

INTRODUCTION

Welcome to the University of Lethbridge! This handbook is for students at the University of Lethbridge English for Academic Purposes Program. It includes very important information to help students learn English successfully while they are in EAP. As an EAP student, you are expected to understand and follow these policies. If you have questions about anything related to your experience in EAP, consult this handbook.

University of Lethbridge
International Centre
English Language Institute
Students' Union Building (SU040)
Hours: Mon-Fri
9:00 am - 4:00 pm
Phone: 403-329-2053



IMPORTANT CONTACTS

Jenny Bourne

Manager, English Language Institute

403-394-3910

Jennifer.bourne@uleth.ca

Erin Reid

Homestay and Program Coordinator

403-382-7190

homestays@uleth.ca

Siyana Parvanova

Admin Support/Front Desk

403-329-2053

international@uleth.ca

Follow us!

University of Lethbridge - English Language Institute



ACCESSING HELP

Staff in the International Centre are available to international students who wish to talk to someone about personal, cultural, emotional, or health problems/issues.

You can also feel free to contact Counselling Services directly by visiting AH153 (Anderson Hall), by phoning (403) 317-2845 or by emailing counselling.services@uleth.ca.

If you have any questions related to your studies at the University of Lethbridge, you can always ask us and we will direct you to the right person/unit.



EAP PROGRAM OVERVIEW

English for Academic Purposes (EAP) program is a non-credit program that is administered through the International Centre. Note that because of its non-credit status, it is typically not eligible for student loans or for tax deductions.

The EAP program is a full-time program, including 20 hours of instruction each week for 10 hours in each course: Writing & Reading, and Communication. Students should be prepared for homework and meetings with instructors and group members outside of class time.

CLASS PARTICIPATION

In class, ask questions, talk with other students, and contribute positively to the class using English to create an English environment. This will help you get used to the more active role that students at Canadian universities take. Your instructors may require that you speak only English in class and around your classmates. Learning English is why you're here! Make the most of it!

ATTENDANCE POLICY

Regular attendance and participation are an important part of our program. If you are unable to attend classes, email or call your instructors or the International Centre office to let us know **BEFORE** the scheduled class. An excused absence is a serious illness or a family emergency.

Please note that:

All absences are not excused absences.

30 minutes late = 1 absent.

3 absents = warning and you forfeit your chance for the advanced EAP scholarship.

WITHDRAWALS

Students wishing to withdraw must complete an EAP Course Withdrawal Form at the International Centre. Students who do not complete the form, but are in non-attendance of their classes for two consecutive weeks may be withdrawn from the EAP program, stopping

Health Insurance, Athletics and Recreation Services, and computer account access. (See **FEES**)

GRADES

Students final grades are based on the assignment and exam weightings as provided in the course outline given at the beginning of each course. Pay careful attention to how much an assignment or exam is worth.

The final exams are weighted heavily to ensure that students have met the goals of the course. However, assignments, quizzes, tests, and other homework also contribute to the overall grade. If you have any questions about how something is graded, speak to your instructor immediately. It is your responsibility to make sure that you understand the grading of your assignment.

Note that if your instructor finds that you have copied, cheated, or otherwise engaged in academic dishonesty, your grade may be lowered to reflect the seriousness of the offense. (See Academic Offenses)

GRADE APPEALS

Within 7 working days of having received a lowered grade because of copying, cheating, or engaging in academic dishonesty, you may challenge the accusation or the lowered grade given by an instructor by submitting a written appeal letter to the Manager of ELI to explain the reason ⁵ you feel that the grade is not a fair assessment.

FINAL GRADES

At the end of the semester, you can pick up your final grades in person at the International Centre or check them online by logging in to Moodle, or on the Bridge. Note that each semester an official transcript is prepared for your own personal use. It will be available to pick up at the International Centre the Wednesday after exam week.

PASSING GRADES

A grade of 70% is necessary to pass your classes. Any questions can be directed to the Manager of the English Language Institute.



FEES

EAP TUITION FEES

EAP tuition and other university fees **must** be paid in full to the University Cash Office **by the end of the drop-add period**. If you require funds from overseas, or have a bank card withdrawal limit, start your payment procedures early so that you will not be late with your fee payments. Make sure you state your ID number. **Note that the Cash Office does not accept credit cards.**

HEALTH INSURANCE

Each student in the EAP program **must** have Health Insurance, so students must speak with the Health Centre staff to check their current coverage to get assistance with applying for Health Insurance. When you sign up for Health Insurance, make sure you bring your passport, study permit and official proof of your home address in Canada (such as a driver's license, or a copy of your landlord tenant agreement).

IMPORTANT: There will be NO REFUND of tuition fees if a student withdraws or is withdrawn from the program after the extended drop date. All other fees will be refunded according to the schedule outlined in the Academic Calendar Part 4 (pg. 55 in the 2017-2018 Calendar: <https://www.uleth.ca/ross/academic-calendar/2017-18>).

