

BEZMIALEM VAKIF UNIVERSITY



BEZMİÂLEM
VAKIF ÜNİVERSİTESİ

FOREIGN LANGUAGES DEPARTMENT

ENGLISH PREP PROGRAM

STUDENT HANDBOOK

2018 – 2019

Dear Students,

Welcome to Bezmialem Vakif University.

I would once more like to congratulate you for your success at the University entrance exams.

In 1845, while Istanbul was struggling with epidemics, Bezmialem Sultan, established the first hospital in Ottoman history. The most advanced medical care of the time was provided to those in need, free of charge. The principles of Bezmialem Sultan continue under the roof of Bezmialem Vakif University (BVU) which was founded in 2010 and it still carries this historical signet with pride.

The main goal of the University is to train healthcare professionals and scientists through innovative education models by using modern science and technology in light of the values of our civilization and with the help of our prominent faculty. Moreover; it is our responsibility to conduct research that produces real results as products and services, as well as providing high quality and accessible healthcare services while improving the health level of our society.

Of course while accomplishing this target one cannot isolate the university from the universe, so knowledge of another foreign language is very critical. Establishing a Foreign Language Prep Class for our students who have to attend these classes for one year is a step forward towards both our and future generation health care providers.

As a principle, one third of the courses are lectured in a foreign language during the following years in three of our faculties. In those faculties, Occupational English is also given as a specific course. In Health Sciences Faculty and Vocational School, General English courses are taught for at least two terms.

In order to start networking during the education period, a high level of international student and faculty member exchange, which also requires good knowledge of the language, is encouraged.

I wholeheartedly believe that you will make the most out of this prep year in order to get ready for the coming years and the future. And as we return for another academic year, the almost palpable excitement of our faculty and staff is abundantly evident, they are poised to welcome, mentor and assist you, our new students as you discover the magic and beauty of this place.

Sincerely,

Rümeýza Kazancıođlu, MD
Bezmialem Vakif University
Rector

BEZMILAEM VAKIF UNIVERSITY CAMPUSES

Vatan Campus

Address: Adnan Menderes Bulvarı Vatan Caddesi 34093 Fatih/İstanbul

- Faculty of Medicine
- Faculty of Dentistry
- Faculty of Pharmacy
- Health Sciences Institute



Eyüp Sultan Campus

Address: Merkez Mahallesi Silahtarağa Caddesi No:189 (İgdaş G.Müdürlüğü Karşısı) Eyüp

- Faculty of Health Sciences

Sultangazi İlhan Varank Campus

Adres: Muhsin Yazıcıoğlu Caddesi 2115 Sok. No:6, 34265 Sultangazi

- English Prep Program
- Vocational School for Health Services



Sultangazi İlhan Varank Campus Info

Address: Muhsin Yazıcıoğlu Caddesi 2115 Sok. No:6, 34265 Sultangazi

Transportation: T4 Topkapı – Mescid-i Selam Tram line, Hacı Şükrü Station

Shuttle Bus: between Vatan Campus and Sultangazi İlhan Varank Campus (Current Shuttle Bus Schedule to be announced)

2nd Basement Floor (-2): Sports Hall, Locker Rooms and Showers

Ground Floor: Reception Desk

Table Tennis, Billiards, Table Football, Air Hockey, Dart, Play Station

Bahçe Cafe

1st Floor: Directorate of Vocational School of Health Sciences

Secretary Office of Vocational School of Health Sciences

Male Prayer Room

2nd Floor: Library & Multimedia Room

Psychological Counseling and Guidance Office & Paramedic's Room

Directorate of Health, Culture and Sports Office

3rd Floor: Foreign Languages Department– English Prep Program

Computer Lab (Corridor C)

Female Prayer Room

4th Floor: Cafeteria (Lunch between 11:00 – 14:00)

Foreign Languages Department Staff

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Our vision

We see the future members of the healthcare sector as professionals who are able to fully function using the English language. We see them as a part of our future treasure that can have an impact on the global healthcare services. The only way for them to be able to do so is to have a high proficiency of English, which will enable them to participate and present in international academic conferences, conduct medical research and contribute to the medical literature.

Our mission

In order to achieve our vision, we will provide our students with the academic and linguistic skills which they need both in professional and daily life. We will imprint the conviction that learning English does not only take place in school and during class time; it is an ongoing process that evolves and proceeds beyond the boundaries of academic environment. We will guide our students towards an understanding that learning English is a life-long process and we will provide them with the key skills to succeed in that process.

