



**ENGLISH
LANGUAGE
CENTRE**
V-EAP Student Handbook



Part 1: Virtual-EAP Program Important Information	4
Technical Requirements	4
Class Schedule	4
Student Identification	4
Part 2: V-EAP Program Details	5
English Language Centre Staff Contacts	5
Level Placement	5
Sample Class Schedule	5
Core Classes	6
Sample Core Class Evaluation and Assessment:	7
Focus Classes	8
V-EAP Academic Policies	9
Attendance	9
Plagiarism	9
English-Only Policies	9
Re-read Procedure	9
Repeating Levels	10
General Complaints	10
Expectations in the Virtual Classroom	10
Part 3: Program Policies	10
V-EAP Tuition Payment Policy	10
Refund Policy	10
Transferring To On-Campus and Degree Studies	11
Part 4: Campus Resources	11
English Language Centre Office	11
Wong International Centre	11
Library	11
Technical Support	11
Part 5: Sample Student Contract	12



Welcome to Acadia University

Dear Students,

My name is Sharon Churchill Roe, and I'm the Manager of the English Language Centre at Acadia University. On behalf of all the staff and instructors, I would like to welcome you to Acadia University and congratulate you on choosing our program. I know that your studies with us will be challenging and rewarding, and that you will bring away new skills, knowledge and memories.

To make your studies with us as successful and enjoyable as possible, we've put together lots of information that you will need. However, do not hesitate to approach the English Language Centre staff or your instructors for help with any questions that you have. You'll find everyone here very happy to help you.

Most importantly, enjoy yourself. During your studies, you will have the opportunity to learn new things every day. Take advantage of these opportunities as much as you can by attending all your classes, interacting with others in the online platforms and finding other ways outside of class to use your English skills.

Good luck in your studies.

Sharon Churchill Roe
Manager, English Language Centre
sharon.churchill@acadiau.ca
<http://elc.acadiau.ca>

PART 1: VIRTUAL-EAP PROGRAM IMPORTANT INFORMATION

TECHNICAL REQUIREMENTS

In order to register for Virtual-EAP, you need

- A laptop or desktop computer (It is **not** possible to complete this course on a mobile phone)
- A stable internet connection (broadband wired or wireless)
- Speakers and a microphone
- A webcam
- The latest version of Chrome 30+, Safari 7+ or Firefox 27+
- Basic knowledge of how to create documents in Word and Powerpoint

CLASS SCHEDULE

Term	Orientation and Placement Test Date	Term Dates
Fall 2020	September 15, 2020	September 21 – November 27, 2020
Winter 2021	January 5, 2021	January 11 – March 19, 2021
Spring 2021	March 30, 2021	April 5 – June 11, 2021
Summer 2021	June 15, 2021	June 21 – August 27, 2021
Fall 2021	September 14, 2021	September 20 – November 26, 2021

- Virtual Live Class Schedule
 - **April to October:** Mondays to Thursdays, from 12:00 to 15:00 UTC
 - **November to March:** Mondays to Thursdays, from 13:00 to 16:00 UTC

STUDENT IDENTIFICATION

Every student who enrolls in a program at Acadia University is given a student ID number. For example, 100123456. Your username is the last six digits of your ID number, plus the first letter of your family name. Please remember this information!

Name: Chris Pinetree
 Student ID: 100123456
 Username: 123456p

Set up your password: Go to this website to set your password. <http://central.acadiau.ca>
 Click on “Login” and then the “Forgot Password” link. Instructions will be emailed to you to your email address we have on file for you.

