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 = 12weeks.

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.