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Course Description

Our course consists of two semesters or four quarters. Each quarter lasts for eight weeks. In the first two quarters, there are 22 to 24 hours of teaching input. In quarter 3 and quarter 4, the input is decreased to 22 to 20 hours a week. There is a two-week winter break between the two semesters during which a written assignment is required from each student. There is a one-week break between quarter 1 and 2, and between quarter 3 and 4. In the winter break, there are extra optional input sessions in the first week for those who need them. In the first two quarters, students' stay in the same group, however, there is going to be a group shuffle in quarter 3. The reason behind the shuffle is to get to know new teachers and enjoy different teaching styles as well as meeting new classmates.

When students complete Prep Program successfully, they will be able to do the following:

CEFR Level: B1 – B2

Attendance

Attendance is one of the most important factors which affect your success in our program. In each quarter, students are allowed to be absent up to 10 without a reason (unexcused absence). However, in case of a medical emergency, a medical report is accepted and it cancels the absent hours. Keep in mind, medical reports should be issued from governmental hospitals (heyet raporu) and not from private clinics. Students who exceed the absenteeism limit are not permitted to sit the Final Exam (40 points) at the end of the quarter.

Communication

At the beginning of Quarter 1, a class representative and an assistant are elected by their classmates. Mainly, they serve as a bridge between the class and the instructors and the administration.

- The class representatives are responsible for communication in the classroom.
 - They start groups for class messaging. (i.e. a WhatsApp group) which include all their classmates in order to communicate instantly regarding homework, assignments, projects, announcements etc.
 - They also become members of messaging groups with the other class representatives, for Prep Program administration contacts the class representatives for the announcements, updates, notifications, reminders etc.
- They are expected to maintain good relationships with their classmates.
- They represent their class and attend meetings as required in each quarter with the Foreign Languages Department Director and/or Level Coordinators, so that they can pass on messages, comments, concerns etc.
- They are responsible for keeping a record of extra materials used in every class and keeping copies for absent students.

Projects, assignments and presentations

In every quarter, students are responsible to deliver a project or give a presentation about different topics. Generally, a presentation is expected in the second quarter. Few input sessions are given on how to prepare and give a successful presentation. Students are going to work together on a certain project and deliver it within a given deadline. The details of the presentation and project assignments are going to be explained in details in due time.

Levels

Quarter 1 starts with up to three different levels: A, B and C. By quarter 4 all groups will be at the similar proficiency levels with the help of extra materials.

Exams and assessment

The passing grade is 60 out of 100. The general score is divided into quizzes, projects, midterms, final exams and speaking exams.

Quiz: 10 points each (Grammar and Vocabulary, 2 or 3 quizzes in each quarter)

Midterm: 30 points (Reading 10 pts, Listening 10 pts, and Writing 10 pts.)

Final: 40 points (Reading 10 pts, Listening 10 pts, Writing 10 pts., and Speaking 10 pts.)

The speaking interviews are usually done on Thursday of week 8. Students are given a appointment list to follow for the Speaking interview. Each student will have a 5 to 10minute recorded interview. The questions will be mostly taken from the course books and all the topics that have been discussed during the four weeks of the quarter. There will be a video recording machine; students are given a choice to audio or video record the interview should they feel uncomfortable in front of a camera. The rubrics of the speaking exams will be shared with the students before the exam. Accuracy, fluency and vocabulary are all taken into consideration while scoring the interview.

Project: 10 points The details of the project will be announced in the first week of the quarter so students will have enough time to fully prepare well for their projects, and the Project rubric will be shared with the students in advance.

Placement tests and proficiency exams

Medical, dentistry and pharmacy students take a placement test in summer during the registration week. If they score 60% and more in the placement test, they are eligible to take the proficiency exam. If they pass the proficiency exam (60%), they don't have to take the preparation program. If they didn't, they start the program in September and finish in June. Then they take the proficiency exam in June. Should anybody fail the proficiency exam, they can take it again in the summer after attending Summer Make-up Program.

Placement Test: 100 questions, Grammar, Vocabulary and Reading, multiple-choice

Proficiency Exam: four skills and Grammar. (80 questions, multiple choice) It starts with Listening questions, Reading texts, Grammar and Vocabulary, then it ends with writing an essay. After the test and Writing part finishes, there is also an interview to test the Speaking proficiency.

