



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 school work 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 the ETP's 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 in order to take the Placement Exam on Tuesday, September 4th, 2017 at 1 P.M. 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 arrives 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, 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 highly 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.

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. **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 bring in any certificates from employers or physicians, among others. There are no exceptions to this policy.

Students who arrive tardy or leave early from class will receive partial absences. All Instructors mark tardiness and early departures from class as shown on the following table:

Tardy	Absence Standard	Leaving Early	Absence Standard
1 second – 14 minutes	0.25 of an absence	1 second – 14 minutes	0.25 of an absence
15 – 29 minutes	0.50 of an absence	15 – 29 minutes	0.50 of an absence
30 – 44 minutes	0.75 of an absence	30 – 44 minutes	0.75 of an absence
45 or more minutes	1.0 (full absence)	45 or more minutes	1.0 (full absence)

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. Also, every time a student uses his or her cell phone without permission from the Instructor or speaks Spanish at any time in the classroom, they will also lose .25 towards their attendance. **There are no exceptions to these rules.**

CLASSES: MONDAY THROUGH THURSDAY AND OCCASIONAL FRIDAY CLASSES

Students will receive 40 hours of class per cycle, equaling 60 minutes per class period normally Monday through Thursday, during approximately 10 weeks. To complete 40 total class hours per cycle, some Friday classes are scheduled. In addition, please realize that Fridays are used for missed classes due to emergency cancellations (strikes, instructor illness, volcano eruptions, etc.). The Attendance & Tardiness Policy mentioned above applies to Friday classes as well. There are no exceptions to this rule.

FULBRIGHT IDENTIFICATION CARD

For their safety within the premises, all students must present their Fulbright Identification Card (carnet) to the guard each day in order to enter the building. If a student does not have his or her Fulbright Identification Card for any reason, he or she must fill out a form in order to be allowed to enter the building. The first time this happens, 0.25 of an absence will be added to the student's attendance. The second time, 0.5 of an absence will be added, and from the third time on, a full absence will be added to his or her attendance. Please remember that the maximum number of absences is 6 (six).

If any student tries to enter Fulbright with someone else's carnet or identification, they will be violating the personal integrity section of the Fulbright Honor Code, and both people, the borrower and the lender, will be immediately suspended from the ETP for the remainder of the cycle.

During the first week of classes, students may use their *cedulas* to enter. After the first week, however, *cedulas* will not be accepted, and students must follow the above procedures in order to be permitted to enter. There are no exceptions to this rule. Also, in order to register for classes for a new cycle, the Fulbright Identification Card MUST be presented at the time of registration even if a student has someone register for them. When a student's ID card expires or the student leaves or finishes the program, he or she must return the ID card to the ETP.

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 a letter 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, Assistant Coordinator, or Testing Coordinator for any reason whatsoever, he or she is welcome to come to the office to speak with them during office hours. If either of the coordinators is not available when a student comes to the office, please feel free to make an appointment with one of the administrative assistants.

IMPORTANT DATES

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

Monday, April 8	First Day of Class
Tuesday, April 9	Last Day for Schedule Changes (7 P.M.)
Friday, April 12	Friday Class
Friday, May 3	Labor Day Holiday (Office Closed)
Wednesday, June 12	Finals Exam (Placement Exam)
Tuesday, June 18	Registration for Cycle IV, 2019 begins