

English Language Institute (ELI)

English for the Global Citizen

Student Handbook

Developed by



THE UNIVERSITY OF BRITISH COLUMBIA

Continuing Studies

Contact Us

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How to Find the ELI on Campus

Map: maps.ubc.ca (search for the English Language Institute with the “keyword” option selected)

This program handbook is current as of February 2017. Note that future editions of this program handbook may contain changes to program requirements and policies.

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Programs Offered At The ELI

The ELI offers a variety of English language training programs:

English for Academic Purposes (EAP) For more information: eli.ubc.ca/eap

Intensive English Program (IEP) For more information: eli.ubc.ca/iep

English for the Global Citizen (EGC) For more information: eli.ubc.ca/egc

English for Business Program (EBP) For more information: eli.ubc.ca/business

English Plus Program (EPP) For more information: eli.ubc.ca/epp

Conditional Admission Program (CAP) For more information: eli.ubc.ca/condadmission

Program Information

The English for the Global Citizen (EGC) program provides instruction and daily practice in listening, speaking, reading and writing in the context of communicating ideas about sustainability, global citizenship and civil society.

The focus is on sharing ideas and making connections in order to learn English and increase confidence; students' diverse socio-cultural backgrounds and experience are essential. Depending on student interest and need, topics will be selected from the following inspiring themes:

- cross-cultural communication
- the politics of food
- media and technology
- Canadian society
- climate change
- employment
- living in communities
- environment
- the consumer
- world community.

You may choose to study mornings only, or both mornings and afternoons.

After an initial speaking and listening test, you are placed into a class with other students at a similar level, so you feel both comfortable and challenged. You receive a final attendance

certificate (see page 4). Except when requested under special circumstances, there are no compulsory exit tests or assessments in this program.

Morning Classes

Morning classes are from 9am-12:30pm, Monday to Friday.

Morning classes focus on improving speaking, listening, reading and writing skills. You learn and practise vocabulary and expressions, grammar, pronunciation and communication strategies for different social and academic situations.

English skills are refined through class activities and discussions of topics of interest on a variety of global issues. Specialized instructors provide language support and opportunities to explore current global themes through group activities, role-plays, discussion and presentations, guest speakers, field trips, and many more dynamic and interactive activities.

Afternoon Classes

Afternoon classes are from 1:30pm-3:45pm, Monday to Thursday.

Afternoon classes are for full-time students. Increase your confidence by working in groups and making presentations. Accuracy and fluency of targeted vocabulary and grammatical skills are demonstrated while you plan, research and present projects related to global citizenship. All of this work helps you to practise speaking more clearly and fluently.

Learner-centred and task-based activities and projects allow you to collaborate with other students under the direction of experienced language teachers. Benefit from one-on-one instructor feedback during project work and after presentations.

Some examples of projects:

- prepare photo essays and videos
- make formal and less formal presentations
- participate in panel discussions
- take part in debates
- perform role-plays
- create and present poster presentations
- design and present models, newspapers, magazines.

The goal is to take an active, hands-on approach, building English skills while performing meaningful, real-world tasks.

Attendance Certificates

At the end of the English for the Global Citizen program, you will receive an attendance certificate which shows your attendance hours.

ELI Policies

English Only Policy

The ELI is an English only zone. All students benefit from being in an English immersion environment.

There is a 3-step warning system.

At the ELI you are always encouraged and supported to speak English.

Students should remember to update their mailing addresses with Student Services before they leave the program.

Attendance and Participation Policy

calendar.ubc.ca/vancouver/

Within the UBC Academic Regulations, ELI instructors set their own attendance policy which will be made clear to students.

If you are sick you must let your instructor(s) know as soon as possible by calling their office phone number or sending them an email.

Refund Policy

eli.ubc.ca/apply/policies

All application fees and program deposits are non-refundable. If you would like a refund for the balance of your fees, you must contact the Registration Office (located in the lobby of the ELI building). Requests to withdraw from a program must be made in writing to the ELI and require a brief explanation for the withdrawal. This policy also applies if you are asked to leave the program.

UBC Policy on Plagiarism

calendar.ubc.ca/vancouver/

When registering at UBC, all UBC students promise to follow the UBC Policy on Plagiarism. Plagiarism is a form of academic misconduct in which an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writing of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices.

Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, and ideas of the author incorporated in an essay. Complete plagiarism exists when an entire essay is copied from an author, or composed by another person, and presented as original work. (Students in doubt as to what constitutes a case of plagiarism should consult their instructor.)

ELI Student Services

Advising

The Head Instructor, Short-Programs offers support to students in cases of academic and cultural adjustment. The office phone number is 604.822.1517.

Student Study Centre (SSC) at the ELI

This is a place where you can work quietly in a computer-equipped room.

SSC HOURS:

Open Monday to Thursday 8am-4:30pm, open Friday 8am-3:30pm.

- The English only policy is in effect.
- No food or drinks are allowed.
- SSC computers shut down 10 minutes before closing.
- In Labs A, B and C, computers are for English only.
- In the Common Use (middle) area, you may use these computers to read and send emails in languages other than English.
- Have your ELI identification cards with you at all times for access to the SSC.
- Save your work on a USB or network drive.

To print:

- save your document with a meaningful name (e.g., NellieMcClung_600SL_week1)
- click on File>Print>OK
- go to the print station beside the copier
- log in using your ELI student # and your Date of Birth (DOB) in YYYYMMDD format
- select your document and click Print.

You will be automatically given a \$5 credit at the start of term. If you use this up, you can buy credit for 50 prints for \$5 at the SSC front desk. Your instructor can also print for you when you have class time in an ELI lab.