If a student is able to present any of the following exam scores (original score report), they are exempt from English Prep Program and enter their faculty immediately:

Test	Required Minimum Score	Validity
TOEFL IBT	75 (minimum 10 in each part)	two years
CAE	B	two years
CPE	C	two years

*Please visit <http://ydb.bezmialem.edu.tr/> for YABANCI DİLLER BÖLÜMÜ EĞİTİM-ÖĞRETİM VE SINAV YÖNERGESİ

Class Hours

The first class usually starts at 9:00 exactly and finishes at 9:45. Then there is a 15-minute break. Only on Monday, the first class starts at 09:30. On the days with five lessons, there is a one-hour lunch break after the third lesson.

Medical English

Starting from the third quarter, students will have 2 input sessions dedicated to Medical English. Students will mostly learn specialized vocabulary, listen to conversation in medical contexts and read medical texts. The students will be divided into three groups: Medicine, Pharmacy and Dentistry. Each group will have customized classes that correspond with their fields. Students may have medical projects or poster presentations that will require research skills. In addition, the second quiz of third and fourth quarter is dedicated to test the medical input and is out of 10.

Office Hours

There is going to be an ongoing assessment of students' performance and attitude towards learning. Together with exam results, a general weekly evaluation is formed for each student. In case this evaluation is not up to the standards of average performance, students are kindly asked to join the office hours which are extra emphasis of input given by different teachers in an organized schedule and also sessions for getting detailed feedback from the instructors. When invited by the instructor/mentor, these office hours are obligatory and counted in the attendance sheet and they will be taken very seriously and they are not to be skipped under any circumstances. The rationale behind these hours is to raise the level of students up to a certain level so they can fit in with the rest of their classmates. Generally speaking, students learn at a different pace and slower students should not feel underachieved or behind, thus joining those office hours would insure that they get the proper attention they need.

Speaking and Reading clubs

Bezmialem has always been a proud establishment for producing competitive and proficient students. That's because of the management's emphasis on trusting high-quality and experienced teachers who deliver specific and agreed-upon lessons. We would like to believe that learning is a continuous journey of discovery and it doesn't take place only in a classroom. Therefore, we organize two clubs which focus on both reading and speaking skills. These clubs are optional but highly recommended. Interested students should apply at the beginning of the first quarter to one or both clubs in order to be included in the activities and extra worksheets. Both clubs meet once a week on different days after the classes; the clubs are supervised by different highly-motivated teachers who would love nothing more than having eager-to-learn students from different levels. The supervisor of the reading club will share a list of suggested readings then one story is chosen. Students will have one week to read in details then the club will meet for discussion and questions so that students will practice listening to each other, speaking and vocabulary. The supervisor of the speaking club will orchestrate speaking activities, watching videos, giving opinions and so on and so forth. There will be a strong focus on the fluency of the language and many fixed daily expressions that are often used in authentic conversations.

Computer Lab and Library

English Prep Program students can benefit from the computer lab on the third floor after the lessons finish. There will be a Computer Lab schedule for student use.

- 20 Apple All-In-One Desktop Computers and headphones with microphones

Also, the second floor accommodates the campus library:

Sultangazi İlhan Varank Campus Library

- 340 m²
- Seating capacity of 100
- 1 Multimedia Room (10 computers)
- 2 Reading Rooms
- 14.200 Print Sources (1.300 of which are in English)

Lunch and snacks

There is a lunch hall on the top floor of Sultangazi İlhan Varank Campus, lunch is served between 11:30 and 14:00. Should students choose to eat on campus, the menu is displayed on our website. Likewise, there is a cafeteria downstairs for drinks and snacks (Bahçe Café).

Shuttle schedule

There are two shuttle buses from the main campus in Fatih to Eyupsultan Campus and another one from the main campus to Sultangazi İlhan Varank Campus. Students will be informed about the current shuttle bus schedule.

Our course books

We opted for the best and most recent books and materials in the field of General and Medical English. They provide students with high-quality and right-to-the-point materials. They are user-friendly and equipped with further online practice.

However, we choose to believe that course books are only there to guide our lesson plans and weekly maps and they are not there to restrict us from creativity. We pride ourselves that we teach the students and take them towards language objectives, we don't teach course books only.

