

Ugarit Linguistic Institut_e



Student Handbook

Ugarit Linguistic Institute

“Learn to communicate with the world around you.”

Welcome to Ugarit Linguistic Institute!

At Ugarit we are proud to assist our students with language training that allows them to engage with native speakers and also feel comfortable with the culture in any environment.

In this handbook you will find information needed to prepare yourself for success at our school. Throughout your time at Ugarit, our teachers will strive continuously to fulfill your language requirements in a progressive and dynamic environment.

As the owner of Ugarit Linguistics Institute, I take responsibility in providing students with professional and adequate assistance in order to ensure that their personal goals are achieved. It is my promise to you.

Best wishes, and enjoy your time with us,

Douha Youssef

Owner/Director

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CONTACT DETAILS

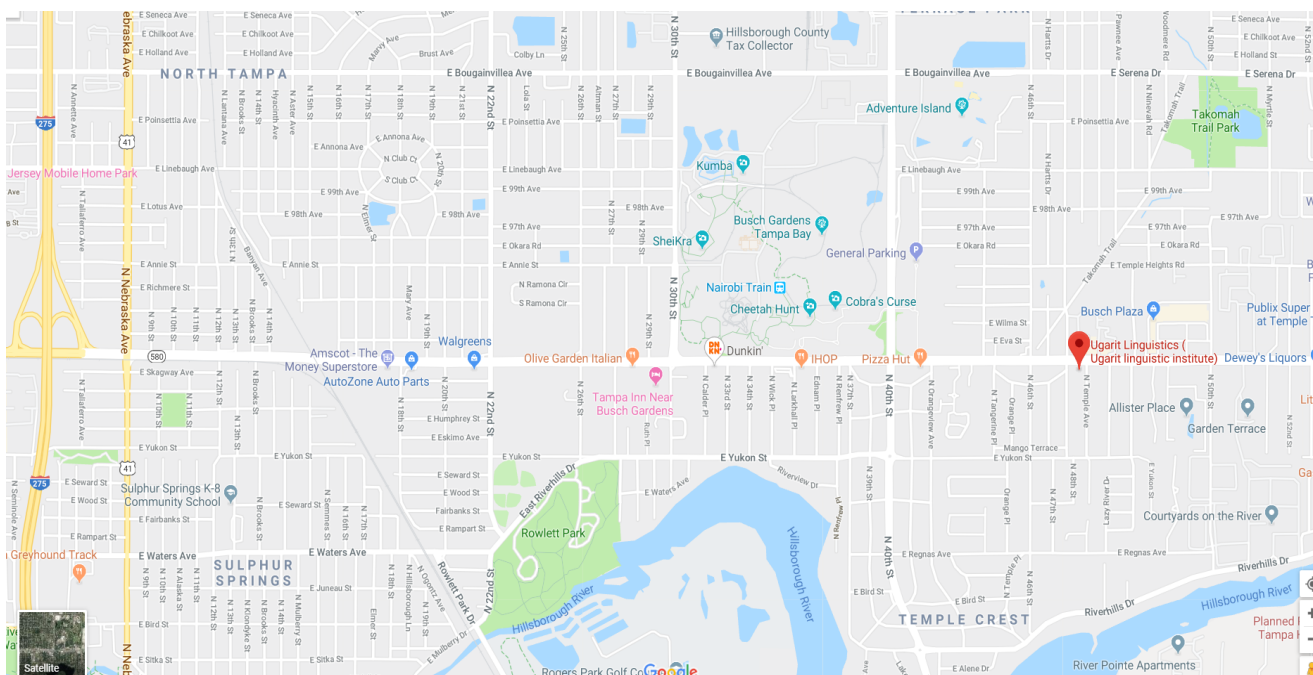
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ABOUT THE SCHOOL

Mission Statement

Our mission is to provide quality language training and test preparation in a positive learning environment, conducted by teachers highly qualified in their field.

About Ugarit

Ugarit Linguistic Institute was founded in 2017. We offer courses in English as a Second Language, including Grammar, Writing, Vocabulary and Reading, Speaking and Listening, and test preparation classes (TOEFL iBT and IELTS Prep).

Each course is designed to deliver the English skills needed to accomplish students' individual aspirations. All of our teachers are qualified, certified in TESOL (teaching English to speakers of other languages), and experienced. Classes are carefully planned to ensure that the utmost quality is maintained.

