Name:	**Instructor**	**Skill**	**Reading/Writing**	**Section**	**60**	**Term**	

☐ Semester and year
☐ Times, days of the week, and places of class meetings
☐ Instructor's office number, office hours, telephone number(s), and email address
☐ Textbook(s) including the *Title, Author, Edition, and Purchase Info*. Include the following information:

-     *Textbooks are required! All students showed proof of funding to purchase textbooks when they applied to the ELI.*
-     *You must purchase your book by* _____
-     [Required if you plan to use an online text component] *This course will use an online textbook component. To access it, you need the code in your book AND our class code:* _____

☐ Curriculum Information

-     SLOs

Reading:

- Employ reading and annotation strategies appropriate for the reading goal
- Demonstrate understanding of academic vocabulary, including academic collocations, critical for understanding unadapted texts
- Use strategies to determine or clarify the meaning of unknown and multiple-meaning words and phrases
- Articulate the central thesis or claim of a reading, as well as supporting information, and counterclaims
- Evaluate the credibility of an author, claim, or a text
- Analyze how ideas and concepts related to the same topic are developed in different readings
- Interpret information presented visually or quantitatively
- Infer information about a text and the author

Writing:

- Use sentence structures and punctuation to create variety, emphasis, and clarity in writing
- Accurately employ and spell a sophisticated range of core academic words and phrases as well as field-specific vocabulary
- Create cohesion within and over multiple paragraphs
- Write argument essays that synthesize information from sources
- Write analysis essays that that synthesize information from sources
- Write a research paper based on independently-researched sources
- Substantially transform information taken from sources through paraphrasing
- Accurately employ an approved academic citation style
- Use self-editing skills and instructor feedback to revise drafts for accuracy, coherence, and cohesion
- Compose essays from sources under timed, exam conditions

☐ Exit criteria: Students must achieve all of the following

- Advanced proficiency based on achievement of 75% of SLOs
- 80% or better on academic reading exam with one reading passage (may be curved by SC)

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- Exit score on essay (assigned and rated by instructor using an ELI rubric, draft-driven/not timed)
- Exit score on essay (ELI-made; rated by outside raters using an ELI rubric, exam/timed conditions)
- 80% or better on academic reading exam with one reading passage

☐ General description of the types of assignments to be given

Proficiency Scale

The ELI has six levels for each core course, which comprise a range from Beginning to Advanced as described by the ELI's Proficiency Scale:

Proficiency Scale:		
A	Advanced	Student has shown mastery of the outcomes for level 60
LA	Low-Advanced	Student has shown mastery of the outcomes for level 50
HI	High-Intermediate	Student has shown mastery of the outcomes for level 40
I	Intermediate	Student has shown mastery of the outcomes for level 30
HB	High-Beginning	Student has shown mastery of the outcomes for level 20
B	Beginning	Student has shown mastery of the outcomes for level 10
N	New	Student has no knowledge of English, starting level 10

Grading Scale

94 - 100	A	80 - 83	B-	67 - 69	D+
90 - 93	A-	77 - 79	C+	64 - 66	D
87 - 89	B+	74 - 76	C	61 - 63	D-
84 - 86	B	70 - 73	C-	0 - 60	F

*Students who receive a failing grade are only permitted to return as a probationary student and will not get a certificate.

ELI Attendance Policy

- Students must attend 85% of classes.
- If you miss more than 15% of classes, you will not receive a certificate and will only be allowed to return to the ELI on a probationary basis.
- If you miss more than 25% of classes, you can no longer attend the ELI and your I-20 will be terminated.
- If you miss more than 5 days of class in a row (3 days in a row in B terms) in any class without informing the ELI, you can be expelled from the ELI.
- Late vs Absent:
  - If you are late 3 times = 1 absence
  - If you miss 20 minutes or more of class = 1 absence

Absence Limits (Sample)

Class	15%	25%
Listening/Speaking	15	25
Reading/Writing	19	31
Grammar	10	16
TOTAL	43	72

Classroom Expectations

Students at the ELI are expected to:

- Attend class regularly and be on time
- Be prepared for class
- Take their studies seriously
- Show respect for their ELI classmates, faculty, and staff, and greater UF
- Attempt to use English as much as possible
- Practice academic honesty and integrity in all work
- Follow UF, ELI, and classroom policies

Students who demonstrate an inability to meet the ELI's expectations will be counseled. If there are significant or repeated issues, students may be required to leave the ELI and F1 students could have their I20 terminated. Please view the University of Florida student conduct honor code for more information on appropriate behavior expectations in the classroom, and on campus. https://sccr.dso.ufl.edu/wp-content/uploads/sites/4/2018/08/The-Orange-Book-Web.pdf

UF Religious Holiday Policy

At the ELI, we understand that our students come from a variety of cultural and religious backgrounds. University policy states that you will not be penalized for *planned absences* related to religious observances. For more information, you may view UF's official policy online at https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#religiousholidaystext or talk with a teacher or an ELI administrator.