Level A Book List:

Cengage	OUTCOMES ELEMENTARY
Cengage	OUTCOMES PRE-INTERMEDIATE
Cengage	OUTCOMES INTERMEDIATE
Pearson	What a World Reading 1
Pearson	What a World Reading 2
Pearson	What a World Listening 1
Pearson	What a World Listening 2
Oxford	Select Reading Intermediate
Pearson	Contemporary Topics 2
Pearson	Contemporary Topics 3
MacMillan	Writing Skills towards Academic Writing

Level B Book List:

Cengage	OUTCOMES PRE-INTERMEDIATE
Cengage	OUTCOMES INTERMEDIATE
Pearson	What a World Reading 2
Pearson	What a World Reading 3
Pearson	What a World Listening 2
Pearson	What a World Listening 3
Oxford	Select Reading Intermediate
Pearson	Contemporary Topics 2
Pearson	Contemporary Topics 3
MacMillan	Writing Skills towards Academic Writing

*Achieve3000® online platform for all of the students

General rules, permissions and prohibitions

- 1- Students are required to be in class on time.
- 2- Students are allowed to use their cellphones in the classroom as dictionaries and search engines if needed. But they are under no circumstances allowed to use their cellphones for social media and such. Teachers may choose to collect the cellphones from students if there is no need for dictionaries in that given class. During exams, cellphones are collected in a box and placed on the classroom desk.
- 3- English only is spoken within the confines of the prep school campus. There will be no means of communication with teachers other than English. English only is used in the classrooms, in the teachers lounges, in the halls, cafeteria and during breaks. Students are always encouraged to speak English even with their classmates especially during pair and group work. The rationale behind this rule is that the school campus is most probably the only safe space where students can practice and communicate comfortably in English without embarrassment.
- 4- No food is allowed in the classroom. However, drinks are permitted as long as students clear out their cups.
- 5- Under no circumstance students are allowed to sleep during class time. If a student is too sick or too tired to attend for some reason or another, they are advised to skip the class altogether.
- 6- We would like to kindly confirm that students may and can fail the preparation program. It is quite possible to have failed students. Only and only if they didn't do the work, they had attendance problems, or/and they took their studies lightly. Students who are at a weak proficiency level should not worry because we always support our students to become better and pass the prep program with no problems. We can and will help those who want to help themselves, by all means support them.

Tips for successful students

- 1- Successful students are mostly enthusiastic about learning English. They have an open and positive attitude towards learning and they anticipate success. They are not restrained by old bad English learning experiences. They see the prep school as a golden opportunity to produce and communicate in English without criticism or inhibition.
- 2- Good students are good listeners; they listen to each other and listen to their teachers especially while taking important input or taking instructions. Furthermore, they are not afraid to ask questions if they didn't understand something. They listen intently first and if they don't understand, they ask. Questions are always welcome, but of course in the appropriate time and not while the teachers are speaking. The appropriate time to ask questions is left to the judgment of students.
- 3- Good students are not afraid to make mistakes. They know that making mistakes is the only natural and a very good way to learn. Good students don't make fun of each other's mistakes; they encourage and support each other. At the same time, good students are not embarrassed or upset when teachers correct their language. They know that correction and sensitive feedback is an important role of the teachers' job and no one will take any correction personally. Errors, mistakes and correction are all at the heart of the learning process and should be executed with positivity.
- 4- Good students are not afraid to try to use new vocabulary and new grammar structures while they are writing or speaking. They know that the best way to remember the new language is to put it to use. Good students know how to learn. In other words, they experiment with different learning techniques and they stick with the most convenient method for them. Some students like to write new words, some of them like to keep a notebook, and others like to save them on their cellphones. Some students like reading aloud or they learn best while moving. Each and every student is responsible to figure out the most suitable and easiest way to learn according to his or her learning style. Of course, teachers are always there to guide and help students in this process.
- 5- Finally, it has been seen that good students are always careful to keep track of their progress by whichever way they find appropriate for them. They have files to keep their writings and their writing feedbacks, extra worksheets, reading materials; and any other materials they use throughout the year are all kept in an orderly fashion. The reason behind this is that these records will always be available for students to go back to. These records enable them to know where they were in terms of English proficiency level and where they are now and how much they improved.

Useful websites for learning English

1	http://tv.mes-english.com/
2	http://www.eslpartyland.com/
3	http://www.eslflow.com/
4	http://www.wonderville.ca/
5	http://www.funbrain.com/
6	http://funschool.kaboose.com/
7	http://www.jamesmdeem.com/
8	http://www.bogglesworldesl.com/
9	http://www.mes-english.com/
10	http://www.esl-galaxy.com/
11	http://www.englishforeveryone.org/
12	http://www.abcteach.com/
13	http://www.tolearnenglish.com/
14	http://www.eslcafe.com/
15	http://www.tefl.com/
16	http://www.123certificates.com/
17	http://iteslj.org/questions/
18	http://www.headsupenglish.com/