ACADEMIC OFFENSES

Making sure that you understand these policies is **your** responsibility. If you have any questions, make an appointment with us to discuss anything that is not clear to you.

EAP students should seek to be totally honest with others. You must complete your own work and be evaluated based upon that work. Avoid academic dishonesty in all its forms, including cheating, falsification, and plagiarism.

CHEATING

Cheating is a form of dishonesty where you try to show knowledge or skill that you do not have. Examples include:

- Copying from another person's work
- Allowing someone to copy from you
- Using unauthorized materials while working on an assignment, quiz, or test
- Talking with others without permission while working on an assignment, quiz, or test
- Completing an assignment, quiz, or test for someone else
- Allowing someone else to complete an assignment, quiz, or test for you
- Continuing work on a timed assignment, quiz, or test after the time has ended

- Using your work from a previous class
- Completing an assignment, quiz, or test and then telling a classmate what was on it
- Asking a classmate about an assignment, quiz, or test that you have not yet taken

FALSIFICATION

Falsification is a form of dishonesty where you make up or change the original information. Examples include:

- Citing a source that does not exist
- Citing a source for ideas and information that are not included in the source
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions

PLAGIARISM

Intentional Plagiarism is the act of representing the words, ideas, or data of another as your own without citing the author through quotation, reference, or footnote.

Inadvertent Plagiarism is the act of using another's words, ideas, or data without citing the author properly. This usually results from not knowing the rules for documenting sources or from not being careful in research and writing. Students who have questions about citing an author should talk with their teacher.

Examples of plagiarism include:

Direct Plagiarism—Copying an original source exactly without citing the author.

Paraphrased Plagiarism—Paraphrasing ideas from another that the reader might mistake for your own because the author is not cited.

Plagiarism Mosaic—Borrowing of words, ideas, or data from an original source and blending this original material with your own without citing the author properly.

Insufficient Acknowledgment—Not completely citing the authors for their words, ideas, or data from an original source. Plagiarism may occur with unpublished as well as published writing. Acts of copying another student's work and submitting it as your own individual work without proper credit to the author is a serious form of plagiarism.

PROCEDURES AND PENALTIES

1. The instructor must review the alleged offense with the student and will direct the student to refer to the Discipline Policy.
2. Where the instructor has reason to believe that an offense has been committed, he/she may impose one or more of the following penalties in addition to a written reprimand in which a summary of both the offence and additional penalty, if any, is included. This could be: additional work or a grade reduction on or rejection of the assignment

- Grade reduction in the course
- A grade of 'F' in the course. If a student is given a grade of 'F', then the student is no longer registered in that offering of the course and no longer has classroom privileges. Should a student elect to appeal this penalty, the student can remain registered until the appeal is decided. (See below)

The instructor will forward a copy of the written reprimand to the Manager of English Language Institute for inclusion in the student's file.

At the discretion of the Manager, a student with a previous academic offence on file may be subject to further disciplinary action up to and including a recommendation of a grade reduction to suspension or expulsion.

See Part 4.I Suspension/Expulsion on page 70 of the 2017/2018 University of Lethbridge Calendar for more information on severe penalties.

APPEALS

Within 7 working days of having received a lowered grade because of copying, cheating, or engaging in academic dishonesty, you may challenge the accusation of having committed an offense or the lowered grade given by an instructor by submitting a written appeal letter to the Manager of English Language Institute to explain the reason you feel that the grade is not a fair assessment.



EAP TOOLS AND RESOURCES



ENGLISH-ENGLISH PAPER DICTIONARIES

Your instructors may ask you to purchase a paper English-English dictionary for use in the EAP program. Note that if you don't have your own dictionary, you may be at a disadvantage during exams that allow or require the use of a paper English-English dictionary.

YOUR ULETH EMAIL: <https://webmail.uleth.ca>

The International Centre, as well as other university departments such as the Cash Office, Health Centre, Registrar's Office, Housing Services, and Security, will often send students emails with important information, so you **must** check your university email account **every** day. To log in, enter your username and your ID number as your password. You should change this password to a more secure password after the first time you log on.

IT SOLUTIONS CENTRE

Try resetting your password for email problems, but if you have questions about email accounts or computer access visit the IT Solutions Centre in TH218 for support or this link: https://www.uleth.ca/webtools/account_tools

MOODLE: <https://moodle.uleth.ca>

You will have access to Moodle for some of your courses and for the EAP program. Use your login information and click on long term courses.

USING EAP TO MEET THE ELP REQUIREMENT

Satisfactorily completing the Advanced level of the EAP program meets the English Language Proficiency requirements for the University of Lethbridge undergraduate studies. Note that it is your responsibility to ensure that you meet all the undergraduate entrance requirements and have a complete application submitted. If you are have any questions, please contact us to discuss.

EAP SCHOLARSHIPS

A limited number of \$500 scholarships are available for those who pass the Advanced level of EAP and move directly into full-time studies at the University of Lethbridge. Students with the highest averages in Advanced EAP are considered for this scholarship and will be contacted regarding their eligibility.

