

WELCOME TO THE FULBRIGHT ENGLISH TEACHING PROGRAM PREP COURSE STUDENTS

The Fulbright Commission English Teaching Program (ETP) is a whole language-based program for intermediate learners of English. The program aims to increase competence in listening, speaking, reading, writing, and grammar and provides students with the necessary academic training to successfully meet their English needs for their professions. The program also prepares students for future graduate schoolwork in the United States and programs the world over wherever English is used as the main language. To achieve these demanding goals, we have developed an intensive program modeled after a university environment in the United States, using fast-paced, enjoyable classes. We have high expectations of both our students and our instructors, and in order for the program to run smoothly, we specify the policies, procedures and regulations in place for the program below.

ENTRANCE TO THE ETP PROGRAM: PLACEMENT EXAMS

Students have to be at least 18 years of age to enter, and they are required to take a Placement Exam when they are entering the program for the first time. Students may not take a Placement Exam during cycles for which they have registered for classes. Please see the “Taking-off Cycles” table to re-enter the ETP Program. There are no exceptions to these rules.

PREP COURSE GRADING: Prep Course students are graded differently than students in all other levels at Fulbright. It is crucial that Prep Course students understand how important it is to complete work in the Fulbright Commission English Teaching Program. Therefore, every student starts the class with 100 points. Then, as the cycle progresses, students will be given a variety of assignments that they are expected to complete. If students do their work, they do not lose any of the 100 points they are given to start the cycle. However, if students do not complete the work they are assigned, they will lose points from the 100 points given to them as follows:

- Not completing or giving any homework assignment to the Instructor: - **2 points** for each assignment
- Not participating in class: - **2 points** for each class that a student does not participate
- Not completing writing assignments: - **3 points** for each assignment
- Not taking quizzes: - **4 points** for each quiz
- Not participating in any other projects assigned by the Instructor: - **5 points** for each project

A Prep Course student MUST have 80 points left to take the Placement Exam on Tuesday, March 16th during class time. The Prep Course instructor will proctor students during the Placement Exam. If a student has anything lower than 80 points, they **cannot** take the Placement Exam. **Completing this work DOES NOT guarantee that a student will be able to enter the Fulbright Program.** These 80 points only reflect work completed by a student and not their actual performance. It only guarantees that a Prep Course student can take the Placement Exam at the end of the cycle. Furthermore, if a student is late for the Placement Exam, they will not be allowed to take the Exam.

HONOR CODE AND SYLLABUS

To uphold a high standard of academic integrity, all students read, electronically sign, and abide by the ETP Honor Code, which among other things, addresses academic dishonesty. The Honor Code is a pledge by students to follow the policies, procedures, and regulations described in this *Welcome to Fulbright* document and those specified in their class syllabus. Violation of the policies specified in these documents can have serious consequences depending on the severity of the violation. Therefore, it is important that all students read, review, understand, and be ready to fulfill what is expected of them in these documents and the Fulbright Commission English Teaching Program.

PLAGIARISM

Do not plagiarize! Students only hurt themselves when they do it. When a student is caught plagiarizing, punishment is inevitable. Therefore, it is better to take a zero than to be caught plagiarizing. While the excuses may vary, the consequences for plagiarism will always be the same. Any student who is found plagiarizing anything from one sentence in a homework assignment to a writing assignment to even not citing information used in a speaking project will face the same consequences:

- He or she will automatically fail the level and will not be able to continue studying in class.
- He or she will be suspended from the ETP for the following two cycles.
- He or she will have to take the Placement Exam again in order to re-enter the program.
- If he or she is found plagiarizing again after re-entering the ETP, he or she will be suspended for life.

Additionally, there is no reason to ever use Spanish on quizzes, exams or writing assignments in or out of class. Students who use Spanish will receive an automatic zero for that assignment and will be subject to the plagiarism policies outlined above. Students are informed on how to avoid plagiarism during the first days of class, and can also find more information on the topic at www.plagiarism.org. Students can also practice their knowledge of plagiarism at: <http://www.lycoming.edu/library/instruction/tutorials/plagiarismGame.aspx>.

ATTENDANCE & TARDINESS

Class participation is important in developing strong English communication skills. Therefore, the Fulbright English Teaching Program requires regular class attendance. In addition to achieving a final grade of at least 80 points to take the ETP Placement Exam, students must not have more than 6.0 absences (six). **More than 6.0 absences, including fractions, as well as a score of less than 80 points will result in a Prep Course Student's not being able to take the Placement Exam at the end of the cycle.**

There are no Excused Absences at the ETP. Therefore, there is no reason to present any certificates from employers or physicians, among others. There are no exceptions to this policy.

