- Respond to warnings
- Express need, preference, satisfaction

**LISTENING**
- Identify facts in listening texts
- Follow instructions and directions

**READING**
- Find information from complex directories
- Identify links between paragraphs
- Compare facts to make choices

**WRITING**
- Use language and content that are appropriate for occasion and intent
- Convey a simple message
- Use simple structures with few errors in grammar
LEVEL 3

Upon completion, students may be able to do some of the following:

**SPEAKING**
- Respond to small talk
- Indicate incomprehension
- Give spoken directions
- Give simple advice
- Use introduction, development and conclusion in presentation
- Express opinion

**LISTENING**
- Identify specific factual details in listening texts
- Respond to requests for facts and opinions relating to text

**READING**
- Follow common instructional text with pictures
- Identify type and purpose of text
- Identify factual details and inferred meanings in text (70-80%)

**WRITING**
- Convey message, reader can follow text
- Demonstrate good control of simple grammatical structures
- Provide an introduction, development, conclusion and adequate paragraph structure

LEVEL 4

Upon completion, students may be able to do some of the following:

**SPEAKING**
- Open, maintain and close short formal conversation
- Formally introduce a guest speaker
- Clarify and confirm accuracy of information
- Use logical connectors
- Summarize and repeat back

**LISTENING**
- Identify specific factual details in listening texts
- Identify mood/attitude of participants
- Follow sequence markers

**READING**
- Re-tell or summarize the story
- Relate sequence of steps in a cycle
- Identify purpose of text

**WRITING**
- Take notes and reduce written or oral information to important points/details
- Demonstrate good use and control of simple structures, vocabulary, spelling and punctuation
- Provide an introduction, development, conclusion and adequate paragraph structure
AFTERNOON WORKSHOP
Monday to Thursday

- Monday through Thursday students will participate in an afternoon workshop
- Each afternoon class is designed to activate, apply and integrate the information, processes and strategies acquired through immersion in an English speaking environment.
- A description of workshops will be offered on orientation day.

SOCIO-CULTURAL ACTIVITIES

Socio-cultural activities are planned in order to give students the opportunity to “put into practice” the language that students are learning in the classroom. Socio-cultural activities offer a number of benefits, such as:

Linguistic Benefits:

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

Cultural Benefits:

- Visiting different places in Winnipeg and learning about the history and customs of other cultures.
- Learning that there is a relationship between language and culture.
- Learning that understanding the culture makes language learning easier.

Social Benefits:

- Feeling comfortable using English in a social setting.
- Trying new activities.
- Getting to know other students in the program while enjoying activities together.

** The consumption of alcohol is prohibited at all Explore activities. Students disregarding this policy face immediate expulsion from the Explore Program **
PROGRAM POLICIES

ATTENDANCE AND PUNCTUALITY

Students are required to attend all classes and all mandatory program activities.

- Students who arrive up to 15 minutes late for a class are marked late.
- Students who arrive more than 15 minutes late to a class or miss more than 15 minutes of class time, will be marked as absent, even though they participate in the remainder of the class.
- Four times late is calculated as one absence.
- Students who miss a test or assignment will receive 0 unless they provide the program coordinator a doctor’s note.
- Instructors may not let a student write a makeup test they missed from absence unless instructed by the program coordinator.
- All doctor’s notes must be given to the program coordinator by the student.
- Students missing more than 2 days of class time (ex. 2 morning classes and 2 workshops) without a doctor’s note will not receive a certificate of completion.

STUDENT CONDUCT

- English must be spoken at all times during classes, workshops, meals and activities.
- Sleeping, using cell phones and computers for personal use, and listening to audio devices is prohibited while in class.
- Students who break these rules and whose behavior has been deemed disruptive to the classroom environment will be given a warning by their instructor or socio-cultural monitor and may result in disciplinary action. If the behaviour continues, the student will be asked to meet with the Program Coordinator to discuss their status in the program.
- 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 or instructors believe that they are being or have been harassed, they should talk to the Program Coordinator or contact the Harassment Office at 786-9161. More information can be found here [http://www.uwinnipeg.ca/respect/](http://www.uwinnipeg.ca/respect/). Detailed information regarding The University of Winnipeg’s sexual misconduct statement, guidelines and procedures can be found here [http://uwinnipeg.ca/sexual-misconduct/index.html](http://uwinnipeg.ca/sexual-misconduct/index.html).

ACADEMIC MISCONDUCT: PLAGIARISM AND CHEATING

Plagiarism is using the work of another person as if it is one’s 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 can include:

- A lower or failing grade on an assignment or test and a lower grade in a course
- Withholding of certificate of completion
- Expulsion from the program
All instances of plagiarism will be documented and submitted to the Program Coordinator to be kept in the student’s file.

Information about the correct way to cite sources (to indicate to the reader of your assignment that you have used information from another writer) and avoid plagiarism can be obtained from your instructor or from the following internet site: http://libguides.uwinnipeg.ca/c.php?g=1647&p=657544

- Cheating is the attempt to gain an improper advantage on an assignment or test 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 by his or her instructor and will not be given the chance to re-write the test/assignment. Students found guilty of cheating will meet with the Program Coordinator.

MANITOBA LAW

Laws of Alcohol Consumption
- The legal drinking age in Manitoba is 18 years of age
- Students are prohibited from consuming alcohol during any University of Winnipeg English Language events regardless of age.

** The consumption of alcohol is prohibited at all Explore activities. Students disregarding this policy face immediate expulsion from the Explore Program **

- Breaking the laws of alcohol consumption will not be tolerated and students found to be in violation, face expulsion from the English Language Programs.