Each class maintains a maximum of 10-15 students, which creates a communicative environment where all students can flourish and receive proper attention. This focus on facilitating a small group atmosphere ensures that students will be able to speak openly about their unique interests and needs while being able to learn and grow in the company of classmates.

Operational Policies and Procedures

Ugarit Linguistic Institute is located at 4809 E. Busch Blvd. Suite 102/103, Tampa, Florida 33617. We are open from 8:30 a.m. – 5:30 p.m., Monday-Friday. We are closed on the weekends. If you would like to contact us outside of normal business hours, please email us at ugaritlinguistics@gmail.com or call us and leave a message at (813) 373-5774.

OUR TEAM

The instructors and staff at Ugarit are passionate about helping each student with anything they might need. We are a dedicated, knowledgeable, and friendly team.

All of our teachers are college graduates and TESOL certified. Additionally, they have all taught or lived abroad, enabling them to provide their students with a diverse and culturally aware class.

We welcome students from all over the globe to our school to provide them with the English skills needed to build a better life.

OUR COURSES

We offer the following courses:

- Integrated English Course (Levels 1-6)
 - Grammar
 - Writing
 - Vocabulary and Reading
 - Speaking and Listening
- TOEFL iBT Test Preparation
- IELTS Test Preparation

For more information about the goals and objectives of these courses, as well as the student learning outcomes, please see the ULI Curriculum Guide.

SOCIAL and RECREATIONAL ACTIVITIES

We organize individual class opportunities, as well as opportunities for the whole school, that not only allow students to learn in a real world setting but also provide experiences that are new and exciting.

Some examples include having guest speakers in the classroom, inviting students and their families for lunch at a nearby restaurant, hosting international food celebrations where students are encouraged to bring in a traditional dish from their culture for an intercultural food exchange, and trips into the community to discuss and learn about local opportunities. These are designed to facilitate learning, encourage socialization in English, foster cultural awareness and exchange, and allow students to meet new people.

Here are some examples of typical activities:

- International brunches (potluck)
- field trips to area museums and libraries
- field trips to areas of local cultural significance, such as a Trolley Tour of Ybor City or a Riverwalk tour near the University of Tampa
- field trips to the Florida State Fair and other annual events

When possible, these events are free for students. You will be informed of activities and costs through bulletin board postings and classroom announcements.

Please note that Ugarit Linguistic Institute is not responsible or liable for

your safety when you are attending an off-campus school related event. You are expected to have your own transportation, and you must respect all laws and rules of the place you are visiting. In case of an emergency, please contact the Owner/Director. If you need urgent medical attention, you should call 911.

Applying to Study at Ugarit Linguistic Institute

In order to apply to study at Ugarit Linguistic Institute, you must do the following:

- Submit a complete application
- Submit a copy of your passport
- Pay the \$50 non-refundable application fee
- Provide proof of funding to cover tuition and expenses

Obtaining an F1 student visa

Once you have been accepted to study at ULI, you must apply for an F1 student visa at the American embassy or consulate in your country. Here are the steps:

1. We will mail you an acceptance letter to our school and the Form I-20 that you will need to apply for your student visa
2. Make an appointment at the American embassy or consulate in your country.
3. Pay the I-901 fee (\$350.00) online at <https://www.fmjfee.com/i901fee/desktop/students/formSelection.htm>.
4. Once you are approved for the F1 student visa, you may make your travel plans to come study with us in the United States.

Registration and enrollment

Once you arrive in the United States, you will come to the Institute to register and to take your placement test. There is a \$50 non-refundable registration fee.

In order to enroll, you will need to pay at least one month of tuition, which is \$1,000. If you would like to pay for the entire session (4 months), you will receive a \$200 discount and you will pay \$3800.

Cancellation of Registration and Refund Policy

The \$50 registration fee is non-refundable.

All requests for withdrawal from the program and refunds must be made in writing.

If you decide to withdraw from the program after attendance has begun, the following policy applies:

<u>If withdrawal or cancellation occurs:</u>	<u>The Institute will refund:</u>
During the 1 st week of classes	90% of tuition
During the 2 nd week of classes	80% of tuition
During the 3 rd week of classes	60% of tuition
During the 4 th week of classes	40% of tuition

After the 4th week of classes, there will be no refunds (0% of tuition).

