**Course Name**

**ERLI Course Number**

**Spring 2020**

|  |  |
| --- | --- |
| Instructor:  | Email:  |
|  | Phone: |
| Office Location:  | Office Hours:  |
| Session dates: | Exams: |
| Class times: Mon & Wed  Tue & Thu | Class location:  |

**Safety**

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

Non-emergency: Call 386-226-6480

**Course Description and Objectives**

Course Description: XXX

Course Objectives: XXX

Student Learning Outcomes: XXX

Required Materials**:** XXX

Textbooks:  Each student must purchase his/her own textbook from the bookstore or online.  Used textbooks must not have any writing in them.

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**Grading Scale**

|  |  |
| --- | --- |
| Scale | Total 100% |
| A: 90% - 100% | In-Class Activities XX% |
| B: 80% - 89% | Quizzes XX% |
| C: 70% - 79% | Homework XX% |
| D: 60% - 69%  | Final Exam XX% |
| F: 0% - 59%  | Etc. |
|  |  |
| * Grades below 70% will not be rounded up.
 |  |
| * Grades <70% are not passing.
 |  |

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**Class Policies**

Late Assignments: XXX

Make-up Tests: XXX

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.

Attendance Policy: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 is expected of all students in ERLI.

* Attendance is mandatory.
* ERLI students are allowed a cumulative total of **44 hours** of absence per semester (not per class!). Students who start at mid-term are allowed a cumulative total of 22 absence hours.

ERLI students who are enrolled in fewer than five (5) classes have different attendance requirements.

The table below shows the absence hour limit for students taking fewer than five classes at ERLI.

|  |  |
| --- | --- |
| Number of Classes | Limit Absence Hours |
| 5 | 44 |
| 4 | 32 |
| 3 | 24 |
| 2 | 16 |
| 1 | 8 |

* Students who exceed the given absence limit will be dismissed from the ERLI program. In addition, they will have their I-20s terminated and their conditional acceptance revoked.
* There are no excused absences. When a student is not in class, he/she will be marked absent.
* Students who arrive more than 10 minutes late for class will not be allowed in and will be marked absent. Students should make arrangements before class if there is a special situation.
* Students are responsible for the work they miss during an absence. Students are responsible for knowing the policy for make-up work for each instructor.
* Attending class is a requirement for international students to maintain lawful immigration status.
* Successful students come to class, every day, on time.
* Students with excessive absences may be dismissed from the program.
* Students must continue attending class even after earning a minimum TOEFL or IELTS score.
* Returning students cannot enter at mid-term start dates.

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.

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 or 79 in TOEFL iBT, *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.

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**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**

**Important Dates**

January 10, 2020 ERLI classes begin

January 20, 2020 **No Class - MLK Jr. Day**

February 17, 2020 No Class – Presients Day

February 24, 2020 No afternoon classes

February 25, 2020 No classes for full term students

March 9-13, 2020 No Class- Spring Break

April 24, 2020 No Class- Study Day

April 27-28, 2020 Final Exams

*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.***

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**Tentative Assignment Calendar**

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