ENGLISH ACADEMIC PREPARATION PROGRAM

A HANDBOOK FOR STUDENTS

Undergraduate Stream – Full Time and Bridging EAP Programs
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I. Program Structure and Levels

The English Academic Program (EAP) is divided into three categories:

1. EAP Full Time (beginner to low-intermediate English Proficiency)
2. EAP Bridging Program (intermediate to advanced English proficiency)
3. Graduate EAP (students who have a conditional admission to a graduate program)

This document focuses on the EAP Full-Time and Bridging Programs for undergraduate students.

When students first arrive at UPEI, they take an English assessment. Students’ scores on the assessment decide what EAP courses are required. UPEI uses an unofficial version of the CanTEST assessment for UPEI admissions and placement in the EAP program. The results are only valid at UPEI.

A. UPEI English Assessment

The entrance assessment is a paper-based exam used to decide what EAP courses new students start in.

It is organized in the following way:

- Speaking – 10 minutes (oral interview with Program Manager/ Assistant Coordinator)
- Listening Comprehension – 27 minutes
  listening to passages answering multiple-choice questions
- Reading Comprehension – 50 minutes
  reading passages and answering multiple-choice questions
- Writing – 60 minutes
  writing a 5-paragraph persuasive essay

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1 UPEI does not accept CanTEST results from Holland College.
The table below provides information about the score required at each level.

<table>
<thead>
<tr>
<th>Approximate TOEFL iBT Comparisons</th>
<th>Approximate Academic IELTS Comparisons</th>
<th>UPEI Assessment Score (all four skill areas - S, R, L, W*)</th>
<th>EAP Status &amp; Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>iBT 80</td>
<td>6.5</td>
<td>Advanced 4.5 and above</td>
<td>No EAP Required</td>
</tr>
<tr>
<td>iBT 60-78</td>
<td>6.0</td>
<td>Low Advanced 4.0</td>
<td>EAP Level 7 courses + 1 credit course</td>
</tr>
<tr>
<td>iBT 46-59</td>
<td>5.5</td>
<td>Intermediate 3.5</td>
<td>EAP Level 6 courses + 1 credit course</td>
</tr>
<tr>
<td>iBT 35-45</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iBT 32-34</td>
<td>4.5</td>
<td>Low Intermediate 3.0</td>
<td>EAP Level 5 Full Time</td>
</tr>
<tr>
<td>iBT 0-31</td>
<td>3.0-4.0</td>
<td>High Beginner 2.5</td>
<td>EAP Full Time</td>
</tr>
<tr>
<td>iBT 0-31</td>
<td>2.5-3.0</td>
<td>Beginner 2.0</td>
<td>EAP Full Time</td>
</tr>
<tr>
<td>iBT 0-31</td>
<td>2.0-2.5</td>
<td>Low Beginner 1.5</td>
<td>EAP Full Time</td>
</tr>
</tbody>
</table>

*S - Speaking, L - Listening, R - Reading, W - Writing

**Please Note:** IELTS and TOEFL scores given on this table are for comparison purposes only and may not be an exact comparison across assessments. If a new student has an IELTS or TOEFL score report that was not provided with their application, it must be given to the Admissions Office before taking the UPEI English assessment. Scores on the UPEI assessment are the final deciding factor used for placement in EAP courses.

Once students are placed in the EAP program, course grades will be used to determine progress. Students are not allowed to re-take the CanTEST while actively enrolled in the program.
B. Program Structure

Full Time Program

Students are registered in the full-time program if they score between 1.5 (beginner) and 3.0 (low-intermediate) on the entrance UPEI assessment. Courses follow an integrated skills approach. This means that the course includes lessons in reading, writing, speaking, and listening. Students attend class Monday to Friday. To move into the Bridging Program, students must have a CanTEST score of 3.5 in all skill areas. Below is an example timetable; this is what a typical week would look like for a full-time EAP student.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
<td>Writing &amp; Grammar</td>
<td>Reading &amp; Vocabulary Skills</td>
<td>Writing &amp; Grammar</td>
<td>Reading &amp; Vocabulary Skills</td>
<td>Writing &amp; Grammar</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Afternoon</strong></td>
<td>Oral Communication (Phonics)</td>
<td>Listening Skills</td>
<td>Oral Communication (Phonics)</td>
<td>Study Skills</td>
<td>No Classes</td>
</tr>
</tbody>
</table>

**Bridging Program**

Students registered in the Bridging Program have scores of 3.5 (intermediate) and 4.0 (low-advanced) on the entrance UPEI assessment. Students accepted to a degree program and registered in the EAP Bridging Program may be permitted to take one or two courses that count towards a degree program. Being eligible to take credit courses is determined by the number of EAP courses needed. Students take a maximum of 5 courses per semester, which is a combination of EAP and credit-based courses.

