



ICPNA CHICLAYO
STUDENT HANDBOOK
2016

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1. ABOUT OUR INSTITUTION

1.1 Who are we?

INSTITUTO CULTURAL PERUANO NORTEAMERICANO, ICPNA - CHICLAYO

ICPNA Chiclayo was founded in 1957 by a group Chiclayo citizens. Their objective "was not only to promote cultural and academic exchange between the United States and Peru, but also to provide Peruvian people with a more informed understanding of what the United States and its people are about." ICPNA is a not-for-profit, bi-national center and operates under the auspices and in close co-operation with the U.S. State Department and the U.S. Embassy in Lima.

ICPNA's academic department is a well-organized and has an effective English language program serving the communities of Chiclayo, Chepen and Cajamarca where we have established ICPNA branches. The number of students at the three sites is approximately 3500. The quality of services and instruction keeps improving year by year. The program is more than meeting its goals and objectives. It has the support of a strong administration and is led by a very capable academic team.

1.2 Our mission:

Instituto Cultural Peruano Norteamericano – Chiclayo
(Cajamarca & Chepen sites)

General Mission Statement

To promote understanding between the people of Peru and the United States of America through the teaching of the English language, cultural and informative programs from both countries, bilingual libraries, educational advising for studies and scholarships in the United States, and promotion of civic and democratic values

Institutional Vision

To be a leading and innovative institution in the teaching of the English language in the country recognized for the high quality of its educational, cultural and informative services, and the impact of its programs for the promotion of civic and democratic values.

Academic Department Mission Statement

The Academic Department is inspired by the basic values of honesty, respect, responsibility, teamwork, loyalty, and efficiency; as well as the principles of punctuality, order, discipline and transparency. The Academic Department is committed to the holistic development of students, permanent professional development of the teachers and the dissemination of exchange of teaching experiences. Evaluation is used as a

tool to achieve continuous improvement while academic projects maintain constant pedagogical innovation.

Academic Department Vision

To be a department that leads continuous professional development for teachers, a holistic education of students, a generator and promoter of innovative teaching, and to influence the community in general with high quality language instruction. A Department that is recognized by its quality of service, which is based on cooperation, participation and autonomy of its teachers; respect for and appreciation of both Peruvian and North American Cultures.

1.3 Description of facilities:

The Instituto Cultural Peruano Norteamericano owns a five-floor building located at Manuel Maria Izaga 807 Street in Chiclayo city. The administrative offices, computer labs and the library are located on the first floor. The classrooms are located from the second to the fifth floor.

1.4 Technical Support:

We have computers with internet access and special software and programs that our students can use as an additional tool.

1.5 Accreditation:

ICPNA Chiclayo and its sites in Cajamarca and Chepen have applied for accreditation with the CEA in the US. In March of 2014 the institution will hand in the self-study report and by mid-2014 we will have the visit of the CEA representatives and by the end of 2014 we expect to have the accreditation.

2. STUDENT SERVICES

2.1 New Students:

Whoever wants to start classes at our institute must follow these procedures:

- A) To approach our information office which is located at the entrance of the building, where qualified personnel will offer information about schedules, prices, duration of classes, duration of the different programs of learning English as a foreign language.
- B) Ask for the receipt to pay the monthly tuition and to purchase the books.
- C) Pay the receipt/s at the bank and with the paid receipts, register with the cashier at the ICPNA and collect the book from the information office.

- D) On the client's monthly payment receipt there is information about the classroom, the hour and the teacher that will be teaching the course for that month.
- E) If the student who wants to start their studies with us and they have studied in another institution, they need to take a placement exam and study in the cycle according to the result of the exam.

2.2 Students who want to return to classes:

All students who studied with us and after a time want to retake their studies, must follow the following procedure:

- A) Students that have stopped studying for 2 months can continue in the next cycle.
- B) Students that have stopped studying for 3 to 6 months can repeat the last cycle that they studied.
- C) Students that have stopped studying for more than 6 months must take a placement exam.