PART 2: V-EAP PROGRAM DETAILS

ENGLISH LANGUAGE CENTRE STAFF CONTACTS

Name	Title	Phone	Email
Sharon Churchill Roe	Manager	902-585-1471	elc@acadiau.ca
Susanne Campbell	Head Instructor	902-585-1437	susanne.campbell@acadiau.ca
Chad Warren	EAP Program Coordinator	902-585-1171	chad.warren@acadiau.ca

LEVEL PLACEMENT

CAEL, IELTS and TOEFL scores are accepted for placement within a program level. Students without a placement test score will be tested with the Acadia Placement Test (APT), which is offered on the Orientation and Placement Test date at the start of term. **The APT Fee is \$75.**

Foundations 1 or 2	Foundations 3 or 4	EAP 500	EAP 1000	EAP 2000	Bridging (On-Campus Only)
CAEL 10	CAEL 20	CAEL 30	CAEL 40	CAEL 50	CAEL 60
iBT 0-31	iBT 32-48	iBT 49-58	iBT 59-68	iBT 69-78	iBT 79-89
IELTS 3.5	IELTS 4.0	IELTS 4.5	IELTS 5.0	IELTS 5.5	IELTS 6.0
CEFR A1	CEFR A2	CEFR B1	CEFR B1+	CEFR B2	CEFR B2+
APT 0-24	APT 25-34	APT 35-44	APT 45-54	APT 55-64	APT 65-74

SAMPLE CLASS SCHEDULE

Each Virtual-EAP term is ten (10) weeks in duration. Classes are held Monday to Friday with a total of 25 hours per week. See below for a typical weekly class schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hour 1	Listening and Speaking Virtual Live Class	Independent work			
Hour 2	Reading and Writing Virtual Live Class	Independent work			
Hour 3	Pronunciation Focus Virtual Live Class	Grammar Focus Virtual Live Class	Research Focus Class Virtual Live Class	Research Focus Class Virtual Live Class	Independent work
Hour 4	Independent work	Independent work	Independent work	Independent work	Independent work
Hour 5	Independent work	Independent work	Independent work	Independent work	Independent work

- Twelve (12) hours per week will be delivered by an instructor in **Virtual Live Classes** (shown above in blue). Students are expected to be on time and prepared for class. Classes

will be hosted on an online platform (e.g. Zoom or Microsoft Teams) and will be recorded and made available after the class is finished.

- **April to October:** Mondays to Thursdays, from 12:00 to 15:00 UTC
 - **November to March:** Mondays to Thursdays 13:00 to 16:00 UTC
 - *This may be adjusted to meet the needs of most students. Please inquire.*
- The remainder of the time (13 or more hours) each week will consist of online **Independent Work** (shown above in yellow) as assigned by your instructors. This will include homework assignments, lectures, readings, research, and assessments. You will also have an opportunity to work in small groups with your classmates.
 - **Independent work** can be completed each day at a time that is convenient for each student.
 - Homework is often assigned during classes and must be completed before the next class. Be sure that your schedule allows for you to complete an extra 2-3 hours of work each day.
 - You are encouraged to schedule meetings and group work with your classmates during this time.
 - You may contact your instructors by email or schedule a video chat during this time.
 - Please refer to the website for term dates.

CORE CLASSES

There are two Core Classes in the V-EAP program: Reading & Writing (RW) and Listening & Speaking (LS). Core **Virtual Live Classes** are in hours 1 and 2 of your schedule from Monday to Thursday. You will spend at least 2 hours per day completing **Independent Work** from your core classes.

Level	Reading and Writing	Listening and Speaking
Foundations 1-4	There are four levels of the Foundations Program. In each level, you will study Reading and Writing, and Listening and Speaking. Each level has different objectives, based on the Canadian Language benchmarks (1-4) www.language.ca . Depending on your level of English when you start the program, it may take you more than one term to complete the Foundations program. When you complete Foundations 4, you will begin EAP 500.	
EAP 500	The objective of this course is to improve academic reading and writing skills. The focus will be on comprehension of short graded academic texts and reproduction of academic language in paragraph and basic essay form.	The purpose of this course is to prepare you for the listening and speaking tasks required for university success. You will practice first year university common speaking tasks such as group discussion, asking/answering questions, short presentations, and social conversational skills. You will develop your listening skills through a variety of exercises including listening to short academic lectures.