Use of Illegal Substances
- The University of Winnipeg has a “zero tolerance” for the use of any illegal substances by students while in our program

**Participants of the Explore Program will be immediately expelled from the program if they are found to be using illegal substances at any time during the program**

LANGUAGE POLICY

During the Explore Program, The University of Winnipeg has a strict English Only policy.

- This policy insists that students speak English at all times while in class and at all Explore activities, whether on or off of campus. Our program ensures that the best possible opportunities are available for students to practice speaking English. Students must
make the most of these opportunities to maximize the language learning benefits during the Explore Program.

- Instructors and staff will use English as the language of communication with all students, at all times during classroom instruction and during planned activities. (*exceptions include: emergencies or situations where counseling in a first language is deemed necessary*)
- Students will also be expected to follow this rule when speaking to one another.
- There will be consequences for not following the rules and using a first language while program learning is in progress.

Consequences, which will be strictly enforced by all instructors for infractions during class time include:

- **1ST infraction**: the student receives a verbal warning. A notation of student’s first offence will be made by the instructor and will become part of student’s student record.
- **2ND infraction**: the student receives an extra assignment which must be completed and submitted to the instructor on the following day. A notation of student’s second offence will be made by the instructor and will become part of student’s student record. The instructor will advise the Program Coordinator of student’s misconduct.
- **3RD infraction**: the student must meet with the Explore Program Coordinator. This meeting will be arranged by the instructor based on student’s two time violation of the policy. Depending on the circumstances, students may be asked to leave the program. A notation of student’s third offence will be made by the instructor and the Program Coordinator and will become part of the student’s record.

**LIVING ARRANGEMENTS**

- As a condition of your Explore bursary, you are required to live with your homestay family for the duration of this program. **This includes all weekends.**
- Students are not allowed to make travel plans to leave Winnipeg while the Explore Program is in session
- The Council of Ministers of Education (CMEC) must give authorization for students to live elsewhere than with a host family during weeknights or on weekends.
- In special circumstances authorization can be given but only with consent of the Explore Program coordinator and the authorization of the Council of Ministers of Education (CMEC).
- If you have any questions about staying somewhere other than your homestay house, even for one night, please contact the homestay coordinator to ask.

**EVALUATION**

- The distribution of marks will be established by individual instructors and the program coordinator.
- Evaluation may be in the form of tests, presentations, written assignments and participation.
GRADES

Upon completion of the program, all students are given a transcript with a grade, a description of the classes in which the student has participated, and a University of Winnipeg Certificate of Completion. The grade will reflect the student’s performance in morning classes and afternoon workshops. They will include written work, tests, class participation, attendance, and any additional classroom activities used by the Instructors.

- Prior to receipt of the certificate of completion and transcript students are required to return any borrowed textbooks in the same condition in which they were received.
- Please be aware that students who fail to attend regularly, miss tests or do not complete assignments may be given a failing grade (below 50%).
- Students who have an outstanding balance owed to The University of Winnipeg for any reason including homestay payments, telephone bills, library fines etc, and/or have caused damage in their homestay and have not resolved the issue with their host family, will not receive their certificate and transcript until the issue has been resolved.

HEALTH INSURANCE

Appropriate insurance coverage during the Explore Program is the responsibility of the student, and should be in place before participating in the Explore Program.

ADDITIONAL INFORMATION

WINNIPEG WEATHER

- The weather can change many times in one day. It can be very cool in the morning and very hot in the afternoon! If you can, bring a jacket and a small umbrella in addition to the clothes you bring.
- When it is very sunny and hot, it is a good idea to put on sunblock /sunscreen before you leave your house. It is also a good idea to bring a hat. The most dangerous time to be in the sun is between 11:00am and 2:00pm.

BANKING INFORMATION

- There is a Bank Machine located near the Security desk on the First Floor of Centennial Hall as well as near the Starbucks in the AnX. There are branches for most major banks along Portage Avenue, within walking distance or a short bus ride from The University of Winnipeg.
  - Canadian Imperial Bank of Commerce (CIBC)
1 Lombard (Portage and Main Street)

- Royal Bank (RBC)
  382 Portage Avenue

- Toronto Dominion Bank (TD)
  201 Portage Avenue

**SPECIAL NEEDS**

The University of Winnipeg is committed to creating and maintaining an inclusive and non-discriminatory learning environment for students. If you would like to inquire about an academic accommodation, please contact the program coordinator.

**DOCTORS, MEDICAL AND COUNSELLING SERVICES**

If students need to see a doctor:

Some “Walk-In Clinics”, where students do not need an appointment:
- Boyd Medical Clinic: located on Portage Ave at Edmonton St (204) 415-2740
- Media-Point Walk-In Clinic: located in Portage Place Mall (204) 944-0412.
- Broadway Medical Clinic: located at 676-8 Portage Ave (204) 775-7607.

For on-going care students can try:
- Four Rivers Medical Clinic: located at 647 Broadway (204- 786-8588).
- Misericordia Hospital: located at 99 Cornish (at the foot of the Maryland bridge).

For 24-hour medical advice, students can call:
- Healthlinks (204- 788-8200).

- Make sure you bring your Health card and photo identification when you visit a doctor. You will have to pay for the visit, but should be reimbursed when you return to your home province.
- Don’t forget to ask for a “doctor’s note” while at the clinic. It will verify your absence if you missed a test or assignment because you are sick.

**Students are responsible for understanding information in this handbook. If you have any questions regarding the content of this handbook, please contact the program coordinator for confirmation**