Under the new circumstances of online classes, we are granting a grace period. We are allowing the students a grace period of 5 minutes to enter the virtual classroom before receiving any penalty. After the 5 minutes, students will receive partial absences. Students will also have a 5-minute grace period (separate) for during class. This means that if during class, a student disconnects, he/she will have 5 minutes to log back into the classroom without being penalized. If the student takes longer than that, it will be counted as leaving class early and follows the same rules. The grace period is only allowed for one circumstance or the other, entering the classroom late or disconnecting. A student will not be granted use of **both** grace periods.

All Instructors mark tardiness and early departures from class as shown on the following table:

Tardy	Absence Standard	Leaving Early	Absence Standard
1 second – 5 minutes	FREE	1 second – 5 minutes	FREE
5 – 30 minutes	0.25 of an absence	5 - 30 minutes	0.25 of an absence
30 - 60 minutes	0.50 of an absence	30 – 60 minutes	0.50 of an absence
60 – 90 minutes	0.75 of an absence	60 – 90 minutes	0.75 of an absence
90 or more minutes	1.0 (full absence)	90 or more minutes	1.0 (full absence)

Note Disconnects from class are penalized only if they last longer than 5 minutes. If students disconnect for more than 5 minutes during an examination or quiz, they will receive a zero for that quiz or portion of the exam. Students must ensure that they have a stable internet connection prior to any in-class graded activities.

Students will not be considered present during any class time other than their scheduled class time. If absent, students will not be permitted to hand in work for on-time credit or take quizzes or exams. There are no exceptions to these rules.

CLASSES: MONDAY THROUGH FRIDAY

Students will receive 80 hours of class per cycle, equaling 120 minutes per class period normally Monday through Thursday, during approximately 10 weeks. It is important to note that Friday classes will be scheduled as needed. If class is held on Friday, it is **Mandatory**. Classes will be held via **Zoom** and **Google Suite**. There is no need for students to download any additional programs. The books which will be used are: Fundamentals of English Grammar 5th edition (Black book for Pre-beginners and Beginners) and Understanding and Using English Grammar 5th edition (Levels 1-6). The **Pearson MyEnglishLab Platform** will be used for various practice and graded activities in addition to digital material provided by the instructor.

Classes require a good internet connection and use of a camera and microphone is ESSENTIAL. Your camera and microphone must be on and operating correctly. Additionally, students must attend class in a quiet academic environment. Students who attend class from non-academic environments, including but not limited to: public transportation, private vehicles, noisy public spaces, and any other space which interferes with the peaceful classroom environment, will be considered absent or late.

CLASS SCHEDULE:

Monday-Friday 5-6pm, 6-7pm

CLASSROOM SIZE:

Maximum 18 students

SCHEDULE CHANGES

Schedule changes depend on space availability. Schedule change requests must be made by **7 P.M.** on the second day of class, accompanied by an email stating the reasons for the schedule change. The Academic Coordinator must approve all schedule changes. There are no exceptions to this rule.

COORDINATORS

If any student wishes to speak to either the Academic Coordinator or Testing Coordinator for any reason whatsoever, he or she is welcome to email them.

Academic Coordinator: Matthew Fockler mfockler@fulbrightetp.org

Testing Coordinator: spadilla@fulbrightetp.org

ACADEMIC ISSUES

Any and all academic issues will only be dealt directly and solely with the **student** in question.

Students are responsible for remembering the following important dates for this cycle.

Thursday January 7 th	First Day of Class
Friday January 8 th	Last Day for Schedule Changes (7 P.M.)
Tuesday January 12 th	Last day for Level Changes
Friday January 15 th	Friday Class
Monday, February 1 st	Student evaluation of instructors
Thursday, February 4 th	Midterms (Writing)
Friday, February 5 th	Midterms (Grammar)
Monday February 15 th	Carnival (Holiday) NO CLASS
Tuesday February 16 th	Carnival (Holiday) NO CLASS
Friday February 19 th	Friday Class
Friday, March 5 th	Oral Evaluations (Level VI)
Thursday, March 11 th	Oral Evaluations (PB-Level V)
Monday, March 15 th	Finals (Writing)
Tuesday, March 16 th	Finals (Prep Placement Exam) (Level VI–TELP)

ETP contact: info@fulbrightetp.org