# 1EVN Wine Academyteaching policy manual

**statement**

The EVN Wine Academy teaching is guided by this definition of education. Education requires interaction among four elements: learners, leaders, content, and context. Learners: students. Leaders: teachers and administrators. Content: in the EVN Wine Academy, content comes from Western textbooks and software, using English. Context: context will be adapted so that it can be applied to Armenian culture and economy. Interaction is the dynamic word in this definition of education. It says interaction is required: no interaction, no education.

Teaching styles should make use of student’s learning styles. However, EVN Wine Academy intentionally demands that students learn in ways that are new to most of them. Most students who come to the EVN Wine Academy will have to change the ways that they learn. These differences give successful EVN Wine Academy graduates great advantages in attitude, problem-solving abilities, teamwork, knowledge, and breadth. In sum, the EVN Wine Academy experience increases each graduate’s potential for success. EVN Wine Academy teaching requires students to perform independently and accept grading based on merit. In the EVN Wine Academy environment (context), each student is responsible for his/her own progress. EVN Wine Academy methods include reading, writing, note-taking, testing, and therefore thinking in English. EVN Wine Academy students are expected to graduate competent in the languages of trade, especially English.

1. STUDENT RESPONSIBILITY

Students must assume full responsibility for knowledge of the rules and regulations of EVN Wine Academy requirements. Enrolment in the EVN Wine Academy constitutes students' acknowledgement that they are obligated to comply with all academic and administrative regulations and degree requirements. Students are encouraged to read the regulations carefully, which follow and which appear in other sections of this manual and the appropriate degree requirements.

1. CLASS ATTENDANCE

The resources of the university are provided for the intellectual growth and development of its students; it is expected that students will attend class regularly. Teachers should report to the EVN Wine Academy Administration when a student discontinues attendance.

All matters related to student absences, including the making up of work missed, are to be arranged between the student and the teacher. At the beginning of each semester teachers should make a clear statement to all their classes in the syllabus their policies for handling absences. Teachers must also be responsible for counselling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each teacher.

1. COURSE SYLLABUS

Each faculty member should prepare and distribute to each student within one week of the first meeting of the class a semester course syllabus. The syllabus should be consistent with course content and catalog description, which was approved by the EVN Wine Academy Scientific Committee. The description should include the minimum expectation of the student’s achievements and accepted competency of the course(s). Semester syllabi may be distributed in hard copy or electronically.

The semester course syllabus is a vehicle of communication to promote student academic planning and to avoid misunderstandings of the course plan and requirements. It is recommended that each syllabus include:

1. the faculty member’s name, office location, e-mail addresses, telephone number, and office hours
2. an outline of the course content and course objectives
3. information about the required textbook(s) with title, author, and edition, and any other required materials
4. information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, and expectation for class participation
5. statement of policies and/or penalties for make-up exams and late submission of assignments

Faculty should make syllabi available for EVN Wine Academy administration.

**Note: The Department uses ECTS grading system.**

1. FACULTY EVALUATION

Students should complete an evaluation of the course as well as the corresponding faculty member after completionof each module before the final exam using an objective evaluation tool. The evaluation tool should be prepared and distributed as well as evaluated by the EVN Wine Academy administration. Normally evaluation tool is prepared in a form of short survey questions suitable for statistical analysis.

Procedure: Evaluated faculty member should not be present at any stage of evaluation. The third person, or moderator, assigned by EVN Wine Academy administration, should administer physical distribution and collection of evaluation forms. After students complete the forms, moderator should place the completed forms in the envelope, seal it, sign and submit for evaluation to the EVN Wine Academy administration. Only results of the evaluation may be given to the evaluated faculty member. The best performance results may be published by the decision of the EVN Wine Academy Scientific Committee.

1. EVN Wine Academy CURRICULUM (18 months)

EVN Wine Academy curriculum is comprised of two preparatory courses, a set of required 11 main courses and internship. The list of courses is to be reviewed annually with courses dropped and added to keep the curriculum up to date. The EVN Wine Academy also offers elective courses and seminars.