Refunds will only be made to the person, company, or agency that paid our school. If the student paid through an agency, he or she must speak directly with that agency for a refund. All refunds paid via check or wire transfer will be made via a refund check from the school. However, if school fees were paid by credit card, then the school will process the refund to the credit card used for payment.

Placement

When you apply to attend Ugarit Linguistic Institute, you will take the Oxford Online Placement Test in order to determine which level you will start in. The test measures your use of English (grammar and vocabulary) and listening abilities. It takes approximately one hour, and you will receive your results immediately after taking the test. Depending on your score, you will be placed in Levels 1-6.

If you are placed into Level 1, it will take you 96 weeks to complete our program through Level 6. Assuming you take an Annual Vacation (a session in which you do not

take classes at ULI) after every two sessions, it will take you approximately two years and eight months to complete our program.

Appealing a Placement Decision

If, after you have started your classes, you think that you may have been placed in the wrong level, you must fill out a Placement Appeal Form. The administration will review your placement test results and consult with your teachers about the quality of work you have demonstrated during the first week of classes. You will be notified in writing regarding the administration's decision about your placement appeal.

Scheduling your classes

Levels 1-3

If you are an F1 visa holder, you must attend 18 hours of classes per week (Monday-Thursday 9:00 am – 1:30 pm). If you place into Level 1, 2, or 3, you will take the following courses: Grammar, Speaking and Listening, Writing, and Vocabulary and Reading.

If you are an F2 visa holder and you place into Level 1, 2, or 3, you can take as many courses as you would like up to 15 hours per week. If you would like to have a full schedule, you will take Grammar and Speaking and Listening. You will also choose to take either Writing or Vocabulary and Reading.

Levels 4-6

If you are an F1 visa holder, you must attend 18 hours of classes per week (Monday-Thursday 9:00 am – 1:30 pm). If you place into Level 4, 5, or 6, you will take the following courses: Grammar, Speaking and Listening, and Writing. You will also choose to take either Vocabulary and Reading, TOEFL iBT Prep, or IELTS Prep.

If you are an F2 visa holder and you place into Level 4, 5, or 6, you can take as many courses as you would like up to 15 hours per week. If you would like to have a full schedule, you will take Grammar and Speaking and Listening. You will also choose to

take either Writing, Vocabulary and Reading, TOEFL iBT Prep, or IELTS Prep.

Academic, Personal, and Immigration Advising

Douha Youssef, the Owner/Director and Primary Designated School Official of Ugarit Linguistic Institute, is happy to offer you personalized advising, including academic and immigration advising. She has an “open door” policy, so you are welcome to speak with her at any time.

Pre-arrival Advising

You will likely have many questions about your responsibilities as an F1 visa-holding student and about what you will learn at our Institute before you arrive in the United States. Please be sure to read the Student Handbook, including the Frequently Asked Questions (FAQ) section, for information. You can also visit the following government website for general information about studying in the United States:

www.studyinthestates.dhs.gov

If your question is not answered there, you may contact the Owner/Director and Primary Designated School Official at (+1) 813 373-5774 or ugaritlinguistics@gmail.com.

Housing

While Ugarit Linguistic Institute does not offer housing, we are happy to help you with information about area apartments and other housing available for rent. Just speak with the Owner/Director and she can help you.

Health insurance

Health care in the United States is very expensive. While Ugarit Linguistic Institute does not offer health insurance, we strongly suggest that you obtain a private policy. The Owner/Director will happily provide you with more information about how you can purchase health insurance from a reputable outside insurance company.

Initial Advising

The week before your first session studying at ULI, you will attend new student orientation at the Institute. Be sure to arrive in the U.S. early enough to be able to attend this important meeting. We will explain to you everything you will need to know about living in the United States and studying as an F1 visa-holding student at our Institute.

Before you start attending classes, you will be asked to take a placement test to determine what level you will be in (Levels 1-6). After you receive your placement score, your academic advisor will schedule your classes and answer any questions you may have.

On-going Advising

As you progress throughout our program, you may have questions and need advice about academic, immigration, or personal matters. The Owner/Director and Primary Designated School Official is happy to offer you personalized advising. She has an “open door” policy, so you are welcome to speak with her at any time.

