English Program Description

1. Enrolment:

- Provisional
- Conditional
- Full
- Continuance

**Provisional Enrolment** is for students who test elementary or lower before Aug 1st, 2013. These students will then enter a ‘Pre-English’. This is 180hrs of study designed to raise students to pre-intermediate level using *American Headway*, (Oxford) Bks 1 & 2. Students who pass this course may join the program on full enrolment.

**Conditional Enrolment** is for students who test elementary level after Aug 1st and students who failed ‘Pre-English’. This is 120hrs of study designed to raise students to pre-intermediate level using *Outcomes* (Cengage). Students who pass this course may join the program on full enrolment.

**Students who fail this class will be asked to leave the university for this year to study English and are invited to return next year.**

**Full Enrolment** is for students who test pre-intermediate level using ‘Outcomes’ (Cengage) and above ‘Language Leader’ (Pearson). These students may join the English program at the necessary level and progress with their academic courses.

**Continuance** is for students who have passed either intermediate level. The course continues with upper-intermediate level using ‘Language Leader’ (Pearson) and IELTS using ‘Focus on IELTS’ (Pearson).

2. Description

- The course has 5 levels. Elementary / Pre-Intermediate / Intermediate / Upper-Intermediate / IELTS.
- Each course is 8 weeks / 15hrs/week (120hrs).
• Each course is divided in 2 blocks of four weeks separated by mid-term exams.
• Each course has 18hrs of Self-Study. 14hrs supervised by a teacher and 4 hrs by the class leader.
• There will be 1 week break between each course.
• During this week tardy, low achieving and struggling students will be counseled by a review board chaired by the Academic Director and full-time staff.
• Total length for each level = 12 weeks.

3. Evaluation

• Each course has both mid-term and final exams.
• Each course also has a writing exam and/or writing assignments.
• Exams will take place together in a larger lecture room. *(if possible)*

*Assessment Breakdown:*

- Final = 40%
- Mid-term = 20%
- Speaking = 15%
- Writing = 15%
- Vocabulary = 10%

*Overall Passing Grade 70%*

• Review and Evaluation boards chaired by the Academic Director and full-time staff will be held in the week between each level to support students where necessary.

4. Failing Students

• Failing students will be first interviewed by the Review and Evaluation Board.
• Failing students will be allowed to repeat the 2nd half of the following course a maximum of 1 time.
• Repeat failure will lead to 2nd meeting of the review board where all academic progress at ITEC will be evaluated.
• Students who fail mid-term exams will be placed on a ‘watch-list’ to help support them through the 2nd half of the course.
5. Further Development

- ITEC will look into developing a computer language lab for self-study
- Standardized exams will be developed
- More student support will be developed such as individual tutorial time.