2.3 Placement Exam:

A placement exam is needed for those who have previous knowledge of studies and don't want to start from the first cycle or for the students who studied with us and have left their studies for more than 6 months.

The placement exam is about 50 to 100 questions in about 30 minutes to 1 hour and the result of the exam is given after the exam. This exam is important to know the student's level of English to place him/her in the appropriate cycle.

2.4 Computer Lab:

The computer lab is exclusive for our students. All the computers in the lab contain all the material of different levels of the program from children to adult and also contain quizzes, dictionaries, videos, and games in English among others.

The lab is open for our students from Monday to Saturday from 8:00 am to 2:00 pm and 3:00 pm to 10:00 p.m.

2.5 Benjamin Franklin Library:

The Benjamin Franklin library works as an info center for our students as well as the general public. It is modernly equipped with the latest technology in addition to an updated bibliography.

In the library a series of continuous activities are developed such as:

- To promote student voluntary services related to Peruvian and North American Culture activities.
- Workshops of reading for children from 6 to 12 years old, every Friday from 4:00 to 5:00 p.m. and Saturdays in the morning.
- Assessor to librarians of Lambayeque and other regions about libraries management.
- Coordination between the branches in Chepen and Cajamarca about the different monthly activities with the voluntary group.
- Friends of the Library Club, formed by young voluntaries that help in the different activities.
- Organization of the library
- Chess contest
- The English banner contest
- Our library is equipped with books and important material that help the students to learn the language.
- The hours of attention for the library is from Monday to Friday from 4:00 to 8:00 p.m and Saturdays from 9:00 to 12:00 m

3. COMPLAINT PROCEDURE

The unsatisfied customer with the product or service received must be attended to in the first instance by our academic staff in order to give early settlement, if the customer is still upset and wishes to express the complaint formally, he/she must do so in the official book of complaints in writing. This book is physical and located in the office of human resources.

4. CLASSROOM RULES

Students have to be aware of these rules inside classrooms:

1. Neither radios nor cell phones are allowed in class unless it is an emergency case.
2. Food or beverages are not permitted in the classroom. This includes drinks, candy, gum, cookies, etc.
3. Lab time is NOT during class time.
4. Students need to be in class not later than 5 minutes after the bell

5. Students need to make the monthly tuition payments not later than the 10th day of the month.
6. Students need to use the original text, no photocopies are allowed, it is against the law to use photocopies.
7. With more than 3 absences the student would fail the course.
8. Students are responsible for their progress that includes classwork, homework, regular attendance, and so on.
9. Students are highly encouraged to work well with classmates.
10. Students need to observe the code of conduct.
11. Other rules that would be explained by the class teacher.

5. SECURITY SYSTEMS:

All areas of the building are under supervision of the installed cameras in strategic areas of the building.

We have 2 members of the National Police placed at the entrance of the building and they monitor the movement of the students constantly.

6. PROGRAM OF STUDIES:

We have programs for the students and we guaranty that our students will learn English correctly and efficiently.

6.1 Adult Program:

We have 2 options for the adult program: Regular classes or Intensive classes.

14.1.1 Regular Courses:

Pre Basic Level:

Five months of classes from Monday to Friday

Basic Level:

Fifteen months of classes from Monday to Friday for 1.5 hours every day.

Intermediate Level:

Ten months of classes from Monday to Friday for 1.5 hours every day.

Advanced Level:

Twelve months with classes from Monday to Friday for 2 hours every day.

Hours:

Monday to Friday from 8:00-9:30 / 9:30 -11:00 / 4:30 – 6:00 p.m. / 6:30 – 8:00 p.m.
and 8:30 – 10:00 p.m.

Weekends: Saturdays from 4:00 to 7:00 p.m. and Sundays from 9:00 to 12:00 m.

Costs:

145.00 Soles per month

130.0 soles per month (special rate for classes from Monday to Friday)

6.1.2 Intensive Courses:

Pre Basic Level:

Three months of classes from Monday to Friday 2 hours per day.