#### All students graduating from the EVN Wine Academy should have completed 41 ECTS (European Credit Transfer System) credits.

|  |  |  |
| --- | --- | --- |
| **Preparatory Program** | | **ECTS Credits** |
| 1. | Introduction to Chemistry | 2 |
| 2. | Introduction to Enology | 2 |

|  |  |  |
| --- | --- | --- |
|  | **Course title** | **ECTS Credits** |
| **Spring – Summer Period** | | |
|  | Viticulture | 4 |
|  | Grape and Wine Chemistry | 3 |
|  | Wine Microbiology | 3 |
|  | Wine Marketing | 2 |
|  | Wine Tourism | 2 |
|  | Wine Business | 3 |
| **Fall – Winter Period** | | |
|  | Internship | 5 |
|  | Wine Production | 3 |
|  | Winery Sanitation | 3 |
|  | Winery Equipment | 3 |
|  | Winery Management | 3 |
|  | Wine Sensory Evaluation | 3 |

1. GRADING SYSTEM
   1. ***Course Grading***

The grade of each course consists of several parameters, such as:

Homework

Quizzes

Participation

Attendance

Group Projects

Individual Research Works

Mid-term exams

Final exams

Final grade is calculated using the weighted proportions of each parameter.

The teacher individually assigns the points to each parameter based on course requirements and learning outcomes. The following grades with conversion scale provided are used to specify level of performance in academic courses:

The EVN Wine Academy adopted ECTS grading system. Course grading is done according to the following scale:

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation** | **Accumulated points (%)** | **ECTS/ATC Grade** | **Course GP** |
| Pass | 90-100 | A | 4.0 |
| 80-89 | B | 3.5 |
| 70-79 | C | 3.0 |
| 60-69 | D | 2.0 |
| 50-59 | E | 1.0 |
| Fail | 0-49 | F / FX\* | 0 |

**\*Failing with some additional work required to pass**– students will be given a chance to pass, if as a result of excused absence (such as illness, medical treatment, family member loss, etc.) students missed exams, quizzes, and/or any other work required to pass the course with written permission from EVN Wine Academy administration.

* 1. ***Student Grade Appeal***

If a student disagrees with the evaluation of his/her work by the teacher, the student should discuss the matter directly with the teacher, and if unsatisfied, with the Director of the EVN Wine Academy.

Level 1: Informal Resolution. Every effort should be made to resolve the disagreement at Level 1. The student must first seek a resolution to the disagreement with the teacher either in person or in writing.

Level 2: If the student is not satisfied with the results, the student and teacher must then seek a resolution to the disagreement with the Director of EVN. Director’s decision is final.

Confidentiality: Students, faculty, administrators, and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings.

Intended Purpose: The grade appeal procedures are designed simply as means to resolve disagreement between students and faculty related to grading. Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action by administration.

* 1. ***Grade Change***

Once earned grades have been recorded, they may be changed only in the case of clerical and/or calculation error or in the event of a successful grade appeal.

It is not appropriate to change a grade based upon options, such as supplemental assignments, that are not equally available to all students. The deadline for corrections is two weeks after the last day of the semester.

* 1. ***Course Repeat***

A student may not normally repeat an academic course. The following exception can be made:

Repeat with replacement: Students are permitted to replace the grades for courses in which they receive a C, D, E or F grade by repeating that course. Students received more than one D, E or F grade will be allowed for ONE REPEAT for replacement attempt. Students received more than one C grade will be allowed for one repeat for replacement attempt. In case of replacing C grade the student should not have any D, E or F grade. In calculating GPA, the NEWGRADE and credit points earned will replace the old.

Any student who wants to repeat a course must get permission from the Director and the teacher of that course. A student repeating a course will be charged an extra fee to defray the marginal cost of their participation.

1. GRADE POINT AVERAGE

GPA for purposes of EVN Wine Academy administration will be calculated only on courses taken in the EVN Wine Academy curriculum.

Any student graduating with at least GPA 3.95 will be given an EVN Wine Academy Certificate of Honor by Geisenheim University. Any student with GPA 3.0 minimum will be given the EVN Wine Academy Certificate of Completion by GeisenheimUniversity. Any student with GPA less than 3.0 or having an F grade will receive not the Certificate but a transcript of attended courses.

