**Class**

**Spring 2022**

|  |  |
| --- | --- |
| Instructor: | Email: |
|  | Phone: |
| Office Location: | Office Hours: |
| Session dates: January 12 – April 26, 2022 | Exams: April 25-26, 2022 |
| Class times: Mon & Wed  T & TH  F | Class location: Classroom |

**Safety**

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 Materials:**  XXX

\*\*\*Students should bring a laptop or tablet to every class. Students who do not bring a laptop or tablet must print out class materials daily from Canvas. \*\*\*

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

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**Grading Scale**

|  |  |
| --- | --- |
| Scale | Total 100% |
| A: 90% - 100% |  |
| B: 80% - 89% | Add grading categories here! |
| 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**

**Turning in Assignments:** Spring semester is very intensive, and it is crucial to meet deadlines to be successful in class. Unless otherwise specified, assignments must be turned in on Canvas by the due date and time set by the instructor.

**Grades and Comments:** Students can see their grades and feedback on assignments on Canvas. Students are encouraged to check grades and comments regularly and contact their instructor as soon as possible with questions they may have.

**Final Exam Comments:** Final exam grades and comments will be available for review by making an appointment with the instructor.  Appointments must be made within one week of the final exam.

**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.

**Coursework Assignments:** Throughout the semester, you will be given several homework and classwork assignments to practice different skills. Not all assignments will be counted towards your final grade. Students are expected to do their personal best on all assignments assigned as homework or classwork.

**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 for 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, Spring 2022

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.*

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 are responsible for the work they miss during an absence. Students are responsible for knowing the policy for make-up work for each instructor.
* Students who miss more than 10 minutes of class will be marked absent. This includes arriving late. For example, if a student arrives 3 minutes late and steps out of class for 12 minutes, they 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.
* Successful students come to class, every day, on time.
* Students must continue attending class even after earning a minimum TOEFL, Duolingo, Cambridge or IELTS score.
* Returning students cannot enter at mid-term start dates.
* Always speak with your teacher or ERLI administration if you have questions or concerns about attendance.

**Policy on Tardiness**

The primary goal of a student in ERLI is the pursuit of becoming a successful student. Successful students come to class prepared and on time. Tardiness is disruptive to the learning environment and can have a negative impact on student overall success. A student will be considered tardy when they arrive to ERLI after the beginning of the class or is not in the assigned classroom at the official beginning of a class period. A student, who comes to class late, will be marked tardy. Students who arrive more than 10 minutes late will be marked absent.

**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 a minimum score of 6.0 in IELTS, 79 in TOEFL iBT, Duolingo 105, or Cambridge 170 *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](mailto: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 smoke on campus 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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|  |  |
| --- | --- |
| January 12, 2022 | First Day of Classes |
| January 17, 2022 | Martin Luther King Jr. Day - No class |
| February 21,2022 | Presidents' Day – No class |
| February 28, 2022 | Mid-term Placement Test and Orientation - No class for full-term students |
| March 1, 2022 | Mid-term First Day of Class - No class for full-term students |
| March 14-18, 2022 | Spring Break - No class |
| April 22, 2022 | Last Day of Classes |
| April 25, 2022 | Writing and Reading Finals |
| April 26, 2022 | Grammar and Listening/Speaking Finals |

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

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

Page Break