**Examples of a Weekly Course Schedule for a Student at Level 6 and 7**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>NAME</th>
<th>DAY/TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0010-1</td>
<td>Level 6 Oral Communications</td>
<td>M W F 8:30-10:20</td>
</tr>
<tr>
<td>EAP 0011-1</td>
<td>Level 6 Academic Writing</td>
<td>T TH 3:30-4:45</td>
</tr>
</tbody>
</table>
II. Course Requirements

A. Course Evaluation

EAP courses focus on building students’ English *skills and strategies* across reading, writing, listening and speaking. How students are evaluated is similar to degree-based courses; students are expected to complete homework, assignments, quizzes, and exams. *Class attendance and participation is extremely important.* Unexcused absences and poor participation will lead to low course grades.

Course Evaluation Breakdown **Example:** (The requirements of each course will vary.)

- **Evaluation:**
  - 70% **Course Work** (showing continued skill-based ability at a specific level)

  Consisting of:
  - 5% attendance, homework, participation
  - 30% weekly quizzes, timed-writing, mid-term exam
  - 35% in-class assignments, projects, presentations

- 30% **EAP Final Exam**

**TOTAL: 100%**
Attendance

Because active participation in language learning is critical to student success, attendance and participation are compulsory. Poor attendance (chronic absence demonstrating a regular pattern of absenteeism) will automatically lead to missed assignments/ tests/ assessments and consequently low grades.

A doctor’s note is required if a student misses more than 3 consecutive days per course. Missed assignments may result in a zero (as decided by the instructor). Students must always email their instructor(s) if they are going to miss class.

B. Progressing in EAP

As a condition of admission, successfully completing EAP is mandatory and, therefore, EAP course registration must be prioritized over credit course registration.

In the Full Time program (EAP 0030), student must have an overall course grade of 70% (includes course work and exam scores) to pass and move to the next learning level.

In Level 5 to Level 7, to progress to the next learning level EAP students must have a passing grade of 70% in their EAP courses and achieve a passing grade on the EAP Final Exam.

The table below shows the average progression. These are based on the experience of over 2000 students; it is not a guarantee. Improvement is dependent on many factors including:

- starting level in EAP
- characteristics of first language
- aptitude and attitude
- how much time spent actively engaging in English (speaking/listening/writing/reading practice)
- passing level-specific EAP course
- passing level-specific final exam (levels 5-7)

<table>
<thead>
<tr>
<th>Entrance English Assessment Score (CanTEST band score)</th>
<th>Number of EAP semesters* (one semester = 12-13 weeks** of study)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8 semesters</td>
</tr>
<tr>
<td>2.0</td>
<td>6 semesters</td>
</tr>
<tr>
<td>2.5</td>
<td>5 semesters</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
</tr>
<tr>
<td>3.0</td>
<td>4 semesters</td>
</tr>
<tr>
<td>3.5</td>
<td>2 semesters</td>
</tr>
<tr>
<td>4.0</td>
<td>1 semester</td>
</tr>
</tbody>
</table>

*Please note that these are estimated times only. Students could require longer than this.

**Two summer sessions (May-June AND July-August) would equal one full semester.

It is encouraged that students contact their instructors to ask for help and advice on how to be successful in their EAP courses.

**C. Graduating from EAP**

“Successful completion of EAP” (= graduating from EAP) is demonstrated through:

1) skill-specific course work, and
2) the final EAP exam.

EAP students must have a passing grade of 70% in their EAP courses **and** 4.5 or higher in all sections of the final EAP exam at Level 7 to graduate from the program.

Most students in the Bridging Program progress through the EAP levels in order from 6 to 7 and graduate from EAP level 7. Note: To pass EAP from Level 6 requires very high grades. Students in Level 6 must have a course grade of 90%+ **and** 4.5 on the final exam to pass EAP.
III. Lack of Progress

A student may be placed on EAP Probation if he/she does not make progress in a timely manner. These rules are based on Academic Regulation 17: Academic Standing.