Basic Level:

7 months of classes from Monday to Friday 2 hours per day

Intermediate Level:

5 months of classes from Monday to Friday 2 hours a day

Advanced Level:

12 months of classes from Monday to Friday 2 hours a day.

Hours:

From Monday to Friday 7:00 – 9:00 / 9:30 – 11:30 / 4:00 – 6:00 / 6:30 – 8:30 and
8:30 – 10:30 pm

Weekends:

Saturdays from 3:00 to 7:00 p.m. and Sundays from 9:00 to 1:00 pm

Costs:

190.00 Soles per month

170.00 Soles per month (special rate for classes from Monday to Friday)

6.1.3. Children program:

This program is for children between the ages of 3 to 12 years and it is divided in:

Kinder Level for children from 3 to 5 years old

Pre Children Level for children from 6 to 7 years old

Children Level for children from 7 to 9 years old

Junior Level for children from 10 to 12 years old

The children program can be developed in two ways:

Daily Classes:

The cycle is 18 days from Monday to Friday. 1.5 hour from 3:30 to 5:00 pm or from 5:00 to 6:30 p.m.

The classes are projected in classes and are dynamic and fun so children can enjoy them.

The mid-term exam is on the 9th day of class and the final exam the last day of class.

When a child cannot take the final exam in the schedule day the parents have to go to the coordination office (102) on the first floor to justify the absence, no extra payment for after date test is required.

Saturday Classes:

The cycle is for 4 Saturdays with 2.5 hours of classes each Saturday from 8:00 to 10:30 am or from 10:30 to 1:00 pm

The mid-term exam is administered on the third Saturday and the final test the last day of the cycle.

Workshops for Children:

We offer free activities/workshops for children every Saturday such as:

Leveling, for children of the junior and Children who have missed a class or want to review a class, it is on the 5th floor room 501

Computer Lab, we have 2 laboratories on the first floor of the building where our students can use the computer that has the digitalized version of all texts, workbooks, class audio, video, and so on, plus games, movies, etc.

Students can use the computers for 1 hour presenting the receipt of payment to the IT person in the lab.

Children's Movie Club, every Saturday we show movies for 2 hours for children in the auditorium on the second floor.

Others: We also have additional activities for kids on Saturday like a magic show and all of them are free of cost. Week day students can also join the Saturday's activities.

Study Materials:

The student material consists of a book, workbook and a CD, depending on the level of the course. The book and workbook must be used in class and CD is to be used at home.

Here is the distribution of the books according to the level:

Level	Book
Kinder	New Pockets
Children	Big English
Junior	In Sync

6.1.4 Weekday Classes:

The adult program is a cycle of study formed by 18 days per month with classes of 1.5 hours per day for the regular program and 2 hours a day for the intensive and the advanced program.

The classes are projected in classroom and the teachers must use their electronic pen as an additional tool in class.

Our students are evaluated with an exam that has 25 questions and is to be taken on the 9th day of classes (mid-term exam).

The second exam is the Final test with 25 questions, it lasts 30 minutes approximately and it is to be taken the last day of classes.

If the student miss or is late for classes they must justify it with the teacher or with a document if the student is not older than 18 years.

6.1.5 Weekend Program:

The weekend program consists of 8 classes Saturdays and Sundays for 3 hours each in the regular program and 4 hours in the advance and intensive program with 15 minutes break per day.

The third Saturday of classes the midterm exam will be administered for 30 minutes and the class continue until the end of the regular time.

The last Sunday the final exam is administered for 30 to 40 minutes.

The exams are evaluated from 0 – 100 with 100 being the maximum and 80 the minimum points to pass the exam, if a student has less than 80, the student must repeat the cycle.

Additionally, the teachers can assign group or individual homework and it will be evaluated.

If the student cannot take the exam on the assigned date then he/she can take an extemporaneous test, for this the student needs to pay 30.00 Soles and coordinate with the professor the date and the hour of the exam.

6.1.6 Study Materials:

All our students must buy their material which is a book, digital workbook, and CD.

The book is used daily by the students in classes.

Additionally the workbook can be used in the lab or at home as part of the student's evaluation.

