

Explore Program 2012



STUDENT HANDBOOK

May 28~ June 29, 2012

Purpose Statement for the Explore Program

Explore is a five-week intensive language-learning course. The purpose of the Explore Program offered at The University of Winnipeg is to provide English as a second language instruction to students who receive a bursary from the Council of Ministers of Education, Canada. The University of Winnipeg offers courses adapted to your level (beginner, intermediate, or advanced), as well as activities that allow you to meet with other students from across the country who wish to improve their English.

Some schools offer the possibility of transferring credits for the course you take, so check with the institution to which you wish to transfer your credits.

The goal of this program is to foster student learning of the English language by providing language experiences, which help students to:

- activate prior knowledge of the second language
- acquire, apply and integrate new information, processes and strategies in the second language in a natural context
- develop an appreciation for an additional culture within Canada
- increase their confidence using English

The Explore program mandate is carried out through a homestay experience, regular cultural activities and in-class instruction. In-class instruction includes morning classes at a number of proficiency levels, conversation classes and workshops covering a variety of topics of interest.

Administrative Contact Information

University of Winnipeg
English Language Programs
515 Portage Avenue
Winnipeg, MB
R3B 2E9

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Nigel Dixon	Acting ELP Program Director	982-1160	n.dixon@uwinnipeg.ca
(TBA)	Languages at Work Program Officer	(TBA)	(TBA)

Important Contact Phone Numbers

University of Winnipeg Security Office

786-9272

The security office is located on the Main Floor, Centennial Hall next to the main entrance (515 Portage Avenue). The security office will offer an escort to a bus stop or car within a reasonable distance of the university 24 hours a day upon request.

Weekly Class & Activity Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Activity	Morning Class 9:00 - 12:00	Morning Class 9:00 - 12:00	Morning Class 9:00 - 12:00	Morning Class 9:00 - 12:00	Morning Class 9:00 - 12:00	Activity
	Lunch 12:00 - 13:00	Lunch 12:00 - 13:00	Lunch 12:00 - 13:00	Lunch 12:00 - 13:00	Lunch 12:00 - 13:00	
	Conversation Class 13:00 - 14:00	Conversation Class 13:00 - 14:00	Conversation Class 13:00 - 14:00	Conversation Class 13:00 - 14:00	Conversation Class 13:00 - 14:00	
	break 14:00 - 14:15	break 14:00 - 14:15	break 14:00 - 14:15	break 14:00 - 14:15	Activity 14:15 - 17:15	
	Workshop 14:15 - 17:15	Activity 14:15 - 17:15	Workshop 14:15 - 17:15	Activity 14:15 - 17:15		
	Activity 17:30 - 21:00	Free Time	Activity 17:30 - 21:00	Free Time	Free Time	

- Attending your classes in the Explore Program is NOT OPTIONAL.
- All students are expected to be punctual arriving to class and attend all classes, workshops and socio cultural activities
- Attendance will be monitored at every class and socio cultural activity

Students in the Explore Program are required to speak English at all times.

This includes all classes, workshops and socio cultural activities!

Morning Classes: Monday to Friday

9:00-12:00

LEVEL 1

By the end of Level 1, you may be able to do some of the following:

SPEAKING

- Introduce yourself and ask about another person
- Give short directions
- Ask for and grant permission
- Request, accept and offer assistance
- Talk about a personal experience

READING

- Get key information from text
- Follow everyday written instructions
- Predict, guess new words in familiar context

LISTENING

- Follow directions
- Identify expressions in dialogues

WRITING

- Make only a few errors in grammar, spelling and punctuation
- Fill out forms with required information
- Use adequate vocabulary for a topic

LEVEL 2

By the end of Level 2, you may be able to do some of the following:

SPEAKING

- Introduce someone
- Handle basic phone situations
- Give simple directions
- Respond to warnings
- Express need, preference, satisfaction

READING

- Find information from complex directories
- Identify links between paragraphs
- Compare facts to make choices

LISTENING

- Identify facts in listening texts
- Follow instructions and directions

WRITING

- Use language and content that are appropriate for occasion and intent
- Convey a simple message
- Use simple structures with few errors in grammar

LEVEL 3

By the end of Level 3, you may be able to do some of the following:

SPEAKING

- Respond to small talk
- Indicate incomprehension
- Give spoken directions
- Give simple advice
- Use introduction, development and conclusion in presentation
- Express opinion

READING

- Follow common instructional text with pictures
- Identify type and purpose of text
- Identify factual details and inferred meanings in text (70-80%)

LISTENING

- Identify specific factual details in listening texts
- Respond to requests for facts and opinions relating to text

WRITING

- Convey message, reader can follow text
- Demonstrate good control of simple grammatical structures
- Provide an introduction, development, conclusion and adequate paragraph structure

LEVEL 4

By the end of Level 4, you may be able to do some of the following:

SPEAKING

- Open, maintain and close short formal conversation
- Formally introduce a guest speaker
- Clarify and confirm accuracy of information
- Use logical connectors
- Summarize and repeat back

READING

- Re-tell or summarize the story
- Relate sequence of steps in a cycle
- Identify purpose of text

WRITING

- Take notes and reduce written or oral information to important points/details
- Demonstrate good use and control of simple structures, vocabulary, spelling and punctuation
- Provide an introduction, development, conclusion and adequate paragraph structure

LISTENING

- Identify specific factual details in listening texts
- Identify mood/attitude of participants
- Follow sequence markers

Conversation Classes

Monday - Friday

13:00 - 14:00

(class times are subject to change)

- After the lunch break, the Morning classes will reunite from 13:00 to 14:00 for a Conversation Class.
- This class gives students more opportunities to practice conversational English.

Workshops

Monday and Wednesday

14:15 – 17:15

(class times are subject to change)

- On Mondays and Wednesdays, students will participate in workshops from 14:15 – 17:15
- Each workshop is designed to activate, apply and integrate the information, processes and strategies acquired through immersion in an English speaking environment.
- Students will have an opportunity to participate in each workshop through a class rotation system.
- A description of workshops will be offered on orientation day

Socio-Cultural Activities

Monday through Friday and Saturday & Sunday

Socio-cultural activities are planned in order to give you the opportunity to “put into practice” the language that you are learning in the classroom. Socio-cultural activities offer a number of benefits, such as:

Linguistic Benefits:

- Learning new vocabulary related to different activities.
- Talking to “Winnipeggers” and asking them questions about various subjects.
- Listening to different accents and practising your language skills outside the classroom.

Cultural Benefits:

- Visiting different places in Winnipeg and learning about the history and customs of other cultures.
- Learning that there is a relationship between language and culture.
- Learning that understanding the culture makes language learning easier.

Social Benefits:

- Feeling comfortable using English in a social setting.
- Trying new activities.
- Getting to know other students in the program while enjoying activities together.

**** The consumption of alcohol is prohibited at all Explore activities ****

Program Policies

ATTENDANCE AND PUNCTUALITY

Students are required to attend classes, workshops and all mandatory program activities. Students are also expected to be on time for their classes. Attendance is recorded throughout the program, in every class, workshop and activity.

- Students who arrive **up to 15 minutes** late for a class or workshop are marked **late**.
- Students who arrive **more than 15 minutes** late to a class or workshop will be marked as **absent** on his or her student record, even though they participate in the remainder of the class.
- **Four times late is calculated as one absence.**
- Students who regularly arrive late for class may, at the discretion of the instructor, be asked to leave the class. .
- Students who miss a class or workshop must explain their absence to their instructor.
- Students missing more than 12 hours of class time (ex. 2 morning classes and 2 workshops) without a doctor’s note **will not** receive a certificate of completion.
- Students missing 12 hours of the program will be required to meet with the Program Coordinator and the Director to discuss their status in the program. As

an outcome of this meeting, students may be placed on probation or be required to leave the program.

STUDENT CONDUCT

- English must be spoken at all times during classes, workshops, meals and socio-cultural activities.
- Sleeping, using cell phones, computers, and listening to ipods or other audio devices is prohibited while in class.
- Students who break these rules and whose behavior has been deemed disruptive to the classroom environment will be given a warning by their instructor or socio-cultural monitor and may result in disciplinary action. If the behaviour continues, the student will be asked to meet with the Program Coordinator to discuss their status in the program.
- Failure to adhere to these policies could result in a loss of certificate of completion and possible expulsion from the program.
- The University of Winnipeg is committed to providing a respectful environment in which to work and study. Therefore, harassment or intimidation will not be tolerated.
- Harassment is abusive, unfair or demeaning behavior directed at an individual or group. If students believe that they are being or have been harassed, they should talk to the Program Coordinator or contact the Harassment Office at 786-9161.

ACADEMIC MISCONDUCT: PLAGIARISM AND CHEATING

Plagiarism is using the work of another person as if it is your own. This includes information from books, magazines, academic journals, the Internet or another student. Plagiarism is a form of academic misconduct, and the penalties are severe for students who plagiarize. These penalties can include:

- a lower or failing grade on an assignment or test and a lower grade in a course
- withholding of certificate
- expulsion from the program

All instances of plagiarism will be documented and submitted to the Program Coordinator to be kept in the students' file. Information about the correct way to cite sources (to tell the person reading your assignment that you have used information from another writer) and avoid plagiarism can be found from your instructor or from the following internet site:

<http://libguides.uwinnipeg.ca/content.php?pid=5963&sid=40836>

Cheating is the attempt to gain an improper advantage on an assignment or test by one of the following means:

- copying another person's answer
- communicating with others on a test/exam to obtain, exchange, or impart information
- using materials not allowed during a test, such as notes, dictionaries or translators
- obtaining examination or test materials before they are officially available or through unauthorized sources.
- Students found guilty of cheating will receive '0' for that test/assignment by his or her instructor and will ***not*** be given the chance to re-write the test/assignment. If a student is found guilty of cheating a second time, he/she must meet with the Program Director.