In the Bridging Program, EAP students who do not demonstrate improvement of a minimum of one-half (0.5) a band width (ex: from 3.5-4.0) in each skill after 2 consecutive semesters of study will be placed on EAP probation.

Probation entails that a report will be put on the student’s file at the Admissions Office, and the number of credit courses allowed will be reduced.

Students placed on EAP Probation must complete an EAP Probation Form, a written commitment to go to class and do the assigned work before they are registered in the next EAP semester. Even after this commitment, if the student does not attend class in the first two weeks of the fall/winter semester (after week one in the summer semesters), he/she will be dropped from EAP courses on the last day to register. If the student does not show progress after a third semester, it will be recommended to the Admissions Office that this student’s admission to a degree program be revoked. He/She will not be registered in EAP for the following semester putting his/her status at UPEI at risk.

Note: A student who has progressed within EAP Level 7 from EAP 0012 Writing to EAP 0015 Writing but does not reach a 4.5 and does not have a passing grade of 70% in the repeated 0015 course, must take EAP 0019.

If an EAP student in the Full Time Program does not progress to the next level of study in two consecutive semesters as evidenced by not having passed the designated EAP course (70% or higher) and has had poor attendance (less than 75%), the student will be placed on EAP Probation.

Before being registered in the next EAP semester, a written commitment to go to class and do the assigned work must be sent to the EAP Program Manager. Even after making this commitment, if the student does not attend class in the first two weeks of the fall/winter semester (1 week in the spring/summer semester), he/she will be dropped from EAP courses on the last day to register. If the student does not show progress after a third semester, it will be recommended to the Admissions Office that this student’s admission to a degree program be revoked. He/She will not be registered in EAP for the following semester putting his/her status at UPEI at risk.

Students in the Full Time Program are given the following time to move into the Bridging Program (Level 6).
<table>
<thead>
<tr>
<th>English Assessment Score (CanTEST band score)</th>
<th>Number of semesters (12 weeks of study) given to reach 3.5 and move into the Bridging Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 – 2.0</td>
<td>5 semesters</td>
</tr>
<tr>
<td>2.5</td>
<td>4 semesters</td>
</tr>
<tr>
<td>3.0</td>
<td>2 semesters</td>
</tr>
</tbody>
</table>

NOTE: Apart from EAP probation, potential consequences of not progressing in studies are:

1. Study permit renewal application may be rejected.
2. The International Student Office will not issue a letter of enrolment.
3. Admission to a designated degree program may be revoked.

IV. EAP Examinations

EAP examinations take place for each course at the end of the semester. Exam grades are reviewed when making decisions on whether a student passed that specific level.

Students are asked to arrive at least 10 minutes before the designated exam is scheduled to start and are required to have their UPEI student ID card.

Note: https://www.upei.ca/registrar/academic-calendar (Regulation 13, Section i).

a. No students are permitted to enter the examination room to write an examination after the first 30 minutes and no students are permitted to leave an examination room within the first 30 minutes. Students still in the examination room during the last 10 minutes of the examination, must remain seated until all examination materials have been collected and accounted for.

b. Electronic devices are not allowed during examinations. All students are required to switch off their cell phones / smart watches and place them in their backpacks. All backpacks are to be put in the area designated by the person giving the exam. Coats and hats are to be placed with backpacks.

c. Dictionaries and translators are not permitted during EAP exams. Dictionaries, provided by the EAP program, are ONLY allowed for writing exams at levels 5, 6, and 7.
A student caught cheating during an examination will receive 0 for the given exam.

NOTE: If a student has a failing grade on an EAP course, he or she is not allowed to take a general CanTEST assessment to challenge the failed course.

A student may be eligible to take the CanTEST after enrolled in the program only if:

A. the student has not been registered for one full 12-week semester or both spring and summer semesters
B. under special circumstances as approved by the English Academic Preparation Manager and Assistant Coordinator - these include documented long-term medical-related circumstances or exceptional compassionate grounds.

V. Plagiarism - based on Academic Regulation 20 Academic Dishonesty

Any copying or other use of another person’s work in part or full, or allowing others to hand in work intended to be done by you is cheating, and is a very serious offence. Students who are caught cheating or committing plagiarism (presenting work that has not been produced by the student) in any assignment, quiz or exam may be dismissed from the university. For full details go to: http://www.upei.ca/programsandcourses/regulation-20-academic-dishonesty

Recognizing the special challenge of working in a second language, many academic support services are available through EAP, the Writing Centre, and Student Affairs. It is every individual’s responsibility to learn proper academic referencing, and therefore students are strongly encouraged to seek assistance before handing in an assignment if they have any doubt or questions about whether it meets the standards.

