

UNIVERSITY
of Prince Edward
ISLAND

English Academic Preparation Program Student Handbook

Handbook

2014-2015

Welcome to UPEI!

The University of Prince Edward Island is a place where people matter, and we're happy you've chosen us. We want to work with you to help you be successful and enjoy your time here. This handbook has information you need to know in order to make the most of your EAP and UPEI experience.

What is the English Academic Preparation Program?

EAP is an intensive language program for students who are required to upgrade their English language skills. We have full-time and part-time programs that focus on academic writing, critical reading, listening comprehension and oral communication skills. Our goal is to help students begin a successful degree program as soon as possible. Students in the part-time EAP program may also take other university courses that count towards an undergraduate degree.

Our experience shows that allowing students to begin taking courses for credit as soon as possible offers the best combination of motivation, challenge, and success.

How are students placed in EAP courses?

When you first arrive at UPEI, you will take an English assessment (CanTEST placement). All students are required to take EAP courses if

they have a CanTEST placement score below 4.5. Scores from each CanTEST section (i.e. reading, listening, writing, and speaking) are used to place students in corresponding EAP courses. The number of EAP courses required depends on your CanTEST placement score.



EAP
Teachers &
Coordinators





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September

8	Monday	EAP Fall Semester Begins!
12	Friday	Final day to register in EAP for this semester

October

13	Monday	<i>Thanksgiving Day</i> - No Classes
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November

10	Monday	<i>Student Development Day</i> - No Classes
11	Tuesday	<i>Remembrance Day</i> - No Classes
28	Friday	Last day of EAP PT classes

December

1	Monday	EAP Part-Time Exam
5	Friday	Last day of EAP FT classes
8	Monday	EAP Full-Time Exam

January

5	Monday	EAP Winter Semester Begins!
16	Friday	Final day to register in EAP for this semester

February

16	Monday	<i>Islander Day</i> - No Classes
23-27	Monday- Friday	<i>Mid-Semester Break</i> - No Classes

March

2	Monday	Classes Resume!
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April

3	Friday	<i>Good Friday</i> - No Classes/Exams
6	Monday	Easter Monday- No Classes/Exams
8	Wednesday	Last day of EAP PT classes
9	Thursday	EAP Part-Time Final Exam
15	Wednesday	Last day of EAP FT classes
16	Thursday	EAP Full-Time Final Exam

May

4	Monday	EAP Summer Session I Begins!
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June

25	Thursday	Last day of EAP SSI classes
26	Friday	EAP PT & FT Final Exam
29	Monday	EAP Summer Session II Begins!

August

13	Thursday	Last day of EAP SSII classes
14	Friday	EAP PT & FT Final Exam

More information regarding general UPEI calendar dates can be found at:

<http://www.upei.ca/programsandcourses/general-calendar-dates>

How can we help? Just ask.

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Information on Students Wellbeing

Student Health Centre

The Student Health Centre is located at Student Affairs, 2nd floor of the W.A Murphy Student Centre. The Centre is open Monday to Thursday. Contact them to make an appointment. Telephone: 566-0616 Email: healthcentre@upei.ca Please bring your UPEI student ID card. UPEI health insurance will cover the cost of the doctor's visit. For more information visit: <http://www.upei.ca/studentlife/student-affairs/health-services>

Health Insurance

Every UPEI student must have health insurance. You were charged for this insurance as part of your fees. Coverage is from September 1 - August 31. Your health insurance card is usually available to be picked up at the end of October at the Student Union Office; 2nd floor W.A. Murphy Student Centre. If you need to see a doctor or go to hospital before your health card arrives, you just have to show your UPEI ID card and explain that the health cards have not yet arrived. If you need prescription drugs, Murphy's Pharmacy on St. Peter's Road, Parkdale, will hold the charges until your health card arrives. If you go to any other pharmacy (the closest one is in the Superstore), you will have to pay for the drugs but if you take your receipt to the Student Union

Office, they will help you complete a form to get your money back. If you will be at UPEI for only one semester, you will have to pay the full cost of insurance in September, but your money will be refunded for the months you do not use.

Spiritual Services

The Chaplaincy Centre in the middle of campus welcomes people of all faiths seeking a quiet place for meditation or prayer.

Career Services and Personal Counselling

If you would like help identifying and planning for your future career, visit with a Career Counsellor. More information may be found at: <http://www.upei.ca/studentlife/student-affairs/career-services>

Counsellors are also available to speak with you about topics that you are not comfortable speaking to friends and family about. For example: a personal relationship, homesickness, feeling sad, or any problem that you need help solving. Visit <http://www.upei.ca/studentlife/student-affairs/counselling> for more information.

Academic Help for Students

Webster Academic Services

Webster Academic Services, located on the 2nd floor of the W.A. Murphy Student Centre, offers various support programs to help students succeed at University.

These services include: the Writing Centre, Accessibility Services, information about hiring a private tutor, academic coaching, the Student Success Program (SSP), the Options Program, and the Transition Program. Find more information at <http://www.upei.ca/studentlife/webster-academic-services>

Societies, Clubs, and Programs for Students

Society of International Students

The Society of International Students (SIS) organizes social events and represents international students in student government and on University committees. Contact International Student Advisor, Erica Stanley (estanley@upei.ca) for more information.

