**Class**

**Fall 2020**

|  |  |
| --- | --- |
| Instructor:  | Email:  |
|  | Phone:  |
| Office Location:  | Office Hours:  |
| Session dates: August 24- December 4, 2020 | Exams: November 23-24, 2020 |
| Class times: Mon & Wed, Fri T & TH  | Class location: Room Zoom |

**Safety**

Students, faculty and staff are required to follow all safety guidelines regarding COVID-19 at all times. For more information, visit: <https://erau.edu/coronavirus>

Emergency: Call 911 and ERAU Security--386-226-7233 (SAFE)

Non-emergency: Call 386-226-6480

**Course Description and Objectives**

Course Description:

Course Objectives:

Student Learning Outcomes:

**Required Technology:**

* Internet connection
* Laptop or tablet that is Zoom and Canvas compatible
* Most recent version of Google Chrome or Safari
* Speakers and microphone (headset)
* Webcam

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**Grading Scale**

|  |  |
| --- | --- |
| Scale | Total 100% |
| A: 90% - 100% |  |
| B: 80% - 89% |   |
| C: 70% - 79% |   |
| D: 60% - 69%  |  |
| F: 0% - 59%  |  |
|  |  |
| Grades below 70% will not be rounded up. |  |
| Grades <70% are not passing.  |  |

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**Class Policies**

Late Assignments:

Make-up Tests:

Students must earn a minimum of a 70% in order to pass any ERLI course. Students who earn a grade below 70% must repeat the course.

**ERLI Policies**

Grade Appeals: Every effort is made by the ERLI instructors to grade students in a fair and consistent manner.  However, students may appeal a final grade assigned to them by the instructors.  Students may appeal grades only if there is a mistake in calculations of the grade, or there is a major change in class policies. Usually, appeals challenging the academic judgement of the instructor are not acceptable.  If the instructor and student are unable to resolve the issue, the grade appeal will come to the director.

### ERLI’s Attendance Policy, Fall 2020

Our goal at the Embry-Riddle Language Institute (ERLI) is to help students learn English and prepare for a successful career at Embry-Riddle Aeronautical University or any other university. Attendance and participation are very important to the success of any student and are expected of all students in ERLI.In other words, attendance is *mandatory*.

During fall 2020 semester, students can attend classes in person\* at Daytona Campus or attend classes remotely via Zoom during Eastern time. However, all students must log into Zoom in each class meeting. Students who come to campus must bring their laptop/tablet so that they can log in. All work in classes and for the classes will be completed electronically. There are no paper copies and no materials may be shared.

\*In some instances it is mandatory for students to attend in person to maintain their immigration status.

**ERLI students who start courses in August are allowed to miss 9 class meetings for each course they take during the fall semester. Missing more than 9 class meetings means the student earns an “F” for the course. Additionally, students must attend class to maintain their immigration status if they are in the United States. Failure to attend class may affect students’ immigration status.**

Students will be marked absent if they:

* do not log into Zoom
* do not have their camera on
* log in but do not respond when the teachers calls on them
* log in but do not participate in a meaningful way in activities
* log in more than 15 minutes late
* come to class in person but do not have required technology\*

Instructors take attendance every day, and report the attendance to the ERLI administration. *Please remember that successful students come to class, every day, on time!*

ERLI does not have “excused absences".  Students should not schedule meetings, such as with academic advising, admissions, Student Financial Services, IELTS or TOEFL tests etc., during class. When students miss class for illness, they will be marked absent and will be responsible for the work missed. It is always a good idea to let your teacher know in advance if you need to miss class.

\*Students must have required technology even when attending class in person. Paper materials are not used and materials cannot be shared. Students must maintain social distancing and adhere to all safety rules.

**Code of Conduct Policy:**

* Embry-Riddle values diversity and inclusion. We believe in a community where all members are welcome and individuals and groups are free from harassment.
* ERLI students are subject to ERAU Student Code of Conduct.
* Each student at ERLI has a right to an undisrupted learning environment.
* Disruptive students will be asked to leave class and marked absent. Disruptive behavior includes but is not limited to: coming late to class, not doing what the teacher asks, using cell phone without teacher’s permission, sleeping in class, not using English when required, etc…
* Code of Conduct violations may lead to a dismissal from the program.