EAP 1000	The main objective of this course is to improve your academic reading and writing skills. The focus of the course will be on comprehension of short authentic and graded academic texts and reproduction of academic language in basic essay form.	The main objective of this course is to practice basic speaking and listening requirements within a university setting. You will listen to short academic lectures and find the main ideas and details. You will practice speaking tasks common to first year university classes including group discussions and presentations.
EAP 2000	The main objective of this course is to develop academic reading and writing skills. You will read academic texts on a variety of topics and practice critical reading and research. You will strengthen your academic writing skills. Development of grammar and vocabulary skills is also a primary focus of this course.	The main objective of this course is to practice basic speaking and listening requirements within a university setting. You will listen to short academic lectures and find the main ideas and details. You will practice speaking tasks common to first year university classes including group discussions and presentations.
Bridging (Only offered on-campus)	The main objective of this course is to refine academic reading, writing, listening and speaking skills that will be needed for first-year university classes. In this course, you will sharpen your research, academic writing, referencing, presentation, discussion, note-taking and critical thinking skills.	The main objective of this course is to practice basic speaking and listening requirements within a university setting. You will listen to short academic lectures and find the main ideas and details. You will practice speaking tasks common to first year university classes including group discussions and presentations.

SAMPLE CORE CLASS EVALUATION AND ASSESSMENT:

Reading and Writing:		Listening and Speaking:	
Class Participation & Attendance	10%	Class Participation & Attendance	10%
In-class writing (4)	20%	Unit Skills Tests (4)	20%
Skills test (2)	20%	Unit Lecture Tests (4)	20%
Critical Reading (2)	20%	Unit Projects (5)	15%
Major essays (2)	15%	Presentations (2)	20%
Final Assessment	15%	Final Assessment	15%

To pass a level, you must complete all components of the V-EAP program with no final mark lower than 65% in Reading and Writing, Speaking and Listening, and Focus Classes, and with an overall average of B (72.5%) or more.

Your final program mark will be calculated as follows:

- Reading and Writing Final Mark 45%
- Listening and Speaking Final Mark 45%
- Focus Classes Final Mark 10%

Upon successful completion of the level, you will receive a Final Report with grades and a Certificate of Completion emailed to you within five days of final exams.

FOCUS CLASSES

Focus classes are held in hour three, Monday to Thursday. You will study two or three different focus classes each term. The courses offered may vary each term, but the topics below are usually covered. If you study more than one term in V-EAP, you can expect to take each of these focus classes.

Focus Class Name	Description
Academic Research Skills	This course is designed to help students use their free time in a more productive way. It also discusses methods of studying and gives the students skills so that the student can be more successful.
Communication Skills	This course is designed to improve the student's ability to communicate better in English. Students practice skills to allow them to be more confident speakers and, thus, use the language more often.
Listening and Note-taking Skills	This course gives students the opportunity to practice listening and note-taking skills. Students will develop their skills by listening to various academic lectures and talks, which will prepare them for future academic study in credit courses.
Grammar	This course is designed to teach specific grammar so that students will understand the organization of the language better and, as a result, be a more accurate speaker and writer.
Pronunciation	This course gives students confidence in speaking by striving for accurate, intelligible communication. Students will develop their pronunciation skills through individual and group practice.

Sample Focus Class Assessment

Attendance and participation	20%
Homework	30%
Assessments (3-5)	50%

V-EAP ACADEMIC POLICIES

ATTENDANCE

1. Regular and punctual attendance is encouraged for all students in Virtual Live Classes. You can expect to learn English more quickly by attending classes and interacting with your peers and instructor.
2. Classes will be recorded and made available to students.

PLAGIARISM

1. Plagiarism is using someone else's ideas or words as your own, without giving credit to the original source. This could be in the form of copied sentences, copied ideas.
 - a. Having a friend write a paper for you or using someone else's as your own.
 - b. Copying large amounts of information from websites or books.
 - c. Downloading or buying a term paper from the web.
2. Detecting plagiarism
 - a. If it is believed that a student did not write the paper he or she submitted, the student may be asked to explain the meaning of specific sections of the text that the teacher believes has been plagiarized. If students are unable to provide a clear explanation, the work will be considered plagiarized.
 - b. Turn-it-in will be used for the submission of major assignments. If Turn-it-in detects that a substantial portion of a paper has been copied or improperly cited, the work will be considered plagiarized.
3. Students may be asked to resubmit work that has been plagiarized. Penalties for plagiarism are based on the severity and occurrence of plagiarism, and may include deductions in marks for that assignment.