STUDENT RESPONSIBILITIES

In the Classroom

In order to ensure that students and teachers get the most benefit in our classes, we have completed this list of conduct for everyone to follow.

While in class:

- All phones should be on silent mode and put away.
- While in class, students should do their best to communicate in English. This maximizes practice and immersion for everyone.
- No eating is permitted in the classrooms unless a medical condition requires you to eat.

- Always arrive to class on time and be ready to begin promptly.
- Be committed to what you're doing. A mind dedicated to learning will allow you to excel faster and with greater ease in a new language.
- Respect your peers and instructors. A positive environment allows for positive growth.

ATTENDANCE

Attendance Policy

Students who are F1 visa holders need to be aware that they are required to attend 18 hours of classes per week. You must follow ULI's Attendance Policy.

Attendance will be taken before each class. Regular attendance and punctuality are also important to show respect and consideration for your teachers and classmates. Your teacher will mark you tardy if you are not in class on time. Hours are counted in your attendance, so being late too often may eventually add up to be a full day's absence. Absences and tardies (being late to class) are tracked as follows:

- 1 day absent = 4 ½ hours
- 1 Speaking and Listening class absent = 1 hour, 15 minutes
- 1 Grammar class absent = 1 hour, 45 minutes

- 1 Writing, Vocabulary and Reading, TOEFL iBT Prep, or IELTS Prep class absent = 1 ½ hours

If you must be absent or late, please do call or email us to let us know. If you are absent, you are responsible for contacting your teacher for all assignments.

You are allowed three absences per month. If you have a doctor's appointment, bring us a doctor's note and we will put it in your student file. If you plan to be absent from class for any religious observance, notify us in advance. However, please note that there are no excused absences. If your attendance drops below 70% you will be notified.

Attendance Probation

While attendance is not a factor in whether or not you pass your classes or are eligible to be promoted to the next level, students who are F1 visa holders need to be aware that they are required to attend 18 hours of classes per week. You must follow ULI's Attendance Policy. If you exceed the maximum number of hours you are allowed to be absent, you will be placed on Attendance Probation and you will need to sign the Attendance Probation Form. The administration will monitor your attendance until it improves, and you are released from Attendance Probation.

Grade Scale

Courses are graded using the letter grade scale (A - F):

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

Progression

At the end of each 16-week session, you will take comprehensive final level exams, which are different than the in-class final exams. In order to pass to the next level, you

need to do three things:

- 1) Pass all of your classes with a 70%-C or higher in each class.
- 2) Pass all of your final exams with a 70%-C or higher on each exam.
- 3) Pass all your comprehensive level exams with a 70%-C or higher on each exam.

Academic Probation

If you do not pass to the next level at the end of the 16-week session, you will be placed on Academic Probation. You will need to sign the Academic Probation Form and you will repeat the same level. If you do not pass to the next level at the end of that 16-week session, you will be asked to transfer to another institute or return home within 15 days.

Appealing a Grading or Promotion Decision

Appealing a Grading Decision

If you do not agree with a grading decision, the first step is to talk to your teacher about the grade. If you still have a concern after speaking with your teacher, you may make an appointment to speak with an administrator. The administration will review your grades and consult with your teacher about the quality of work you have demonstrated in class. You will be notified in writing regarding the administration's decision about your appeal.

Appealing a Promotion Decision

If you do not agree with a promotion decision, you may make an appointment to speak with an administrator. The administration will review your grades and test results. They will also consult with your teachers about the quality of work you have demonstrated in your classes. You will be notified in writing regarding the administration's decision about your appeal.

FACILITIES

The school has computers that may be provided for student use when needed to assist in their learning progression. Students are also welcome to bring in their own laptop and connect to our WIFI for academic purposes. There is a small library for students

and teachers which includes reading material, copies of course books as a reference, and other books to browse while at school.

In our break area you will find comfortable seating and plenty of reading material and resources for your enjoyment. The school provides coffee and tea, a microwave, and refrigerator. We hope you take this time to meet other students and learn about our posted upcoming events.

Copyright Infringement Policy

Students may not reproduce or distribute any copyrighted materials, such as textbooks, except as authorized by the Owner/Manager. We require that our students be mindful of copyright laws when using printed materials.