### Student Responsibilities for Fall 2020 ERLI Classes

Learning English remotely is different from meeting in a regular classroom. It is important that all students continue learning, and to do so, they deserve an uninterrupted learning environment. We can all contribute to this by following some simple rules. Due to safety concerns, materials may not be shared and teachers will not provide paper copies. Each student must have his/her own electronic device to log into Zoom and complete all work.

**Rules for Classroom Conduct:**

* Login before class starts
	+ If you have connection issues, notify your teacher as soon as possible
* Be responsive during class—this means, answer when your teacher calls on you
* Participate when you are assigned in a group
* Ask questions when you don’t understand—use “Raise Hand” feature to ask a question
* Dress like you would for an in-person class
* Use English
* Be in a quiet place
* Be mindful about interrupting
* Mute your mic when not talking

**Rules for Quizzes, Tests, and Assignments**

* All work must be student’s own work.
* Unless directed otherwise, students must:
	+ sign into Zoom and turn on their camera.
	+ keep their camera on and not paused at all times.
	+ respond when the teacher calls on them.
	+ raise their hand to ask a question.
	+ start the task within 5 minutes from the time task opens.
* The test will stop if students:
	+ start the test and then turn off their camera or
	+ leave the Zoom classroom.
* Students will earn a zero (0) if they:
	+ do not come to the Zoom classroom or
	+ come to Zoom BUT do not turn on their camera or
	+ do not follow test rules.

**ERLI Recommendation for Academic Study:**

Students can earn ERLI recommendation for academic study in two ways:

* Successfully complete all highest level core courses and current ELB course with C or higher.

OR

* Attain minimum score of 6.0 in IELTS, 79 in TOEFL iBT, or Duolingo 105 *and* complete their current ERLI semester with 2.0 GPA or higher.

Students should also confirm with International Admissions that they have met all other admission criteria. Please email intladms@erau.edu to make an appointment.

**ERAU Polices**

Academic Integrity Honor Statement (please read and explain to students): ERLI is committed to fostering a culture of intellectual honor and ethics and considers academic dishonesty a very serious offense.  Such offenses include, but are not limited to: cheating (accepting unauthorized assistance in preparing assignments), fraud (gaining unfair advantage through deceit, trickery, or falsification of records), plagiarism (taking the ideas, writing, words, and/or work of another and representing them as one’s own without appropriate acknowledgment), or self-plagiarism (submitting the same paper to two different instructors in separate classes for credit). A student who cheats, commits any form of academic fraud, or plagiarizes in a class, will receive sanctions ranging from a zero (0) for the work in question to expulsion from the University.

Smoking: ERAU is a tobacco-free campus. Smoking on campus is not permitted. Students who are caught smoking may face Honor Code hearings.

Disability Support Services: Persons with disabilities **can and do succeed** in their pursuit of higher education. The mission of Disability Support Services is to guide and support institutional compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act to ensure equal access for students with disabilities of the Daytona Beach and Worldwide Campuses.

The University acknowledges the confidential nature of students’ disability-related information and records and ascribes to the federal guidelines (Section 503 of the Rehabilitation Act and Title I of the Americans with Disabilities Act) that mandate control of and restrict access to such information. Note: Unless specifically contraindicated by another title, the confidentiality requirements of Title I of the ADA apply to all titles.

<https://daytonabeach.erau.edu/about/disability-support>

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**Calendar of Important Dates and Assignments**

November 11 Veterans Day - No Class

November 25-27 Thanksgiving Break-No class

[*https://daytonabeach.erau.edu/international-programs/language-institute/calendar*](https://daytonabeach.erau.edu/international-programs/language-institute/calendar)

***\*Due to unexpected weather conditions, such as hurricanes, ERLI classes might be in session for additional days. Plan on staying in the area for at least 2 more days after the final exams are over.***

***This syllabus is tentative and subject to change.***

Page Break