Students are encouraged to visit the Writing Centre* if they have questions about written assignments given in credit courses - https://www.upei.ca/writing-centre

*NOTE: The Writing Centre is used for credit-course work only. These services are not to be used for EAP work.
VI. Customized Credit Courses

**ML 2090 - Academic Writing for English Language Learners**

Course Description: Writing for ESL Learners helps you to make the transition between English Academic Preparation and first-year university English courses such as English/UPEI 1010 (Academic Writing/Writing Studies).

**Eligibility Rules**

To be considered for ML 2090, students must have the following:

- Course grades: 70% but **does not have** 4.5 on the final exam
- Has taken EAP 0012 and EAP 0015
- Writing instructor recommendation

Note: Students who have taken EAP 0012 and 0015 but continually have course grades lower than 70% and exam scores lower than 4.5, will be registered in EAP 0019.

**BUS 2540 - Canadian Business Culture**

Students will be exposed to Canadian business culture through readings, individual and group assignments, conversations with guests, and class presentations. Students are required to complete all readings, attend all classes, and complete all oral and written assignments during this intensive classroom experience. This course is intended for international students in EAP Level 7 or recent EAP graduates, as well as for 1st and 2nd year international undergraduate Business students who wish to gain further understanding of the Canadian business context.

**Eligibility Rules**

To be considered for BUS 2540, students must have the following:

- Have 4.0 across Reading, Writing, Speaking and Listening
- Permission from the EAP Program Manager
VII. How to be successful in EAP

_EAP Instructors, the EAP Program Manager, and the Assistant Coordinator are committed to helping students in their journey through the EAP program._

To make the most of their experience in EAP, students are strongly encouraged to:

- **Attend all classes.** Most of the work in EAP is done during class time. Low attendance has a direct impact on course grades.
- **Ask for help when it’s needed.** EAP instructors are there to help students grow and develop their English.
- **Actively participate in class.** Answer questions, contribute to class discussion, take notes, and speak with classmates during group work.
- **Attend all scheduled appointments with EAP instructor.** EAP writing instructors have regular 1:1 appointments with their students to review work from class. These appointments give students special time with their instructor to ask questions and get feedback on work.
- **Participate in extracurricular activities outside of class** to practice using English with friends and peers. Regular use of English in a variety of settings enhances confidence and develops English more quickly.
VIII. English Academic Preparation (EAP) Staff

Cathy Gillan
Director, Work Integrated Learning & English Language Centre

Christina Perry
Program Manager, undergraduate and graduate EAP

Jo Schneider
Assistant Coordinator, undergraduate and graduate EAP
EAP Instructors

Julie Puiras

Andrea Baird

Mary Mullen

Rick Schneider

Judith Arnold

Jennifer Tasker

Marilyn Carey

Pam Betteridge
IX. Student Supports at UPEI

Chi-Wan Young Sports Centre – Building #1

- Athletics and Recreation - https://www.upei.ca/ar

W.A Murphy Student Centre - Building #4

- Health and Wellness Centre - https://www.upei.ca/health-centre
- Student Union
  - Clubs and Societies
  - Health insurance questions
- Bookstore

Dalton Hall - Building #7

First Floor:

- Accessibility Services - https://www.upei.ca/accessibility

Second Floor:

- Registrar’s Office & Student Accounts - https://www.upei.ca/registrar
- Work Integrated Learning (Career Services, Co-op Office) -
  https://www.upei.ca/experiential-education/work-integrated-learning

Fourth Floor:

- International Student Office - https://www.upei.ca/international-students/iso
  - Study permit renewal and enrolment letters
  - Buddy Program
- First Year Advisement - https://www.upei.ca/future-students/first-year-advisement

Fifth Floor:

- Student Affairs - https://www.upei.ca/student-affairs
  - Campus Life Lounge
  - Counsellors

English Language Centre - Building #11 - https://www.upei.ca/english-language-centre

- English Academic Preparation (EAP)
- Homestay
- Explore Program
Chaplaincy Centre - Building #14 - https://www.upei.ca/student-affairs/chaplaincy-centre

- campus food bank
- place for worship

Robertson Library - Building #15 - https://library.upei.ca/

- Moodle Support
- Writing Centre
- Circulation Desk (borrowing materials)
- Language Lab