International Student Buddy Program

The primary purpose of the International Student Buddy Program is to provide you- our international students- with individualized assistance for a smooth transition to your new country, culture, and environment. We are here to help you adapt and create friendships that you will cherish forever.

The Buddy Program also offers the opportunity of being paired with a student at the beginning of the semester to help you develop your English skills.

For one hour or more per week, you will meet with the student to assist them in learning English through conversation or writing exercises. Email buddy@upei.ca for more information.

More Important Information

International Student Registration

In order to keep track of our International Students contact information please complete the online form. By completing this form students will then be kept up-to-date on all of the events and workshops happening at the International Relations Office.

<https://docs.google.com/a/upeisu.ca/spreadsheet/viewform?formkey=dFRoSXRUdXBFQzI4Y3BKQi13MnpUbVE6MQ#gid=0>

Sports Centre and Pools

Between September and April, full-time UPEI students may use all the sports facilities at no additional fee. This includes admission to all UPEI sporting events and one swim per day. Just give your UPEI ID number. Please see weekly pool schedule at: <http://www.caripei.ca/>

Bus Pass

Your UPEI student ID card also functions as a Charlottetown city bus pass.

Campus Closures or Delays

If the University is forced to close or delay opening, details will be available by:
Radio Stations- Announcements will be made on local radio stations by 7:00 a.m. if possible. Stations contacted will be; Q93.1, Hot 105.5, Ocean 100.3, CBC Radio 96.1.
UPEI Hotline- A recorded message will be made on the UPEI hotline, by 7:00 a.m. if possible. To access this information, please call 894-2882.

UPEI Website- An urgent notice will be posted in red at the top of the news and events bars of the UPEI website- www.upei.ca.

If your instructor has been delayed, someone from the EAP Centre will fill in until your instructor arrives. If the class has to be cancelled, we will try to notify you via Moodle as soon as possible.

Leaving Canada

If you plan to leave Canada, be sure to see International Student Advisor Erica Stanley at least one month in advance of leaving so that she can make sure that your visa will allow you to return. If not, she will help you to apply for the appropriate re-entry visa. This is very important. If you do not have the proper visa, you will not be allowed to re-enter Canada and will be sent home at your expense.

Program Policy

1. Assessment for Placement

Upon arrival at UPEI, students who have been admitted to the EAP program by the Registrar's Office will complete an assessment of their reading and listening comprehension and writing and speaking skills. The results will provide a baseline evaluation from which to measure progress and will determine at what level you should begin. A score of 4.5 is required to be admitted for unconditional study (no EAP). This is equivalent to IELTS 6.5; TOEFL 550.

2. English Only Policy

Students are required to speak only English at all times during EAP classes. This regulation is to ensure that you gain language proficiency and reach your goals as quickly as possible. We ask that during your classes, you do your best to speak English at all times so that you are not only helping yourself to learn, you are also helping your classmates as well!

3. Attendance

Successful completion of EAP is a condition of your admission to UPEI and must, therefore, be your first priority. Because active participation in EAP classes is a critical determiner of success, attendance is compulsory. Failure to attend 75% of the EAP classes will be reported to the Registrar and may result in a reconsideration of admission status and denial of the privilege of writing the CanTEST. Exceptions will be made in case of illness of more than 3 days, providing a letter from an attending doctor is provided.

4. Academic Standing

At the end of each academic year, students are automatically assigned one of the following standings based on academic performance to date:

Good Standing: satisfactory performance, with no more than one F and 60% in half of the courses taken in each semester

Academic Probation: more than one failed course, and/or less than 60% on half or more of the courses taken in one semester

Academic Dismissal: more than one failed course and/or less than 60% on half of the courses taken in each semester of the academic year OR while on probation, more than one failed course and/or less than 60% on half or more of the courses taken in one semester.

EAP students **MUST** achieve 4.5 on all sections of the EAP final exam to move to unconditional admission status and before admission into 2nd year.

5. Plagiarism

At the University of Prince Edward Island, any copying of other people's work or allowing others to hand in work intended to be done by you is cheating, and is a very serious offense. Students who are caught cheating or committing plagiarism (copying) in their writing assignments may be dismissed from the university. Please do your own work at all times. For more information about plagiarism: <http://resources.library.upei.ca/plagiarism/index.htm>

6. Schedule and Holidays

EAP courses will follow the General Calendar Dates outlined in the UPEI Calendar. Holidays for different cultural groups will not preclude classes from continuing, though attendance may be excused for students practicing religious rituals on such occasions. Additional lessons/homework may be assigned in lieu in such a situation.

7. Guidelines for Student Evaluation

7.1 Assignments

- Assignments requiring participation will account for at least 50% of the final grade.
- A clear marking rubric will be made available so that you understand what is expected.
- Assignments will be increasingly difficult, challenge students in different language skill areas, and be authentic university-type tasks and activities.
- Assignments should be typed. Students who do not have word processing skills may be allowed some leeway until they become proficient.

