

Welcome to the ESL Program! We're excited to have you with us.
PLEASE READ THIS CAREFULLY SO YOU UNDERSTAND WHAT IS EXPECTED OF YOU AS A STUDENT.

Course Delivery:

The ESL Program has two delivery modes:

Online	For every 3 scheduled hours of teaching: <ul style="list-style-type: none"> • 2 hours are online synchronous (live with your teacher in the virtual classroom) • 1 hour is online asynchronous (your teacher assigns work for you to complete on your own and is available to answer questions)
In Person at HMC or at Trafalgar	For every 3 scheduled hours of teaching: <ul style="list-style-type: none"> • 2 hours are in person on campus • 1 hour is online asynchronous (your teacher assigns work for you to complete on your own and is available to answer questions)

You will have 25 hours of teaching per week in our program:

Online	14 hours online synchronous (virtual classroom)	7 hours online asynchronous	4 lab hours (online)	Total hours: 25
In person	14 hours in person (on campus)	7 hours online asynchronous	4 lab hours (online)	Total hours: 25

**Please note that full-time hours will be different for the EAP students. Please check with your teacher if you're an EAP-level student.*

Labs:

Your labs may be online asynchronous. Your lab work is important to your learning because it helps support your lecture courses. Make sure to check with your teacher how they plan to run lab time. Your teacher will be available to answer questions by email, in the virtual classroom or in person.

Textbooks:

Your textbook is **MANDATORY**. You will use **Q Skills Listening and Speaking AND Reading and Writing** eBooks. You will buy both books at a discounted price (CAD 64.95). Your teachers will give you more details in week 1 – make sure to wait for your teachers' instructions so you get the discount!

ESL Computer Requirements:

To successfully participate in classes, and to submit tests and assignments, all ESL students require:

- A Windows **laptop** or a **Macbook** with a webcam and audio input/output capabilities.
- A reliable, high-speed internet connection
- A quality headset/microphone is also recommended for Virtual classes.
- A smartphone, Chromebook, or tablet (e.g. an iPad) is **NOT** a suitable replacement for a laptop.
- Sheridan does not rent, lease or sell laptops.

Setting yourself up for Success:

1. Your success is very dependent on your attendance. You must attend class and participate in the lectures.
2. Your attendance is important in **both Modules A and B**. If you skip Module A, your GPA might be at risk, and you may be suspended from the program for two consecutive semesters.
3. Be prepared to open your camera when needed, **especially during synchronous tests and assignments**. If you're having problems with your camera, make sure to look for IT support.
4. You will have to download the Respondus Lockdown Browser on your laptop if you are in pre-intermediate, intermediate, or advanced levels. Your teachers will give you instructions on how to do it. **Without the Lockdown Browser, you will not be allowed to complete asynchronous tests.**
5. The usage of artificial intelligence tools (like ChatGPT) is not permitted for the completion of graded assignments. Using these tools in graded assignments is considered plagiarism, and your teachers will have to report you for a breach of academic integrity.
6. Success in our program means you have achieved the learning outcomes for your level. Make sure you become familiar with the learning outcomes in your course outline. A grade of 70% means you have successfully met the learning outcomes for the level.

ESL Club activities

Finally, if you're looking for opportunities to meet people face to face, many of our ESL Club activities will take place on campus, so check our ESL Virtual Community for more information. Some of our ESL Club activities include a Welcome Back event, language clinics, and the ESL Student Forum.

We are here for your support to have the best learning experience this semester. Have a great first week!

Sincerely,
Your ESL Team