The CD is the material that can be used by the student at home.

The books are used by our students according to their level which is as follows:

Level	books
Kinder	New Pockets
Children	Big English
Junior	In Sync
Pre Basic	Fundamentals
Basic	Top Notch
Intermediate	Summit
Advanced	American Headway & Communication Strategies

7. PAYMENT OF TUITION

The tuition must be paid from the first day of classes until the 10th day of each month at the bank. If the student pay after the 10th, he/she will have to pay an additional fee depending on the number of days passed.

After the eleventh day of the month the students that have not paid must pay before the end of the cycle or they aren't going to take the final exam and will have to pay a higher fine plus another fee for an after date test.

The tuition is to be paid at the bank but the fee for an after date exam needs to be paid to the cashier at the institution.

8. NUMBER OF STUDENTS PER CLASS:

Every class of adult program has to have a minimum of 8 students, when the group is more than 25 students the class will be divided into two classes.

If the class doesn't have the minimum of 8 students, the teacher may have to talk with the office and they can make phone calls to the students to invite them to continue their studies so that we can complete the required number of students per class.

If the class is not complete it may get canceled on the 3rd or 4th day of class. The students can move to other existing schedules or wait until the following month or get a refund of their tuition.

9. MONTHLY CLASS SCHEDULE

The classes for adults are scheduled according to the following criteria:

- Result of the surveys administered to the students
- End of the book and beginning of the next one
- Result of the mentors reports of observation of classes
- Availability of the teacher
- Fair distribution of hours

10. INTERNATIONAL EXAM FROM THE UNIVERSITY OF MICHIGAN:

In Chiclayo we administer the Michigan University exam (ECCE and ECPE) those exams are given 2 times a year in May/June and November/December. The exams cost \$75 and \$85 respectively but the institution covers these costs for the first time. If the student fails then he/she would need to pay the subsequent exams.

11. SPECIAL COURSES:

11.1 ECCE Exam Preparation:

We have two exams preparation courses to get the international certificate from the University of Michigan, which is recognized by organizations and universities in North American, South America, Europe and Asia.

At the end of the intermediate level of our adult program, our students can take this course which is optional.

11.2 Preparation for the ECPE Exam:

At the end of the advanced level of the adults program, our students can take this course of preparation for the ECPE exam of the University of Michigan.

The ECPE exam certifies English proficiency at an advanced or C1 – CEFR. This exam evaluates the abilities of speaking, listening, reading and writing in English, as well as, the other sub-skills such as structural and lexical knowledge and use by the candidate.

The results define a level C1-C2, the highest according to the Common European Framework of Reference.

The ECPE, as the other Michigan exams, is recognized at an international level according to the established procedure by the Association of Language Teachers in Europe (ALTE) and the European Common Reference Framework (CEFR)

11.3 Preparation for the TOEFL Junior Exam:

The TOEFL Junior exam is an evaluation designed to measure the skill of the students in his academic and social environment.

This exam is for students from 12 to 18 years old that study English as a second language. We use it as an exit exam for our level 3 – Junior program and level 4 – Basic program.

- This exam measures the auditory capacity and the comprehension of reading as well as grammar and the vocabulary in an academic and social content.
- Provides the objective information about the progress of the student in their learning abilities of the English language.
- Helps students see their strengths and weaknesses and decide which abilities need to be reinforced.
- Gives useful information in regards students' learning outcomes at the end of the mentioned levels.

11.4 TOEFL ITP Exam:

The TOEFL ITP tests are paper based and use 100 percent academic content to evaluate the English-Language proficiency of nonnative English speakers. The tests evaluate skills in the following areas:

Listening Comprehension

Structure and Written Expression

Reading Comprehension

11.5 Conversation Classes:

This course is meant for students of advanced level or people that have finished their studies of English language and want to improve their pronunciation and speaking as a whole. The classes are an hour a day, from Monday to Friday, and are usually taught by a native English speaker.

11.6 Training for Teachers:

This is an institutional outreach program which is given for free to English teachers from public schools. The course lasts one year and is given every Saturday from 3:00 to 7:00 p.m.