For photocopying and scanning please see the SSC staff. If you have any problems or need any help, please ask any of the staff in the SSC office for assistance.

Student Library at the ELI

This is a free library for students to use at the ELI.

ELI Student Card

On the first day at ELI, you will receive your ELI student card. Please have your white ELI card with you at ELI.

UBC Student ID

Your instructors will inform you when you can pick up this card.

UBC Library Card

If you are interested in getting the UBC library card, the cost is \$40. Please ask in the ELI administration office for more details.

Fitness Centre/Swimming Pool

UBC Bird Coop 6000 Student Union Blvd www.birdcoop.ubc.ca

UBC Aquatic Centre 6121 University Blvd www.aquatics.ubc.ca

Health and Wellness

Medical Insurance

You are required to have UBC ELI's insurance iMED to enrol in UBC ELI programs. <http://students.ubc.ca/livewell/health-insurance/imed>

Medical and Dental Clinics

Clinics are for general health concerns.

Hospital emergency rooms are for serious cases and emergencies only.

Call 911 for life-threatening emergencies requiring immediate help.

To find a dentist near you: <http://www.bcdental.org/yourdentalhealth/findadentist.aspx>.

Campus Safety

Safewalk

Please do not walk alone on campus at night. The UBC Alma Mater Society (AMS) will send you a co-ed team of walkers to accompany you to your destination.

If you need them, call 604.822.5355.

You can also use a UBC blue phone and ask for Safewalk.

Blue Phones

security.ubc.ca/campus-blue-phones/

You will find blue phones at various locations around the campus. They are available 24 hours, 7 days a week and can be used for emergencies, directions and assistance.

Push the button once and you will be connected to the Campus Security dispatcher. For emergency situations, dial 911 directly if you have a phone available.

Personal Security

Note the following important numbers:

UBC AMS Safe Walk 604.822.5355

UBC Risk Management Services 604.822.2029

Fire/Earthquake Safety

In the case of a fire or earthquake, look on your classroom wall for a map to the nearest exit. Follow your instructor's instructions. Clear the building quickly and calmly.

Culture Shock

Some students have difficulty adjusting to Canadian culture. If you have this feeling, please speak to our student advisor in Room B204 in the administration area of the ELI building.

Information for all Faiths

There are various resources and places on the UBC campus for people of different faiths. students.ubc.ca/livewell/topics/spirituality

Prayer Space at ELI

Room B210F (for men) and Room A210F (for women) in the ELI Building have been made available as prayer spaces and are available to all students, Monday-Friday between 8am and 5:30pm.

Please note: English only rules apply when you are not praying.

Life at ELI

Food Services

On Campus

food.ubc.ca/places-to-eat/

There are many cafeterias, coffee shops and restaurants on campus.

At ELI

If you bring your lunch, you can eat in empty classrooms or at the tables in the hallway. There are many tables and chairs. The student kitchens have a fridge and a microwave. Extra microwaves are available at the hallway.

Classroom and School Culture

- Use every opportunity you have to practise your English.
- Ask questions and make friends.
- Remember that learning a language requires hard work and takes time.
- Be patient with yourself.
- Don't be afraid to speak up in class.

No Smoking Policy

Smoking is not allowed within 6 meters of any entrance to any UBC building or window.

Washroom Etiquette

Everyone uses the washrooms and it is important to keep them clean.

No Fragrance Policy

Do not use strong perfumes or aftershave as some students and staff have severe allergies.

Cell Phone Use in class

Ask your instructor for classroom rules.

Public Transport in Vancouver

translink.ca

- Buses travel along most major streets.
- SkyTrain travels from downtown Vancouver to Burnaby, New Westminster and Surrey. Canada Line travels from downtown Vancouver to Vancouver International Airport.
- SeaBus travels between Vancouver and North Vancouver.
- You can buy a Compass card online for the best value for a stay of one month or longer.

Banking

If you are planning to stay in Canada for more than a few months, it is a good idea to open a bank account to keep your money safe.

To open an account, you need to bring your passport, a second piece of identification and a document showing your Canadian address (e.g., BC Hydro bill or homestay confirmation letter).

Most banks charge a monthly fee, usually less than \$10 a month, for having an account. They also charge for other services. When opening an account, ask about the service charges.

Communication

Wireless Internet Access

UBC Wi-Fi is free and covers the whole campus. To get a username and password for UBC Secure wireless network, visit the SSC office and show the staff your ELI student card (the white, paper one).

Each month new passwords are emailed to current students if the ELI has a record of their email address.

ELI Online

Website: eli.ubc.ca

Find us on Facebook: www.facebook.com/TheUBCELI

Follow us on Twitter: [@UBCELI](https://twitter.com/UBCELI)

Frequently Asked Questions

1. Where can I get a Vancouver library card?

Please check website at www.vpl.ca for details or fill out an application form in person at one of the branches.

Bring the following: BC driver's license or BCID. If these identification documents do not have your current address, then proof of residential address documents must be shown.

2. Where should I go if I lose something?

The Student Services Desk in the lobby of ELI, and The Student Study Centre

Write your name in your textbooks and dictionary, and on mobile devices, USBs, etc.

To prevent theft, please keep your things with you at all times.

3. Where can I get information about bus schedules?

The TransLink website: translink.ca

4. Where can I park my car at UBC?

Contact UBC Parking at 604.822.6786, visit them at the back of the bookstore or view the website parking.ubc.ca.

5. Where can I lock my bike?

There are bike racks all around the UBC campus.

Lock your bike securely! Wear a bike helmet! Use lights!