

UPEI

UNIVERSITY
of Prince Edward
ISLAND

English Academic Preparation Program

Student Handbook

2010-2011

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.

In this booklet are things you need to know in order to make the most of
your EAP and UPEI experience.

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EAP Calendar 2010/11

For detailed Calendar see: http://www.upei.ca/registrar/calendar_toc#dates

September

8	Wed	Classes begin
17	Fri	Final day for late registration, fee payment, or discontinuation with full refund

October

1	Fri	Last day to discontinue courses – 60% refund
11	Mon	Thanksgiving Day – no class
29	Fri	Last day to discontinue courses – 40% refund

November

11	Thurs	Remembrance Day. No class
12	Fri	No classes

December

1	Wed	Last day of class EAP P/T and UPEI
2	Thurs	P/T CanTEST Exam
8	Wed	Last day of class EAP F/T
9	Thurs	F/T CanTEST Exam
6-16	M-Th	UPEI Examinations

January

5	Wed	Classes begin
14	Fri	Final day for late registration, fee payment, or discontinuation with full refund
28	Fri	Last day to discontinue courses - 60% refund

February

21	Mon	Islander Day – no class
21-25	M-F	Reading Week – no classes
28	Mon	Classes resume. Last day to discontinue courses – 40%

March

29	Tues	Registration begins for Summer Session 2011
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April

1	Fri	Last day of class for EAP P/T and UPEI
4	Mon	P/T CanTEST Exam
7	Thurs	Last day of class for EAP F/T
8	Fri	F/T CanTEST Exam
6-16	W-S	UPEI Examinations
22	Fri	Good Friday.
25	Mon	Easter Monday

May

7	Sat	Convocation
9	Mon	Beginning of first summer session

Contact Information

How Can We Help? Just Ask.

EAP Program Coordinator	Catherine Gillan	RL 220	894-2817 gillan@upei.ca
EAP Assistant Coordinator	Christina Perry	RL 216	566-6003 cperry@upei.ca
Writing Centre Coordinator	Erin Casey	RL 217	628-4320 ecasey@upei.ca
International Student Advisor	Joy Ikede	Student Centre 250	894-2823 jjikede@upei.ca
International Student Advisor	Erica Stanley	Student Centre 249	566-0443 estanley@upei.ca
Counselor	James Reddin	Student Centre 246	566-0488 jareddin@upei.ca
Residence Life Coordinator		Bernadine Hall (Lower Floor)	628-4368
Teaching & Learning Centre (TLC) Administrative Assistant	Krystal Mayne	RL 225	894-2886 kmayne@upei.ca

You may leave messages with Krystal and receive faxes here: **Fax # (902)894-2889**

UPEI Societies and Important Information for Students

Society of International Students (SIS)

The Society of International Students organizes social events and represents international students in student government and on University committees. Be sure that Joy Ikede, International Student Advisor, has your e-mail address so that you will receive SIS information. Take part. It's fun.

http://www.upei.ca/student-services/international/iss_events

Math & Science Help Centre

The Math Help Centre operates on a drop-in basis (no appointment required) from Sunday to Thursday, 3:00 - 7:00 in the open area (The PIT) in the Robertson Library building. No charge. Great help.

The Writing Centre - More Free Help!

The volunteers in the Writing Centre will assist with any writing assignments in your credit courses. (Not your EAP courses; we want you to do those totally on your own).

Just bring your assignment and your draft on a disk or USB stick/thumb drive. You must make an appointment in advance by calling 628-4320, e-mailing ecasey@upei.ca or dropping in to the Webster Centre and speaking with Krystal. Be sure not to leave your Writing Centre appointment until the last minute before your assignment is due.

Sports Centre & 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/>

Health Centre

The Health Centre is located on the 2nd floor of the Student Union Centre. If you do not feel well, you may see a doctor by calling 566-0616 for an appointment. You will need to give the receptionist your student ID number. You will not have pay to see the doctor; this is covered by your health insurance. <http://www.upei.ca/student-services/healthcentre/>

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 Student Union Building. 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 in 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 the 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.

Bus Passes

Your UPEI student ID card will now function 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: CFCY/CHTN/Magic93, CBC Radio, and C102
- 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 bar of the UPEI website - www.upei.ca

Leaving Canada

If you plan to leave Canada, be sure to see International Student Advisor Joy Ikede 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 Policies

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 while on campus. This regulation is to ensure that you gain language proficiency and reach your goals as quickly as possible. Each student must sign a contract agreeing to abide by this regulation.

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 80% of 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 the case of illness of more than 3 days, provided 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 CanTEST to move to unconditional admission status and before admission into 3rd 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 offence. 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.

6. Schedule & 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, but must take advantage of tutorials (provided by EAP Student Assistant) to do so as quickly as possible.

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 75% 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 CanTEST score is the required summative evaluation.
- Evaluation rubrics should match CanTEST 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.

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 classes. Here are the 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 practise 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

TALK ! TALK ! TALK !

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 discourse 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 & students, communicate in everyday situations inside and outside the university community.

EAP Student Contract

By signing this document, I acknowledge that my participation is critical to my success in the English Academic Preparation (EAP) Program and pledge to participate to the best of my ability.

I promise to speak English at all times during EAP classes and while on the campus of the University of Prince Edward Island.

I understand that failure to speak English will result in being asked to leave the class and/or a loss of marks each time. If I break this contract more than 4 times, I may be asked to leave the program.

Signature (in English letters, please)

Date

