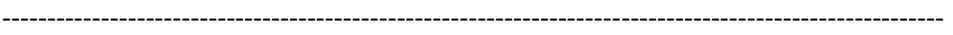




**COLEGIO GUADALUPE | DOUBLE PROGRAM
REGULATIONS
2016-2017**

PLEASE RETURN THE FOLLOWING STUB



I hereby agree to abide by the rules and regulations outlined for Double Program. I understand the discipline and academic policies. I agree that failure to comply with these rules and regulations will result in the dismissal of the student from the Double Program.

Date _____

Group _____

List number _____

Name of student

Signature of student

Name of parent or tutor

Signature of parent or tutor

- a) For the subject of Practice Teaching all High IV teacher trainees are required to take a professional exam which consists of a fourth teaching practice session at the elementary level in Colegio Guadalupe. The grade on this practice will be averaged with that obtained in Practice Teaching at the end of four bimesters to determine the final grade in this subject. An extraordinary practice will be given to any student who fails the fourth practice
- b) Students with an average below 9.0 in the subject of Teaching Methods are required to sit a final exam for the subject
- c) Students who have an average of 9.5 or above in these two subjects will receive a certificate of distinction.

V. External exams and qualifications

Students in High IV will be required to take the following tests: Teaching Knowledge Test Modules I,II,III (TKT), TKT Practical, and Business English Certificate Vantage (BEC Vantage). The dates for these tests will be established by the school. The cost for these tests is included in the tuition. The tests provide international recognition for the student and are not optional.

VI. Uniform

- A. Double Program students are expected to wear the complete uniform required by Colegio Guadalupe, except when observing, practicing, and other special occasions which will be announced.
- B. The students of High One, High II and High III have only one day of Physical Education per week (except High IV students who take Physical Education twice a week), so they will be allowed to wear the sports uniform one other day determined by the group.
- C. sense of responsibility and discipline which is necessary for the students' careers. Students may not wear the sports uniform or any part of it on the other days of the week.

VII. Special considerations and leadership

Double Program students are encouraged to take part in extracurricular activities such as Sinergia, sports, UN model, mission work, Science and Humanities Week, or the Estudiantina. The purpose of these activities is to gain a

THE PURPOSE OF THE DOUBLE PROGRAM IS TO GIVE STUDENTS INTENSIVE PRACTICE IN ENGLISH WITH EMPHASIS ON ALL FOUR OF THE LANGUAGE SKILLS PLUS AN EXTENSIVE PREPARATION IN ONE OF THE TWO CAREERS OFFERED: ENGLISH TEACHER OR BILINGUAL EXECUTIVE ASSISTANT. IF THE STUDENT COMPLETES THIS FOUR-YEAR PROGRAM SATISFACTORILY, SHE WILL RECEIVE A DIPLOMA IN HER CHOSEN CAREER ALONG WITH THE DIPLOMA FROM PREPARATORY.

I. Introduction

Aside from the following regulations, which pertain to Double Program students only, the student is bound by the general regulations of Preparatory (see *NORMAS PARA LA CONVIVENCIA 2015-2016*).

II. Evaluation

- A. The minimum passing grade in all Double Program courses is **8.0**. In the English courses accredited by the UNAM (which require 6.0 to pass) the student will be required to have an 8.0 to pass in Double Program. Those courses are:
 - High II--Grammar
 - High III--Methodology / Business English
 - High IV--Teaching Methods / Business English
- B. Students in High I may take no more than three extraordinary exams as long as they have passed all of the other subjects. Students in High II, III and IV can take only one extraordinary in their Double Program subjects. If a High IV assistant fails the professional exam, she will be given the extraordinary exam but will not receive a professional diploma until she passes the aforementioned extraordinary. Students failing the Practice Teaching course will be required, as their extraordinary exam, to practice another time before the school year ends and earn a passing grade in order to receive a professional diploma.
- C. If a student fails an extraordinary exam in Double Program or if she has more than the designated number of extraordinary exams, she will not be allowed to continue in the program. Once she fails an extraordinary exam in High I, she will not be able to take any other. If the student cannot continue in Double Program she will be given the opportunity to enroll in Preparatory.

NO STUDENT WILL BE ALLOWED TO REPEAT A YEAR OF DOUBLE PROGRAM

- D. The following courses do not have a second round exam. If the student fails the first round, she will go directly to an extraordinary exam. The reasoning behind this rule is that the courses listed require skills which the student cannot learn in the week between the first and second round exams.

High I: Phonetics, Reading

High II: Typing.

High III: Transcription, Transcripción

High IV: Practice Teaching

- E. Students in High IV must pass all their Double Program courses and the professional exam in order to receive a professional diploma.

F. Additional considerations

- 1) If a student misses a period examination or a test and brings a written excuse on the day she returns to class and it is accepted by the coordinator, she will be allowed to take the examination or test on the basis of 9 at the convenience of the teacher unless otherwise stipulated.
- 2) If a student misses a period examination or a test and does not bring a valid written excuse the day she returns to school, she will receive a zero.

If a student misses an unannounced quiz she will have the average of the period quizzes reduced at the teacher's discretion.

- G. A proficiency test (INSTITUTIONAL TOEFL) covering the basic skills will be given at the end of each of the first three years as a diagnostic tool to determine if the students are reaching the standards of the Double Program.

- H. Tutors will be suggested for those students who are failing specific subjects. The work of these tutors will be monitored by the teachers.

III. Job Training

By the time a student finishes High IV he/she will have been required to complete satisfactorily specific job training projects.

Executive Assistants: Summer Program

- a) Students are required to fulfill a month period of practical training in an organization designated or approved by Double Program staff.

- b) The job training program **must be completed** during the summer between High III and High IV.
- c) The summer job will be evaluated by the person appointed by the organizations where the practices are undertaken. This evaluation is **not** to be contested.
- d) If the student does not receive a passing grade or if she is involved in any unethical behavior, which would be detrimental to the school's reputation, she will be dismissed from the program.

English Teachers: Practice Teaching

- a) Teacher trainees will be given opportunities to practice teach during High III in the elementary school and preschool of Colegio Guadalupe. These practice-teaching sessions are graded and are part of the subject Methodology II. During High IV the student will be required to practice teach on four occasions: 1) Middle School C. Gpe, 2) Elementary School C. Benedictino 3) School to be determined in the third period 4) Elementary School C. Gpe. These practice-teaching sessions are graded and are part of the subject Practice Teaching.
- b) If a student is absent to the aforementioned practice- teaching sessions, because of a serious medical circumstance or death of an immediate family member during a practice teaching session, another practicing date may be given at the discretion of the teacher. If a student simply misses a practice session without any valid excuse, the student will receive a zero in that session.

IV. Professional Exam

Executive Assistants:

- a) The Professional Exam includes questions from the following areas: Business English, Translation, Transcripción/Transcription, Administrative Practices, and Reading.
- b) Students who fail the professional exam will have one chance to take an extraordinary professional exam. Students must pass the professional exam in order to receive a degree.
- c) Students who receive a grade of 9.5 or above in the professional exam will receive a certificate of distinction.
- d) Regardless of the grade on the professional exam the student must take a first round exam in Business English, Translation and Administrative Practice II if her average in the course is less than 9.0.

English Teachers

- d) To be entitled to the ELT Diploma, trainees must have a final passing grade of 8.0 in Teaching Methods and Practice Teaching.