



UNIVERSITY PREPARATORY PROGRAM

Student Handbook

Academic Year 2018-2019

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. 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 were not proficient in 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 enroll 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 as freshman are accepted based on their grades at UPP. Those entering as Sophomore students 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 several countries each semester.

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 to 3 semesters or longer. Usually a student placed in low intermediate will spend 2 semesters at UPP to be accepted at AUB, while a student who is placed in the intermediate level will spend 1 semester at UPP.

☞ FACULTY & STAFF ☞

Administration

Students and parents can always visit the Director of UPP or associate Director for follow-up or any concerns they might have at any time. They may also e-mail for 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)

Ms. Katia Peltekian
(kp00@aub.edu.lb)

Mr. Mohamad Awwad (*Math & IT*)
(ma304@aub.edu.lb)

(Part-Time)

Ms. Samar Hamieh (*English Language Skills*)

Ms. Salam Nabbouh (*English Language Skills*)

Dr. Najwa Jreidini (*English Language Skills*)

Dr. Nadine Sadaka (*English Language Skills*)

Ms. Rola Al Mekkawi (English Language Skills)
Ms. Haneen Al Sayegh (English Language Skills)
Mr. Paul Saghbini (English Language Skills)
Ms. Rima Rachidi (English Language Skills)
Mr. Philippe Caponis (Humanities)
Ms. Mahassen Ramadan (Science)
Ms. Hiba Hamdan (Science)
Ms. Huda Muhtasib (Science)

Assistant to the Director

Ms. Fatima Hadla (fh54@aub.edu.lb)

☞ POLICIES ☜

Attendance

Regular attendance in all UPP classes is required. Absences without a medical excuse will not be accepted. Students are responsible for the 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 policy on late arrival.

Students who wish to have a recommendation for acceptance at 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.
- if there are any further absences, 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 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.

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 also 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, adapt to a new culture, and deal 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.

Integrated Skills

This course is a multi-skilled approach to communicating in English. Its purpose is to develop existing language skills – reading writing, listening & speaking – and reinforce them through the integration of two or more skills in one communicative task or activity. The goal of this course is 'realistic' communication.

Humanities

This course aims to introduce students to the humanities through a close encounter with selections ranging in time and space from the ancient classics, through the medieval cultures, down to the 19th and 20th centuries. Students will be introduced to various expressions of the humanities through literature, philosophy, and various forms of the arts. Essentially, the aim of such a course is to offer a brief introduction to the humanities through a look at how the human has attempted to understand and express him/herself, his/her values, condition, and history.

Math

The main emphasis of the math courses is on mathematical terminology. These courses directly focus on familiarizing students at all levels with English terminology related to the topics covered in class. These topics encompass basic Calculus and Algebra, Induction, Matrix Algebra, Sequences and series, Probability, and Logic.

Information Technology (IT)

The IT courses discuss basic computer tools (Windows OS and MS-Office), and provide an introduction to Google tools and emphasize Google sites in order to create personal websites. Courses also include an introduction to Wikis and other social media which will all work together in leading students to create their e-Portfolios.

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.

Enrichment Activities

Every semester, the University Preparatory Program organizes out-of-class activities that help promote critical thinking and reflection. The students visit AUB's Jafet library and Writing Center, on-campus and off-campus labs and centers, museums, art galleries and local historical sites. Following each visit, students complete an assignment that requires them to reflect, in writing and/or video-journaling, on the activity.

E-Portfolio

A lot of learning is taking place in the University Preparatory Program through our students' engagement in curricular and extra-curricular activities. In order to reflect on their learning and make it visible, the reflective e-portfolio initiative was launched in Fall 2016-17.

Students reflect on a variety of topics, both academic and non-academic, in writing as well as through video-journaling. They learn how to integrate and build their e-portfolios through the use of available tools on Google sites.

UPP Student E-Portfolio Testimonies

"This e-portfolio contains reflections about my university and my life outside it. Here, I will be very true; I will be me." (Sally Hamad)

"This is my e-portfolio. It is a simple glance into my past life, a reflection on my present experience and an expectation of my future. Through it, I am going to shed light on the special events in my life and how they influence me." (Hadil Hoballah)

"I have a very positive mindset where I believe that "End is not the end; in fact, E.N.D." is "Effort Never Dies" and if you get "NO" for an answer, remember N.O. is "Next Opportunity". Always be positive." (Karam Sarieddine)

UPP UNDERGRADUATE COURSES

UPEN 001 – English

This course is designed for beginning UPP students who have little or no knowledge of English. It provides learners with basic listening, speaking, reading and writing skills, enabling them to understand and take part in English conversations, in addition to reading simple stories and responding to them in writing.

UPEN 002 – English

This course is designed for low-intermediate UPP students who possess limited language skills but can initiate conversations and read and/or write a paragraph or several paragraphs. Word-building and study skills, in addition to more sophisticated reading and writing skills, are introduced to enable these college-bound students to cope with tasks required of them in the future. There is also emphasis on orientation to the American model of education, and to living in a diverse ethnic and cultural environment.

UPEN 003 – English

This 16-hour/week course is designed for high intermediate UPP students who can communicate well both in conversation and in writing. It serves as a transition from intensive

English courses to regular academic study. Students read various texts, give oral presentations, receive cultural orientation, and practice their academic writing and basic research skills.

UPHM 001 - Humanities

This 3-hour/week course is an interdisciplinary course that examines Western and Eastern cultural thought in history, literature, and philosophy. It aims at introducing the students to the culture of the Twentieth Century. By the end of the course, students should be able to critically analyze a given reading material and comment on its message in a well-organized paragraph/essay.

UPMA 001 & 002 - Mathematics

This 3-hour/week course places emphasis on mathematical terminology, arithmetic skills and concepts, word problems, geometric concepts and reasoning, in addition to standardized test-taking strategies.

UPSC 001 & 002 - Science

This 3-hour/week course is a science literacy course that introduces students to the major concepts in the physical and life sciences and their applications in everyday life. It emphasizes in-depth conceptual understanding of science concepts by using a variety of teaching approaches. Additionally, the course introduces students to scientific terminology in English to prepare students to take science courses at the university level.

UPP GRADUATE COURSES

Preparatory English for Graduate Students (UPGR)

The program is comprised of a series of courses that aim to prepare graduate students who come from various universities to develop the

language and academic competencies necessary to succeed at AUB.

UPGR 001B

In this course, students will take 10 hours of writing in which they will learn about different types of academic and professional writing. Through writing, revising, and editing their papers, students will practice the skills required for successful writing in university courses. Students will also take 7 hours of reading and vocabulary per week in order to develop their reading skills and become effective learners. In addition, course participants will work on developing awareness of their personal learning styles, reading skills and vocabulary building strategies. The listening and speaking component, 3 hours per week, focuses on enhancing the ability of the participants to communicate orally for academic and professional purposes in a variety of settings.

UPGR 001A

This course is similar to UPGR 001B except for the number of hours allocated for the different skills. In this course, students will take 20 hours of academic writing & structure, 14 hours of critical reading & vocabulary, and 6 hours of presentation skills.

TESTING AND EVALUATION

Placement Test

Every student enrolling at UPP takes 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 regularly 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 student 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 examination 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 ASSIGNMENTS AND TESTS SERIOUSLY
- SPEAK ENGLISH OFTEN
- DON'T HESITATE TO VISIT YOUR INSTRUCTORS DURING OFFICE HOURS
- SEE TO THE DIRECTOR IF YOU HAVE A PROBLEM

REMEMBER, WE ARE HERE TO HELP.