ENGLISH-ONLY POLICIES

1. English should be the only language used in class.
2. Students must conduct research for class assignments in English. Materials cited must always be English sources.

RE-READ PROCEDURE

If a student feels that an exam (midterm or final) or major essay has been marked unfairly, they should first discuss this with their instructor. If the student is still dissatisfied, he or she may request a re-read for a fee of \$10. This request must be made within 3 days of the exam or essay being returned to the student. Please note: The re-read grade is final. The original grade is forfeited when a re-read is requested.

REPEATING LEVELS

If a student does not meet the expectations for the level, they will be required to repeat the course. Students who fail a level will be placed on Academic Support. While on Academic Support, students will meet with their assigned supervisor on a weekly basis to report on progress in the level.

GENERAL COMPLAINTS

General complaints regarding the program may be brought to the attention of a student's instructor, the Head Instructor or Program Manager elc@acadiau.ca, depending on the nature of the complaint. In any case, the complaint will be dealt with promptly and respectfully in reference to university policies and the needs of the student.

EXPECTATIONS IN THE VIRTUAL CLASSROOM

Our program offers a strong EAP curriculum that will prepare you for academic study at Acadia or any English-speaking university. While you are a student in our program, we expect you to follow our guidelines and policies surrounding your studies. Policies apply equally to all students without exceptions.

It is your responsibility to attend classes, participate in classroom activities and discussions, complete all quizzes, tests, exams and in-class assignments, and submit all assignments on the dates they are due. Doing this will enable you to be successful in our program.

PART 3: PROGRAM POLICIES

V-EAP TUITION PAYMENT POLICY

Tuition and student fees must be paid at the beginning of each term before classes start.

Application Fee:	\$125 (non refundable)
Tuition:	\$4280 (per 10-week term)
Acadia Placement Test:	\$75

Tuition can be paid by:

- Telegraphic transfer
- Western Union Wire Transfer

See this website for more information: https://financial-services.acadiiau.ca/How_to_Pay.html

REFUND POLICY

Up to the first day of classes	100% refund of tuition fees
Up to 4 days after the start of classes	80% refund of tuition fees
More than 5 days after the start of classes	No refunds

TRANSFERRING TO ON-CAMPUS AND DEGREE STUDIES

Students enrolled in the Virtual-EAP Program may transfer to the On-Campus EAP program at any point in their studies. All levels of the V-EAP program are also offered in the On-Campus program. We will provide you with a Letter of Acceptance that you will be able to use in your Study Permit application. For information about study permits, please see this website:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

We encourage all students who complete the V-EAP 2000 level to come to Acadia University Campus to complete the EAP 3000 Bridging Level. After completing EAP 3000 Bridging, you will be eligible for direct entry into a degree program without the need for further language testing. If you would like help applying for a degree program, we are happy to connect you with an Acadia University Enrollment Advisor.

PART 4: CAMPUS RESOURCES

ENGLISH LANGUAGE CENTRE OFFICE

The English Language Centre Office can be reached by email elc@acadiau.ca or through our website: <http://elc.acadiau.ca>

We can help you with many things:

- V-EAP program information
- Help with paying your fees
- Information about transferring to on-campus studies
- Letters of Enrollment and Transcripts

WONG INTERNATIONAL CENTRE

The Wong Centre can be reached by email: international@acadiau.ca or through their website: <https://www2.acadiau.ca/international.html>. Here are some of the things they can help you with:

- Study Permit questions
- Information about life in Wolfville

LIBRARY

Check the library website for the different services they offer to students (<http://library.acadiau.ca/>) You can access the library resources online by signing in to their website with your Acadia Username and password.