7.2 Examinations

- EAP quizzes, tests and exams will model authentic university examinations and test practices and should cover each of the 4 skill areas: reading, writing, listening, and speaking.
- On average, a student will move to the next level of the program and/or proceed to credit courses if they achieve a grade of 60% on the final exam, which indicates mastery of the English skills at that level. Class-marks are helpful for students to know how they are progressing and may be considered together with instructors comments, but do not determine whether a student moves to the next level. The final exam score is the required summative evaluation.
- Evaluation rubrics should match CanTEST placement descriptors wherever possible to provide students with a consistent set of guidelines.
- Tests and mid-terms and final exams will focus on the application of skills, analysis and synthesis and will provide practice in the tasks required in the CanTEST.
- Class work may include quizzes, unit tests, homework assignments, and participation. Participation may include: on-time attendance; class discussion, small group, pair and class activities, presentations, preparation for assignments. The point is to encourage active learning.

7.3 Evaluation Scheme

Progressing in EAP

- To progress to the next learning level, EAP students must have a passing grade of 60% in their EAP courses and show progress on their EAP Final Exam.

Course Evaluation Scheme

- The EAP Final Exam will be factored into the course evaluation scheme. Course work will be worth 50% and the final exam will be worth 50% of the final grade.

For example:

Course Evaluation

Attendance

Class Assignments

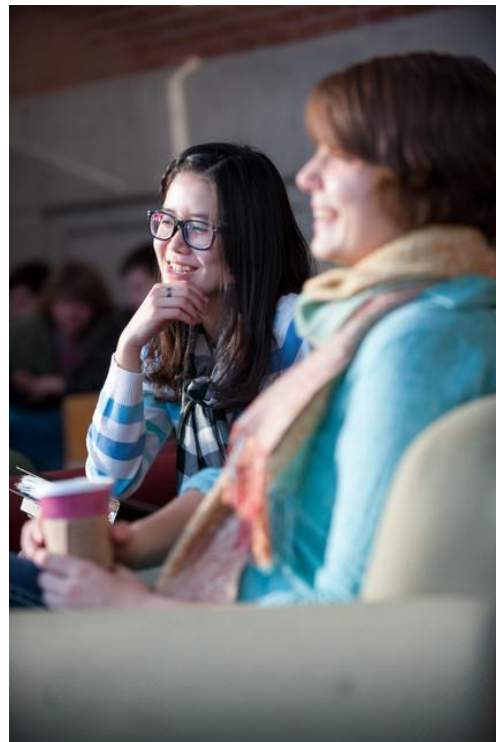
Midterm Exam

Final Project (project or in-class exam)

Total: 50% (These may be variously weighted so long as they total 50%)

EAP Final Exam: 50% (4.5= 70% or higher on the part-time EAP Final Exam)

Course Total: 100%



How is EAP Different from other ESL Programs?

The goal of EAP is to prepare students to succeed in university; therefore, courses use authentic university material and assignments. EAP requires commitment and hard work in order to move from social communication to an academic level of reading, writing, listening, and speaking. The focus is different from other English questions. Here are several reasons why this is so:

- In lower level ESL classes, students are taught to read carefully and study discourse in detail. At university, each course may assign 100 or so pages per week. No longer is slow, careful reading appropriate, increased reading speed and reading management skills such as skimming and scanning become essential.
- ESL students are often taught to study new vocabulary as part of language development. In university, the amount of new vocabulary can be frightening, and students need to learn to give priority to key terms instead of trying to learn every word and getting meaning from context.
- ESL writing classes focus on learning how to write. In contrast, university writing is a way of learning and is evaluated to show what students have learned about a subject.
- Because lectures contain a great deal of information that students must work with, lecture notes become essential tools for study. EAP focuses on strategies for getting the most from lectures and taking adequate notes.
- In many classes, participation has an impact on final grades, but ESL students may be intimidated about speaking in class, especially when the questions being asked have no obvious “right” answer. EAP focuses on practice in speaking in groups.
- ESL students are accustomed to having more guidance than North American students about how to complete assignments. EAP focuses on learning how to work independently and how to figure out problems for yourself.
- The focus is not on doing language skill exercises, but on critical thinking: understanding, manipulating and discussing university-level content.
- Above all, the MOST important component of EAP is PARTICIPATION. You cannot reach an academic English level by being quiet or passive. Take advantage of this opportunity!



Learning Outcomes

At the end of the EAP program, students should be able to:

- process academic texts using effective reading and note taking strategies
- use a dictionary to obtain grammatical, phonological, lexical and orthographical information
- conduct academic research using a variety of sources and report on the results of that research in a manner appropriate to first year study at a Canadian university
- make full use of university libraries and on-line resources
- produce academic writing that is accurate at both discourse and sentence level
- understand policies and expectations related to academic integrity, i.e. identify sources correctly and accurately
- listen to lectures & other types of classroom discourses and take notes effectively for study and other academic purposes
- participate confidently in seminars, presentations and classroom discussions
- interact with socio-cultural appropriateness with university faculty, staff, and students, communicate in everyday situations inside and outside the university community.