UNIVERSITY PREPARATORY PROGRAM

Student Handbook

Academic Year 2014-2015
Welcome

To the University Preparatory Program of AUB!

Our qualified and experienced instructors are here to help you achieve your goals.

Our small classes and custom-designed syllabi will ensure your success!!
GENERAL INFORMATION

The University Preparatory Program (UPP) began in 2002 as a program within the English Department. It was created to cater to high-achieving students from diverse countries that want to pursue their education at the American University of Beirut but had a problem with English. At the time, students had only two semesters to fulfill the English language requirements and had to sit for the SAT I examination to get accepted at AUB.

Due to its high success rate, UPP became a department of its own in the Faculty of Arts and Sciences in the year 2006. Now, students entering Freshman are accepted based on their grades at UPP. Those entering Sophomore still need to take the SAT I to gain acceptance.

UPP students have full use of all campus facilities and services and can join AUB clubs and sports teams.

MISSION OF THE UNIVERSITY PREPARATORY PROGRAM

The mission of the University Preparatory Program is to prepare high-school graduates to successfully pursue their study at English medium institutions of higher learning. The program strives to develop and improve the English language proficiency as well as the mathematics and science content competencies of its students. There is also emphasis on enhancing the students’ academic literacy skills, critical reading skills and cultural understanding and appreciation.

STUDENTS

UPP has students from 6 to 8 countries per session.

The length of time that a student spends at UPP depends on a number of factors: the level of English they are placed in, the student’s reason for studying and the student’s motivation. A student may study at UPP from 1-3 semesters or longer. Usually a student placed in low intermediate will take 2 semesters to be accepted at AUB, while a student who places in the intermediate level will take 1 semester.

FACULTY & STAFF

Administration

Students and parents can always visit the Director for follow-up or any concerns they might have at any time or by e-mail or appointment. (upp@aub.edu.lb)

Instructors & Administration

(Full-Time)

Dr. Samar Harkouss (Director)
(sh17@aub.edu.lb)

Ms. Rima El Harake (Associate Director)
(re10@aub.edu.lb)

Mr. Hicham Kharroub
(hk78@aub.edu.lb)

(Part-Time)

Mr. Paul Saghbini (English Language Skills)

Mr. Hassan Zreik (English Language Skills)

Ms. Nadine Ghaith (English Language Skills)

Ms. May Abyad (English Language Skills)

Ms. Sandy Hallak (English Language Skills)

Ms. Samar Hamieh (English Language Skills)

Mr. Philippe Caponis (Humanities)

Ms. Enja Osman (Science)

Mr. Nicolas Ashkar (Science)
POLICIES

Regular attendance in all UPP classes is required. Absences without a medical excuse will not be accepted. Students are responsible for material covered during their absence. Unexcused absences from examinations or quizzes will result in the student receiving a zero.

Coming late to class is considered an absence. Students must be punctual and follow each instructor’s lateness policy.

Students who wish to have a recommendation for acceptance into AUB must have an excellent attendance record in all classes.

For students who miss classes, the following policies are in effect:

- the student will receive an oral warning from class instructor.
- if absences continue, the student will receive an oral warning from the Director.
- if absences persist, the student will receive a written warning signed by the Director.
- any further absences and the student will be asked to appear before the disciplinary committee and will be placed on probation.
- if absences continue, the student will be discontinued from the Program and WILL NOT be accepted at AUB.

Books and Supplies

Students are required to buy all assigned textbooks and supplies. Photocopies of textbooks are NOT allowed.

Changing Classes or Levels

All students are placed according to the Placement examination results. Changes are rarely made. If a teacher feels that a student has been misplaced, s/he may recommend that the student be moved to another class. Changes are rarely made after the first week of classes since that week will be devoted to review and diagnostic activities.

If you are misplaced, the Director will send you a written letter informing you of the change. You will also receive a class schedule and book list for the new class.

Acceptance into AUB

Students are accepted into the Freshman level based on teacher recommendations.

Level 1 students must score a minimum of 60% on their final average to be promoted to level 2.

Level 2 students must score a minimum of 90% on the final average to be promoted to Freshman or Sophomore.

Level 3 students must score a minimum of 70% on the final average to be promoted to freshman.

Students planning to enter the Sophomore class must take the SAT I and fulfill AUB admission requirements. (*This does not apply to USP students*)
CORE CURRICULUM

New students are placed into levels based on their English placement exam score, their timed essay, their speaking test and their math test. Students may be placed in different levels of English and Mathematics. Returning students are placed based on teacher recommendations.

Because the purpose of UPP is to prepare students to become independent learners and successful university students, its classes are custom-designed to meet student needs. Courses may be added or removed depending on these needs. Given that most UPP students come from different countries and ethnic backgrounds, intercultural understanding, respect and tolerance are addressed. Students are provided with numerous opportunities to discuss and present their own culture while learning about other cultures. Students also read authentic literature which helps them cope with being away from home, adapting to a new culture, and dealing with culture shock. Furthermore, students participate in social events and field trips that would further their understanding of Lebanese culture.

English (Levels 1-4)

There are four levels of English. These are designed to develop students’ listening, reading, speaking and writing skills. At the lower levels, students take part in English conversations and read simple stories and respond to them in writing. At the intermediate level, students are introduced to more sophisticated reading and writing skills and are introduced to tasks required of them in college. At the advanced level, students move to regular academic study. They are exposed to literary texts, give oral presentations and practice basic research skills.

Math

There are two math courses: one for Freshman & Sophomore preparation and another for SAT I math preparation (Sophomore). These courses emphasize mathematical terminology, arithmetic skills and concepts, word problems, geometric concepts and reasoning. SAT Math preparation concentrates on standardized test-taking strategies.

Science

This course is a science literacy course that introduces students to major concepts in the physical and life sciences and their applications to everyday life. It emphasizes in-depth conceptual understanding of science concepts by using a variety of teaching approaches. It also introduces students to scientific terminology in English to prepare them to take science courses at the university level.

TESTING AND EVALUATION

Placement Test

Every student entering UPP is given a placement test to determine his/her language proficiency. A similar test is given at the end of the semester to determine students’ progress in English. This information is important both for the students and the teachers.

Student Progress

Students are evaluated constantly throughout the semester. Evaluations are based on attendance, participation, tests, homework and an end-of-semester portfolio. Teachers will often give tests, assignments, quizzes and projects to measure how much the student has learned and what the students might still need to work on. Students are encouraged to meet with their instructors individually during office
hours to discuss their progress. These grades constitute 40% of the student’s final grade.

**Midterm and Final Exams**

Students are required to take a Midterm in the middle of the semester and a Final examination at the end of the semester. These examinations count for 50% of the student’s final grade.

**Final Project - Presentation**

Students are required to hand in and present a final project that encompasses researching a topic, selecting relevant information and presenting it orally in front of peers and instructors.

**Teacher and Program Evaluations**

Toward the end of the semester, students will be called upon to evaluate the Program and the instructors. Students are encouraged to be honest and specific in order to help us improve the program.

**GRADING**

**Passing to the next level**

In order to pass to the next level, students must score a minimum final average of 70%.

**HELPFUL HINTS**

To get the most out of your UPP experience,

- PARTICIPATE
- TAKE HOMEWORK AND TESTS SERIOUSLY
- SPEAK ENGLISH OFTEN
- DON’T HESITATE TO VISIT YOUR INSTRUCTORS DURING OFFICE HOURS
- GO TO THE DIRECTOR IF YOU HAVE A PROBLEM
- WE ARE HERE TO HELP

Adapted from the Iowa State University of Science and Technology Student Handbook.