TECHNICAL SUPPORT

Acadia University has knowledgeable and qualified staff that can help you with any questions or problems that you may have with your virtual course. Ask your instructor, or contact open.acadia.support@acadiau.ca

PART 5: SAMPLE STUDENT CONTRACT

A **Student Contract** must be completed by all students enrolling in a language program registered with the *Language Schools Act*. This contract must be signed before you begin your classes. This contract will contain the following information:

- A list of all the fees you will need to pay
- An outline of the course content
- A copy of all the Program Policies
- Information about the Language Schools Act

A copy of this contract will be kept in your student file. Please keep your copy.

VIRTUAL ENGLISH FOR ACADEMIC PURPOSES (V-EAP) PROGRAM CONTRACT CONTRACT BETWEEN

Your Name Here

Local address:

Local telephone
number:

Email address:

Permanent address
(home country):

Home telephone
number:

AND

English for Academic Purposes Program

Acadia University, English Language Centre
26 Crowell Drive, Wolfville, NS
Phone: 902 585 1471
Email: elc@acadiu.ca

V-EAP PROGRAM INFORMATION

Term:

Start Date:

End Date:

***Dates for future terms can be found on the website <http://elc.acadiu.ca>**

PROGRAM PREREQUISITES

In order to be eligible to study in the V-EAP Program, students must be 18 years of age or older. If under the age of 18, a guardian's consent must be obtained. Students must also meet the technical and schedule requirements as outlined in the student handbook.

FEES

Application Fee (non-refundable)	\$125
V-EAP term (all levels)	\$4280
Acadia Placement Test (APT)	\$75

Payment Schedule: All fees are to be paid before classes begin for the term.

REFUND POLICY

Up to the first day of classes	100% refund of tuition fees
Up to 4 days after the start of classes	80% refund of tuition fees
More than 5 days after the start of classes	No refunds

Withdrawal forms can be found on our website. If you are eligible for a refund it will be processed with 10 days. Refunds are processed by the method you paid or by credit on your student account.

STUDENT HANDBOOK

Each student will receive a copy of the V-EAP Student Handbook which outlines the following information:

- Program details
- V-EAP Academic and Program Policies
- Important Information

PROVINCIAL RULES AND REGULATIONS

The English Language Centre at Acadia University is licensed by the Province of Nova Scotia to provide language training to international students. It is bound by the rules and regulations established by the province of Nova Scotia, Labour and Advanced Education. For specific information, please follow the links below.

Language Schools Act: http://nslegislature.ca/legc/bills/61st_5th/1st_read/b057.htm

Language School General Regulations:

<http://www.novascotia.ca/just/regulations/regs/langschgen.HTM>

Language School Accreditation and Accountability Regulations:

<http://www.novascotia.ca/just/regulations/regs/langaccred.htm>

DECLARATION: «FIRST NAME» «LAST NAME»

1. I certify that, prior to signing this contract, I have been provided with the following:
 - An outline of the program content
 - A list of all program fees and payment schedule
 - A copy of the program policies (Student Handbook)
 - Information about the Language Schools Act
2. I understand and agree to the terms, conditions, policies, rules and regulations of the English Language Centre's V-EAP Program described in this contract and in the Student Handbook.
3. I understand that International Students are entitled to make a complaint respecting the delivery of the contracted program, to the Director of the Private Career Colleges Division, Nova Scotia Department of Labour and Advanced Education.

Name: _____

Student ID: _____

Signature: _____

Date: «Orientation Date»**DECLARATION: ACADIA UNIVERSITY**

1. I certify that, prior to signing this contract, the Student Applicant has been provided with the following:
 - An outline of the program content
 - A list of all program fees and payment schedule
 - A copy of the program policies (Student Handbook)
 - Information about the Language Schools Act
2. The Student Applicant has been advised of, and meets the prerequisites for admission to the accredited program.
3. The Student Contract and Student Handbook have been fully explained to the Student Applicant, and the Student has acknowledged full understanding of all terms, conditions, policies, rules and regulations of the English Language Centre's V-EAP Program associated with the fulfillment of all contractual obligations of both parties.
4. A program certificate will be issued to the student no later than 30 days after the International Student has completed the accredited program, met all conditions in the contract, and has an account in good standing.

Name of Acadia Representative: _____

Signature of Acadia Representative: _____

Date: «Orientation Date»