12 ACADEMIC CALENDAR:

We have an academic calendar with the dates of monthly classes for weekdays and weekends.

These dates are for the whole year and this information is distributed to our teachers, students and public.

Daily Classes

MONTH	FIRST DAY	FINAL EXAM
JANUARY	Wednesday 06	Friday 29
FEBRUARY	Wednesday 03	Friday 26
MARCH	Thursday 03	Wednesday 30
APRIL	Tuesday 05	Thursday 28
MAY	Wednesday 04	Friday 27
JUNE	Wednesday 01	Friday 24
JULY	Friday 01	Tuesday 26 *
AUGUST	Tuesday 02	Thursday 25
SEPTEMBER	Wednesday 31 (Aug.)	Friday 23
OCTOBER	Friday 30 (Sept.)	Tuesday 25
NOVEMBER	Monday 31 (Oct.)	Thursday 24
DECEMBER	Monday 28 (Nov.)	Thursday 22*

* Graduation
Ceremony

SATURDAY AND WEEKEND CLASSES

MONTH	FIRST DAY	FINAL EXAM (SAT.)	FINAL EXAM (SUN)
JANUARY	Sat. 09	Sat. 30	Sun 31
FEBRUARY	Sat. 06	Sat. 27	Sun. 28
MARCH	Sat. 05	Sat. 26	Sun. 27
APRIL	Sat. 02	Sat. 23	Sun. 24
MAY	Sat. 07	Sat. 28	Sun. 29
JUNE	Sat. 04	Sat. 25	Sun. 26
JULY	Sat. 02	Sat. 23	Sun. 24
AUGUST	Sat. 06	Sat. 27	Sun. 28
SEPTEMBER	Sat. 03	Sat. 24	Sun. 25
OCTOBER	Sat. 01	Sat. 22	Sun. 23
NOVEMBER	Sat. 28 Oct.	Sat. 19	Sun. 20
DECEMBER	Sat. 26 Nov.	Sat. 17	Sun. 18

13 CULTURAL EVENTS

The cultural director develops a monthly cultural program that allows an active participation of our staff, faculty, students and the general public in cultural activities from the region, the country and at times from the US.

The culture office directs, promotes, produces, all kinds of artistic and cultural activities with the best of the American and Peruvian cultures, in its diverse human manifestations: visual arts (painting, photography, sculpture, etc.) scenic (theater, dances, etc) Musical (concerts of music of all the kinds) literature and others.

ICPNA also organizes chats, conferences, training workshops on topics of interest and that gives support to the cultural development of both countries.

The majority of the events are self-financed and free for the students, though on occasions, especially for shows/concerts, it is necessary to charge a small entrance fee to cover some of the expenses.

ICPNA has a multipurpose auditorium that the principal space used for the presentation of the majority of events programmed for almost every day of the year. The above mentioned auditorium has updated equipment such as: technical and audio-visual support that allows us to work with modern technology offering a modern vision of cultural management in every event.

The cultural director in coordination with the academic department continues involving teachers and students in many of the cultural activities.

In time the public will see the objective that when we learn a language we also learn the culture, inculcating in our students the importance of multicultural awareness that would make them world citizens.

For this, we offer training workshops, informative chats and audio-visual productions where different topics of interest are approached and that can be applied in our lives, communities and the society.

At present in addition to our staff, faculty and students we have a number of faithful public who follow us constantly through the social net works and mass media being interested in attending our different activities.

14 Student learning outcome per level, corresponding texts, and CEFR equivalence

Texts	Fundamentals	Top Notch 1	Top Notch 2	Top Notch 3	Summit 1	Summit 2	American Headway & Com Strategies
Our program	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 12
Levels	Pre-basic	Basic			Intermediate		Advanced
CEFR Equivalence	A1		A2		B1	B2	C1

Common Reference Levels - Global scale

Proficient User	C2	Can understand with ease virtually everything heard or read. Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	C1	Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.
Independent User	B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics, which are familiar, or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

Basic User	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.