Electronic Communications Policy

We ask that our students only use electronic communication facilities for school-related purposes. These facilities may not be used to promote offensive, unlawful, or inappropriate content. These facilities should not be used to transmit confidential information, except as authorized by the Owner/Manager. We require that our students be mindful of copyright and trademark rights when using our electronic communication facilities, especially when downloading software.

Confidentiality of Student Records

Confidential information is kept in each student's file, which is located in a locked cabinet in the Owner/Director's office. These records are retained for five years after the student stops attending classes at Ugarit Linguistic Institute. After five years, the records are shredded and disposed of properly.

Formal Student Complaints

The main focus of Ugarit Linguistic Institute's mission is to provide quality language training and test preparation in a positive learning environment. In order to ensure that, we have an open door policy, and our students are therefore welcome to discuss

any grievances they may have with the Owner/Director at any time.

A “formal complaint” is a written request for the resolution of a problem or conflict, including discrimination or harassment, that negatively impacts the student and cannot be resolved directly with the faculty or administrative staff member.

If the grievance is of a more serious nature and a student would like to file a formal complaint, he/she may fill out the Formal Student Complaint Form and request an appointment to speak privately with the Owner/Director. The complaint will be taken seriously and addressed with urgency, and the entire matter will be dealt with professionally and confidentially.

Ugarit Linguistic Institute 2022 Academic Calendar

There are 3 sessions per calendar year. Each session is 16 weeks long. Students attend classes for 18 hours per week

Session 1 – Spring (Sample 2022) *See updated calendar on the website

Orientation Day for New Students: Thursday, January 6 – starting at 1:30 pm

First Day of Classes for All Students: Monday, January 10 – starting at 9:00 am

Holidays / Non-Student Days:

- ☐ Monday, January 17, 2022 – Dr. Martin Luther King, Jr. Day
- ☐ Monday, February 21, 2022 – Presidents’ Day
- ☐ Monday, March 14 – Thursday, March 17, 2022 – Spring Break

Final Exams: Monday, May 2 through Thursday, May 5, 2022

Last Day of the Session: Thursday, May 5, 2022

Session 2 – Summer 2022 (Sample): May 9 – August 25, 2022

Orientation Day for New Students: Thursday, April 28 – starting at 1:30 pm

First Day of Classes for All Students: Monday, May 9 – starting at 9:00 am

Holidays / Non-Student Days:

☐ Monday, May 30, 2022 – Memorial Day

☐ Monday, July 4, 2022 – Independence Day

Final Exams: Monday, August 22 through Thursday, August 25, 2022

Last Day of the Session: Thursday, August 25, 2022

Session 3 – Fall 2022 (Sample): August 29 – December 15, 2022

Orientation Day for New Students: Thursday, August 25 – starting at 1:30 pm

First Day of Classes for All Students: Monday, August 29 – starting at 9:00 am

Holidays / Non-Student Days:

☐ Monday, September 5, 2022 – Labor Day

☐ Thursday, November 24, 2022 – Thanksgiving Day

Final Exams: Monday, December 12 through Thursday, December 15, 2022

Last Day of the Session: Thursday, December 15, 2022

FREQUENTLY ASKED QUESTIONS

Do you accept F1 Visa students?

- We are not currently accredited to assist international students with F1 Visas, but we are actively seeking accreditation. Our course curriculum has been designed to accommodate students who hold F1 visas.

Do you have full-time (18 hours total) classes available?

- Yes

If I currently live in another country can I attend classes?

- You must first apply for your F1 student visa at the American embassy or consulate in your country. Please see the section on “**Applying to Study at Ugarit Linguistic Institute**” on p. 8 of this handbook for more details.

How do I know my English level?

- All of our students take a placement test that accurately decides which class would be appropriate for them. After taking the test and discussing the results with the Owner/Director, you will be given your options for a class schedule.

How can I change my English level?

- Moving to a different level is something that will be determined by the Owner/Director. If you feel that a class is above or below your current placement, she will be pleased to speak with you about your options.

How many classes will I need to take to learn English quickly?

- You will take four classes each session: Grammar, Writing, Speaking and Listening, and either Vocabulary and Reading or a test preparation course, depending on your level and your interests. These classes are designed to help you learn English well at a reasonable pace. However, how much you learn will depend on how much effort you put into your English learning and the goals you have set for yourself. It is the student's responsibility to study and practice English regularly in their everyday lives outside of class.