USE OF ILLEGAL SUBSTANCES

- The University of Winnipeg has a “zero tolerance” for the use of any illegal substances by students while in our program
- Participants in the Explore Program will be expelled from the program if they are found to be using illegal substances.

LIVING ARRANGEMENTS

- As a condition of your CMEC Explore bursary, you are required to live with your homestay family for the duration of this program. This includes all weekends.
- Students are not allowed to make travel plans to leave Winnipeg while the Explore Program is in session
- The Council of Ministers of Education (CMEC) must give authorization for students to live elsewhere than with a host family during weeknights or on weekends.
- In special circumstances authorization can be given but only with consent of the Explore Program coordinator and the authorization of the Council of Ministers of Education (CMEC)

LANGUAGE POLICY

During the 2012 Explore Program, The University of Winnipeg has a strict English only policy.

- This policy insists that students speak English at all times while in class and at all Explore activities, whether on and off of campus. Our program ensures that the best possible opportunities are available for students to practice speaking English. You must make the most of these opportunities to maximize the language learning benefits during this 5 week Explore Program.
- Instructors and staff will use English as the language of communication with all students, at all times during classroom instruction and during planned activities. (*exceptions include: emergencies or situations where counseling in a first language is deemed necessary*)
- Students will also be expected to follow this rule when speaking to one another.
- There will be consequences for not following the rules and using your first language during the program.

Consequences, which will be strictly enforced by all instructors for infractions during class time include:

- 1ST infraction: **student receives a verbal warning.** A notation of your first offence will be made by your instructor and will become part of your student record.
- 2ND infraction: **student receives an extra assignment which must be completed and submitted to the instructor on the following day.** A notation of your second offence will be made by your instructor and will become part of your student record. Your instructor will advise the Program Coordinator of your misconduct.
- 3RD infraction: **student must meet with the Explore Program Coordinator.** This meeting will be arranged by your instructor based on your two time violation of the policy. Depending on the circumstances, you may be asked to leave the Explore Program. A notation of your third offence will be made by your instructor and the Program Coordinator and will become part of your student record.

EVALUATION

- The distribution of marks will be established by individual instructors and the program coordinator.
- Evaluation may be in the form of tests, presentations or written assignments, and participation.

GRADES

Upon completion of the program, all students are given a transcript with a grade, a letter that describes the classes in which the student has participated, and a University of Winnipeg Certificate of Completion. The grade will reflect the student's performance in Morning Classes, Conversation Classes, Workshops and Socio-Cultural Activities, and will include written work, tests, class participation, attendance, and any additional classroom activities used by the Instructors.

The distribution of marks is as follows:

Morning Classes:	60%
Conversation Classes:	10%
Workshops:	25%
Socio-Cultural Activities:	5%
	<hr/> <hr/> 100%

- Prior to receipt of the certificate of completion and transcript students are required to return their textbooks in the **same condition in which they were received**.
- Please be aware that students who fail to attend regularly, miss tests or do not complete assignments may be given a failing grade (below 50%).
- Students who have outstanding Homestay payments, telephone bills, and/or have caused damage in their Homestay and have not resolved the issue with their Homestay family will not receive their final letter, certificate and transcript until the issue has been resolved.

Miscellaneous Information

The Weather: Spring in Winnipeg

- The weather can change many times in one day. It can be very cool in the morning and very hot in the afternoon! If you can, bring a jacket and a small umbrella.
- When it is very sunny and hot, it is a good idea to put on sunblock /sunscreen before you leave your house. It is also a good idea to bring a hat. The most dangerous time to be in the sun is between 11:00am and 2:00pm.

Banking Information

- There is a Bank Machine located near the Security desk on the First Floor of Centennial Hall. There are branches for most major banks along Portage Avenue, within walking distance or a short bus ride from The University of Winnipeg.

Canadian Imperial Bank of Commerce (CIBC)

-1 Lombard (Portage and Main Street)

Royal Bank

-382 Portage Avenue

Toronto Dominion Bank (TD)

-201 Portage Avenue

Doctors, Medical and Counselling Services

If you need to see a doctor:

Some “Walk-In Clinics”, where you do not need an appointment:

Medi-Point Walk-In Clinic: located in Portage Place Mall (phone **944-0412**).

Broadway Medical Clinic: located at 676-B Portage Ave (phone **775-7607**).

For ongoing care students can try:

Four Rivers Medical Clinic: located at 647 Broadway (phone **786-8588**).

Misericordia Hospital: located at 99 Cornish (at the foot of the Maryland bridge).

For 24-hour medical advice, students can call:

Healthlinks (phone **788-8200**).

(Make sure you bring your Health card and photo identification when you visit a doctor. You will have to pay for the visit, but should be reimbursed when you return to your home province.)