

**English Language Program Intensive General Course Policy
DAS 136, 138, 140, and 150**

Class Expectations:

1. Buy the books for the class and bring them every day.
2. Come to class prepared with paper and pencils.
3. Come to class on time. Students are expected to be in seated in the classroom with all required materials when class begins. If for some reason you are late and the class has started, enter the room quietly.
4. Pay attention and write down important information and homework assignments.
5. Cell phones, iPods or other electronic devices **MUST BE ON SILENT** during class. They should be kept in your backpack or bag; if found in use **WITHOUT YOUR TEACHER'S PERMISSION**, you will lose participation points.
6. Do your homework completely and do it well. Hand it in on time with your name on the paper. Do your own work. You learn only if you practice by doing the work yourself.
7. If you are sick, e-mail your teacher or call the ELP office (532-7324). When you come back to class, check on what homework you missed. If you miss class, it is your responsibility to find out what you missed while you were gone.
8. **Check your K-State Webmail account regularly.** Your instructor and the ELP will communicate important information through K-State Webmail.
9. You are not allowed to video record, photograph, or audio record your ELP classes without prior permission from the instructor and written permission of classmates.
10. You must follow and respect the University policy on Academic Honesty: **“On my honor as a student I have neither given nor received unauthorized aid on this academic work.”**
 - a. This means that you do not copy another student's work, and you do not allow another student to copy your work.
 - b. It also means that you do not copy from other sources on tests and homework assignments.

Textbooks:

You should have **completely new** textbooks by the end of the first week of class. If you buy used ones, the content must be erased. After the first week of class, you receive **0** points for participation if you do not have a new or clean textbook.

Participation Points Guidelines:

2 points	1 point	0 points
<p>You will receive two (2) points if:</p> <ul style="list-style-type: none">• you are on time for class,• you are prepared for class,• and you participate in class. <p><u>Prepared</u> = you have books, paper, pen/pencil, etc.</p> <p><u>Participate</u> = you answer questions, do group work, join discussions</p>	<p>You will receive one (1) point if:</p> <ul style="list-style-type: none">• you are late (not more than five minutes), but you are prepared for class and participate <p>OR</p> <ul style="list-style-type: none">• you are on time for class• and participate, but you are not prepared for class	<p>You will receive zero (0) points if you do ANY of the following:</p> <ul style="list-style-type: none">• miss class• arrive more than five minutes late• sleep in class• work on homework for another class• use electronic devices without teacher consent• do not participate in class: don't answer questions, don't do group work, don't join discussions• behave in a disruptive manner

Required Course Work:

- **Homework** cannot be turned in late. In case of illness, the instructor will accept the homework up to 24 hours after the student returns to class.
- **Quizzes** - You will have quizzes regularly. If you miss a quiz, you will get '0' credit.
- **Coordinated Tests** - Check your class Course Policy for dates.

Student Concerns about Grades:

If you have questions about a grade, talk to your instructor. Talk to your teacher within 4 days of the grade being posted in the online gradebook. You may speak with an ELP advisor if you have more questions. Questions about earlier grades will not be discussed during the last 3 weeks of the semester. Keep all of your graded work until the end of the semester. Check your progress in the K-State Online Canvas grade book regularly.

Make-up policy:

If you miss a quiz, you will not get to take it at a later time. You will be allowed to make up ONE missed coordinated test. The make-up test will be cumulative and will be given at the end of the semester. Taking the make-up test will not change your participation points. A poor score on a test does not allow you to take a make-up test. **December 8, 2017** is the day you can make up a coordinated test. Your instructor will give you more information at least one week before the Make-up Test day, and you may be asked to sign up for the test.

DO NOT plan to travel before all achievement tests, make-up tests, and the EPT are finished.

For Fall 2017, you are free to travel on December 10, 2017.

Probation Policy:

At the end of every semester, students who are placed on ELP Probation (do not earn credit in six or more credit hours of ELP classes) will take a 2 credit hour class during their next semester of enrollment in the ELP to help improve their academic habits.

End-of-semester Placement:

At the end of the semester, students are assigned to more English classes or allowed to take one or more University classes. The placements are based on the following:

- Achievement Test Scores
- English Proficiency Test Scores (There is no make-up for students who miss this test.)
- University admission status

You will find more important information in the student handbook found on the ELP web page:

<http://www.k-state.edu/elp/students/studenthandbook.html>