* 1. ***Computation of cumulative grade point average***

Students’ cumulative grade-point average is calculated according to the ECTS policy, as specified in 6.1 above.

* 1. ***Core GPA***

Students’ core grade-point average is calculated by dividing the total number of grade points earned in core courses, which award letter grades of A, B, C. D, E, or F, by the total number of academic credit hours attempted in such courses.

1. ACADEMIC STANDARDS

Academic standards should inform students what they must do academically, at the minimum, and they serve to inform all others about quality. The reputation of the EVN Wine Academy will depend first on the accomplishments of graduates. Minimum performance standards are secondary determinants of reputation, but they are important. EVN Wine Academy establishes minimum standards for cumulative grade point average (GPA) to encourage academic accomplishment and timely progress toward graduation.

* 1. ***Definitions***

Academic Good Standing: Students maintaining a GPA of at least 3.0 are in Academic Good Standing.

* 1. ***Probation***

Students who demonstrate insufficient language skills at the admission interview or those whose purpose statement is blurry (in other words, motivation is not convincing) shall be enrolled with probation. In case of having F grade in one or both courses of the Preparatory Program, students under probation shall be dismissed.

In exceptional cases of failure, a Committee shall be organized at the initiative of ICARE Director to address the issue.

* 1. ***Administrative Review and Enforcement of Standards***

An academic review is conducted at the end of each semester.

1. Students failing 2 modules will be dismissed from the EVN Wine Academy.
2. Students enrolled to the main program, in case of having F grade in the Prep Program willcontinue on probation terms for the next semester.
3. Students still below the 3.0 cumulative GPA standard after a semester of probation will not receive a certificate.
4. INTERNSHIPS

Summer internships put students into a practical agribusiness setting where they can apply the theories they have learned. Throughout the eight-week internship, students are encouraged to assess, in the setting of a real Armenian business, what they have learned in the fields of marketing, management, finance, and economics. This combination of classroom study and real world practice creates the modern businessperson. Internship companies also provide information used to evaluate EVN Wine Academy students and curriculum.

1. Each EVN Wine Academy student will have an internship during the harvest season.
2. Internships will normally be for 4 weeks.
3. Internships will be assigned by the EVN Wine Academy administration. Placement will be made to give each student a broader experience and not for the convenience or preference of the student. Any student who refuses an internship cannot continue study in the EVN Wine Academy.
4. EVN Wine Academy administration and faculty should monitor the interns and give them directions.
5. Internships are required by the curriculum.
6. Internship grades are included in each student’s permanent record and are used in GPA calculation.
7. Each student must sign an internship contract provided by the EVN Wine Academy administration.
8. Students should follow the internship by the internship manual
   1. ***Petitions for internships***

Students who initiate their own internship must petition administration to approve it. Students may petition for an international internship. International internships will be assigned if they fit the purposes of EVN internships: in awinemaking, 4-weeks in length, and opportunities to apply classroom lessons. The employer must agree to accept interns, to supervise their performance, and keep the EVN Wine Academy administration informed about the intern’s work. If the EVN Wine Academy administration cannot be assured that these conditions will prevail, the international internship will not be approved. International internships cost isNOT covered by the EVN Wine Academy.

1. GRADUATION

The EVN Wine Academy shall conduct ceremonies befitting graduation. The ICARE Director will assign a committee to organize graduation ceremonies to award certificates and honors.

Valedictorian: The student having the highest GPA in their EVN Wine Academy courses will be recognized as the Valedictorianand speak for the students at the graduation ceremony.

1. HONESTY/ See the EVN Wine Academy Honesty Policy

At the beginning of each semester, the Director or his designee(s) will remind all students of the importance of being honest and the penalties for dishonesty as stated in the EVN Wine Academy Honesty Policy.

Fraud: Intentional deception resulting in injury to another person or deliberate trickery to gain an advantage. Misrepresenting or falsifying records. Tampering with records or documents such as letters of recommendation.

If a student commits fraud in connection with his/her EVN Wine Academy activities, he/she will be summarily dismissed from the EVN Wine Academy. Depending on the severity of the fraud, that student may not apply for readmission.

Multiple submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a further development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

(See also the detailed Honesty Policy).