CONTINUOUS ENROLLMENT STATUS

For students admitted under the Conditional English Proficiency Admission route to undergraduate studies at the University of Lethbridge, you **must** maintain continuous registration in the EAP program during Fall, Spring and Summer Semesters until the ELP requirement is satisfied in order for you to maintain your conditional admission status, as outlined in the University of Lethbridge Academic Calendar Page.

HOW DO I APPLY FOR ADMISSION TO THE UNIVERSITY OF LETHBRIDGE?

If you want to apply for admission to the University of Lethbridge, speak to **Mimoza Bujupi** at the International Centre. She will contact Advanced level students regarding the application process at their ULeth email address.

Your application will be reviewed by Admissions in the Registrar's Office and they will contact you at the address you provided on your application if they require further documentation.

IMMIGRATION STATUS IN CANADA

<http://www.cic.gc.ca/>

It is your responsibility to ensure your immigration status in Canada follows the guidelines set out by CIC. This includes ensuring you have an up-to-date study permit/visa and that you are following the conditions of your study permit/visa. Note that not following these conditions can have serious consequences and can affect your study in Canada.



USEFUL INFORMATION

CELL PHONES

Many incoming international students choose to buy a cell phone while living in Lethbridge. To get the best price, you may have to pay for the phone up front and go on a monthly plan. The nearest outlet for the major cell providers in Canada is Park Place Mall – 501 1st Avenue South.

If you will be making a lot of long distance calls, we recommend that you buy an international phone card at Rockerman's (SU Food Court) or use online tools such as Skype rather than getting a phone plan that includes long distance minutes (which can be *very* expensive).

INTERNET

Wi-Fi is free on campus to all university students. On the Wi-Fi settings on your phone, tablet, or computer, select Guest@UofL or UofL. For UofL, you will have to login in with your username and password.

COMPUTERS

There are computers for student use in the library, university hallways or SU Food Court.

PRINTING & PHOTOCOPYING

Students can load money (“Bridge Bucks”) onto their student ID cards to pay for printing and photocopying (and other campus services). See this video for instructions: <https://www.youtube.com/watch?v=xoKqc577Xdg&feature=youtu.be>

HEALTH

For emergencies ONLY: Dial 9-1-1

UNIVERSITY OF LETHBRIDGE HEALTH CENTRE

SU020 403-329-2484

Please call or visit the Health Centre for appointment information. Appointments are available Monday - Friday. This is the best place to see a doctor. If you are not able to make an appointment at the Health Centre, there are several Walk-in Clinics available to the public.

WALK-IN CLINIC INFORMATION

Bigelow Fowler Clinic 403-327-3977
103, 2049 Mayor Magrath Drive South
Monday - Friday 5:00 pm - 8:30 pm
Saturday 10:00 am - 16:00 pm

Bigelow Fowler Clinic Westside 403-381-8444
30 Jerry Potts Blvd West
Monday - Thursday 5:00 pm - 8:30 pm

Campbell Clinic West 403-381-7000
160 Columbia Blvd W (by Shoppers Drug Mat)
Monday - Thursday starting at 5:00 pm
Saturday 10:00 am - 13:00 pm

Note: Walk-in clinics are usually in high demand so it's best to go early in order to see a doctor.

USEFUL CONTACTS

uLeth Toolkit: (Free App) Campus maps to help you get around, links to campus services, security features and more!

Library Guide to International Student Resources: Print and online resources including translations, international newspapers, cultural and academic guides for International Students: libguides.uleth.ca/content.php?pid=633586

Health Centre: www.uleth.ca/hr/health-centre

On-Campus (free) Counselling Services: www.uleth.ca/counselling/

Career and Employment Services: www.uleth.ca/ces

Computer Lab Hours: <http://www.uleth.ca/information-technology/resources/lab-resources>

Sport and Recreation Services: www.uleth.ca/sportrec

Security: L911 | 403-329-2345 | www.uleth.ca/security

Printing/Copy Centre: www.uleth.ca/printing

USEFUL WEBSITES FOR EAP STUDENTS

- The Phrasal Verb Page (useful for learning verbs):
<http://www.eslcafe.com/pv/>
- ESL Idiom Page - lists, definitions, and examples of many useful idioms:
<http://www.eslcafe.com/idioms/>
- Word A Day (learn a new word each day!):
<http://www.wordsmith.org/awad/index.html>
- ESL Slang Page - a wide range of slang words can be found on this site:
<http://www.eslcafe.com/slang/>
- The English Learner Movie Guides (movie plots are summarized and analyzed for vocabulary learning):
<http://www.eslnotes.com/>
- ESL Flow Guide - information and exercises on collocations: <http://www.eslflow.com/collocationandphrasalverbs.html>
- Phrasal Verb Demon - information about collocations:
www.phrasalverbdemon.com/collocationstheory.htm
- Watch Your Particles! Practice tests for ESL students:
<http://www.flo-joe.co.uk/cpe/students/tests/index.htm>