



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 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.

GRADING

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

Midterm Exam	20%	
Final Exam	20%	
Quizzes	20%	
Writing	20%	
Homework	5%	
Oral	15%	(7.5% Oral Project; 7.5% Oral Class Participation and other speaking objectives)
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 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 80.00% to pass a level, students must not have more than 6.0 absences. More than 6.0 absences, including fractions, will result in automatic failure of the course.

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 follows:

Tardy	Absence Standard	Leaving Early	Absence Standard
1 second – 30 minutes	0.25 of an absence	1 second – 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)

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 THURSDAY AND OCCASIONAL FRIDAY CLASSES

Students will receive 80 hours of class per cycle, equaling 120 minutes per class period normally Monday through Thursday, during approximately 10 weeks. To complete 80 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.

HOMEWORK & QUIZZES

Students are required to complete all homework and quizzes as assigned by their instructors. Homework is assigned and checked daily. Instructors assign a minimum of five quizzes per cycle. The lowest quiz score is automatically dropped and not included in your overall final score. If 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. **Assignments sent by email will not be accepted by any instructor.** There are no exceptions to these rules.

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 a letter stating the reasons for the schedule change. The Academic Coordinator must approve all schedule changes. There are no exceptions to this rule.

LEVEL CHANGES

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. Level changes depend on space availability and the student’s language skills, which will be determined by their instructor. 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, 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.)
Thursday, April 11	Last Day for Level Changes (5 P.M.)
Friday, April 12	Friday Class
Friday, May 3	Labor Day Holiday (Office Closed)
Wednesday, May 8	Midterms (Listening/Writing)
Thursday, May 9	Midterms (Reading/Grammar)
Friday, May 31	Oral Evaluations (Level VI)
Friday, June 7	Oral Evaluations (PB-Level V)
Tuesday, June 11	Finals (Listening/Writing) (Level VI–TELP)
Wednesday, June 12	Finals (Reading/Grammar) (Prep Placement Exam)
Friday, June 14	Level VI Graduation (5 P.M.)
Tuesday, June 18	Registration for Cycle IV, 2019 begins