Accommodations for students with disabilities

If you experience learning barriers due to a disability, please contact Christine Voigt as soon as you can. She will help you talk to the UF Disabilities Resource Center about accommodations. You will need to do this every semester you attend the ELI. Please email Christine Voigt at christinevoigt@ufl.edu or visit her in Matherly 225F for more information.

myELI Portal: Accessing Grades and Attendance

myELI is a secure internet-based portal where you can get information about the ELI and access your academic information, such as attendance and grade reports. You can go to the myELI student portal at https://my.eli.ufl.edu. You received your myELI username and password after you applied to the ELI. If you have problems logging into myELI, please contact the receptionist.

ELI Final Exam Schedule

ELI Final Exams will be given in the last 2 weeks of the semester (B term exams are in the final week). *The Final ELI Exams cannot be given early and cannot be made up*. Do not plan to leave early or travel before the end of the semester.

Different classes have different assignments.

2nd to last week of term	Final week of term
Monday □ C term: Final Exam period □ RW40 Summary Exam □ LS60 presentation	*Monday* □ C term: Final Exam period □ B term: Finals begin □ All Reading exams □ LS60 presentation
Tuesday □ C term: Final Exam period □ LS60 presentation	*Tuesday* □ C term: Final Exam period □ All Grammar exams □ All Listening exams

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Wednesday □ C term: Final Exam period □ LS60 presentation □ RW40 Writing Topics Distributed	*Wednesday* □ C term: Final Exam period □ RW20 Paragraph □ RW40 Essay
Thursday □ C term: Final Exam period □ LS60 presentations	*Thursday* □ Last day of classes
Friday □ C term: Final Exam period	

The following sections depend on the instructor.

Breakdown of Grades

Assignments	25%
Quizzes	25%
Graded Homework*	15%
Projects	35%

(different instructors may have a different breakdown of grades)

Email Policy

You will receive a lot of important communication about classes and UF via email/Canvas. The ELI will also send important messages to you by email. You need to check your UF email and Canvas at least once every day. If you don't know how to log in or you cannot log in, ask me or the Student Life Coordinator for help.

Translator Use in Classroom Policy

Translators can be an effective tool for learning language; however, the use of translators is only permitted on some assignments in class. Translators are never allowed for final ELI exams, so students should be sure to prepare for exams and assignments without the use of a translator. Your teacher will inform you if translators are or are not allowed to be used on the different assignments in class.

ELI Scholarships

In the long (Fall C, Spring C, and Summer C) semesters, the ELI awards a tuition-free semester to two full-time students through the Jayne C. Harder Memorial and the JC Casagrande Peace scholarships. The students must meet the following criteria at the time of nomination:

THE MINIMUM CRITERIA TO BE NOMINATED FOR SCHOLARSHIPS:

1. The student studies full-time at the ELI.
2. Academic Excellence: The student has a GPA of 4.0 at midterm.
3. Outstanding Progress: The student displays outstanding progress in language skills as evidenced by coursework.
4. Excellent Attendance and Participation: The student regularly participates in and attends ELI classes.
5. Practices English: The student makes every effort to practice English while at the ELI, in class, and at ELI-sponsored activities.

See the ELI Student Guide for more information.

Classroom Policies for Cheating and Plagiarism

All levels include: Cheating is when a student uses materials or resources that is not approved by the teacher. Some **examples** include (but are not limited to):
1. You look at your friend's paper and your teacher says this is not okay.
2. Your teacher says you cannot get help with homework, and you get help.

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3. You copy from another student's test during an exam.
4. You have a "cheat sheet," on a test or an assignment and your teacher does not give permission for one.
5. You use a dictionary when the teacher says you can't

Levels 30 and up include: Plagiarism is a form of cheating. It is when a student submits work as her/his own, but it is copied from elsewhere. The work can be as small as an idea, a phrase or sentence, or it can be a whole paper.

Penalties for academic dishonesty. Following are only examples. Please use what system works best for you.

1st offense:
- Talk to the student
- Have student redo the exercise without a point penalty

2nd offense:
- Official written warning is given to student
- Student is permitted to redo the exercise with a point penalty

3rd offense:
- Official written warning is given to the student
- Student receives a zero on the assignment

Recording in Classes (optional):
Students may record video or audio of class lectures. A "class lecture" is an educational presentation intended to inform or teach students in a class. The person lecturing can be the regular instructor or a guest instructor.

How these recordings may be used are strictly controlled. Recordings can only be used (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Students may not publish recorded lectures without the written consent of the instructor.

Following are not class lectures and cannot be recorded:
- student presentations
- class activities that involve only student participation
- quizzes, tests, exams
- field trips
- private conversations between students in the class
- private conversations between a student and the faculty or lecturer during a class session

No one can publish a class lecture without permission of the instructor. To "publish" means to share, distribute, or provide access to a recording in any format or medium with any other person, including another student within the same class. A recording, or transcript of a recording, is considered published if the whole thing or any part of it is published on any media platform. A student who publishes a recording without written consent may be sued by a person injured by the publication.

Viewpoints Expressed in the Class (optional):
We will talk about many different topics in this class. As your instructor, I do not intend to promote a certain viewpoint and it is important that ELI students use their own analysis of the data and sources of the materials and readings to decide whether or not they agree with their classmates and/or instructor.

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