

WELCOME TO THE FULBRIGHT ENGLISH TEACHING PROGRAM

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 must 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. Placement exam results are valid for one cycle only. 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.**

GRADING

To pass a level, students must have a final score of **80.00% overall**. Overall grades are divided as follows:

Midterm Exam	15%
Final Exam	15%
Quizzes	20%
Writing	20%
Homework	5%
Speaking	15%
Reading	5%
Listening	5%
TOTAL	100%

Students should direct questions about final grades to their instructor or the Academic Coordinator. Please do not direct questions about grades to the administrative support staff.

HONOR CODE AND SYLLABUS

To uphold a high standard of academic integrity, all students read, 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 80.00% to pass a level, students must not have more than 6.0 absences (six). **More than 6.0 absences, including fractions, will result in automatic failure of the course.** It is the student's responsibility to know how many absences they have.

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 follows:

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 all graded in-class assignments.**

Students will not be considered present during any 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 THURSDAY (OCCASIONAL FRIDAY CLASS)

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 7-9am, 5-7pm, 7-9pm

CLASSROOM SIZE:

Maximum 18 students

HOMEWORK & QUIZZES

Students are required to complete all homework and quizzes as assigned by their instructors. A minimum of 4 (four) Homework assignments will be assigned and checked frequently via the Pearson Platform as well as any additional work given by the instructors. Instructors will assign a minimum of 4 (four) quizzes during the cycle. Assignments and quizzes given during class via Google Classroom CANNOT be made up. If other assignments are missed for any reason, the possibility of making them up and penalties are determined by individual instructors. However, there are no late or early quizzes.

WRITING, SPEAKING, READING & LISTENING

Students will be required to complete a level specific number of writing assignments, a minimum of 4 (four) Speaking assignments, a minimum of 4 (four) Reading assignments, and a minimum of 4 (four) Listening assignments during the duration of the cycle. The Reading and Listening assignments will consist of practices in these areas with comprehension questions/activities to follow.

MIDTERM & FINAL EXAMS

The exams will be made up of Grammar and Writing sections. For Midterm Exams, the Grammar section will be worth 60% and the Writing section will be worth 40%. On Final Exams, the Grammar section will be worth 50%, the Writing section will be worth 40%, and the Oral Interview will be worth 10%. Students are not eligible for late or early exams. This includes oral evaluations. **There are no exceptions to this policy.**

REPEATING A LEVEL

The ETP is intensive and demanding. Although it is understood that students have responsibilities outside of the ETP that make fulfilling class obligations difficult, only those students who have 6.0 absences or less and at least 80.00% will pass the level. If students do not pass a level, they may repeat the level to continue in the program. If students fail the same level a second time, they must re-take the Placement Exam to determine their appropriate course level and to continue in the program.

Repeating a level does not mean failure. Instead, students should understand that repeating a level in an intensive language program is an opportunity to better prepare themselves in English. It is better to re-learn and practice difficult English skills than to move to a higher level where one feels confused and frustrated. The overall objective is to learn and apply English, not to receive a certificate.

WITHDRAWING FROM THE ENGLISH TEACHING PROGRAM

Students who withdraw from the ETP before the Final Exam are classified as "Must Repeat the Level." The ETP does not provide refunds for students who withdraw from the program. **There are no exceptions to this rule.** The administrative staff provided students with all necessary information about deadlines and refunds during registration. Please direct any further questions or concerns about those deadlines or refunds to the administrative staff only.

TAKING OFF CYCLES

Students are permitted to take up to one cycle off with no penalty, as per the table below. After missing or not passing two consecutive cycles, students must retake the ETP Placement Exam. Conversation Courses are not equal to full-time ETP Courses (Pre-Beginners-Level 6). Therefore, if students take Conversation Courses and do not attend full-time ETP Courses, they will still be classified as having "Taken off the Cycle."

CYCLE A	CYCLE B	CYCLE C
Must Repeat the Level	Must Repeat the Level	Placement Exam
Taken Off the Cycle	Taken Off the Cycle	Placement Exam
Must Repeat the Level	Taken Off the Cycle	Placement Exam
Taken Off the Cycle	Must Repeat the Level	Placement Exam

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.**

LEVEL CHANGES (Very important information for new students)

Level changes are for “New Students” only. New Students are defined as students who have taken the Placement Exam during the previous cycle and are starting at the ETP during the following cycle. Any new student who has taken the placement exam: The placement exam is only the first step in placing new students. Students can move up or down levels based on an academic analysis of the second day quiz and writing sample.

Level changes depend on space, availability, and the student’s language skills, which will be determined by their academic performance, instructor, and a revision by the academic committee. Recommendations for level changes must be made by 5 P.M. (17H00) on the fourth day of class. No recommendations for level changes will be made or accepted after this time. The Academic Coordinator must approve all level changes. **There are no exceptions to these rules.**

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: Stewart Padilla spadilla@fulbrightetp.org

ACADEMIC ISSUES

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

IMPORTANT DATES

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

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

ETP contact: info@fulbrightetp.org