Office of International Programs

English Language Institute
Student Handbook

Academic Year 2014

Sam Houston State University
A member of the Texas State University System

Updated: 11/3/2014
Handbook is subject to revision.
Welcome!

It is my pleasure to welcome you to our ELI/ International Office family at Sam Houston State University. I am happy to be of service and to do my best to help you reach your academic goals. The mission of the ELI is to provide the excellent quality instruction to prepare you for your academic degree majors. Your success is very important to us!!

In addition to studying language, skills and culture in the classroom, we are planning field trips and activities where you can learn about American people and customs, whether in Huntsville or in Houston. As part of the Sam Houston State University community, you will share in the different and exciting events throughout the semester.

As the director of a quality ESL program, my door is always open to talk with you and to guide you. I have lived all over the world, so I understand the problems and challenges that you face. I am at your service to ensure your academic success and happiness at Sam Houston State University.

Thank you,

Joseph Slick, Ph.D.
TABLE OF CONTENTS

PROGRAM INFORMATION........................................................................................................... 4
    Mission Statement & Goals...................................................................................................... 4
ELI Program Overview............................................................................................................. 4
    Course Outline and Schedule............................................................................................... 5
    Core Curriculum.................................................................................................................. 5
    Assessment/Evaluation......................................................................................................... 6
ATTENDANCE POLICY.............................................................................................................. 6-7
ACADEMIC PROGRESS GUIDELINES......................................................................................... 7-8
ORIENTATION.......................................................................................................................... 8
TEXTBOOK POLICY.................................................................................................................. 8
CLASSROOM TECHNOLOGY POLICY.......................................................................................... 8
COMPUTER SERVICES............................................................................................................... 9
GYM PARTICIPATION................................................................................................................ 9
BEARKAT ONECARD.................................................................................................................. 9
SHSU ACADEMIC ADMISSION................................................................................................. 9
TOEFL WAIVER PROGRAM....................................................................................................... 10
TUITION AND FEES POLICY.................................................................................................... 9-10
STUDENT CODE OF ACADEMIC INTEGRITY .......................................................................... 11-12
UNIVERSITY CONTACTS......................................................................................................... 13
PROGRAM STAFF..................................................................................................................... 14
PROGRAM INFORMATION

Mission Statement
The mission of the English Language Institute is to provide necessary English language and cultural skills for international students to be admitted into academic programs at Sam Houston State University or other colleges and universities.

Goals
- Help international students whose goal is to seek admission for undergraduate and/or graduate degree programs.
- Offer administrative and support services for international students in supportive environments.
- Provide academic and social support and services by working with other departments.
- Offer activities for international students to enhance acquisition of English language proficiency and cultural competency and integrate international students into the university and its surrounding communities.

ELI Program Overview

Academic curriculum and instruction
- 23 hours/week instruction in reading, writing, listening and speaking
- Teacher/student ratio of approximately 1 instructor for every 15 students

Experienced, skilled and supportive faculty
- All instructors have advanced degrees (Master’s or PhDs)
- Combined teaching experience of over 100 years
- Program offers regular professional development opportunities to provide instructors updated information on trends in the field of language learning
- Regular meetings with director to address student needs

ELI-sponsored cultural immersion activities
- Field trips to provide cultural learning experiences
- Regularly scheduled shopping and sightseeing trips to Houston and local area
- Planned extracurricular activities

Supportive learning environment
- Center for Academic Success with free tutors

Excellent student services and campus life
- Newton Gresham Library: extensive book collection and research assistance
- Computer Services Department: ample computer centers with internet access
- Counseling Center: services for students having emotional difficulties
- Student Health Center: on-site doctor and pharmacy
- Legal & Mediation Services, Career Services and Public Safety Services
- Sports events, art exhibits, theatrical/dance performances and music concerts
- Student Activities Department: regular social events
- Recreational Sports Center: state-of-the-art exercise facility (additional fee)
Course Outline and Schedule

The ELI schedule is divided into 8 week sessions:

Academic Calendar 2014-2015
Fall II:  Oct 20 - Dec 19, 2014
First day of class:  October 27, 2014

Spring I:  Jan 12 – March 13, 2015
First day of class:  January 20, 2015

Spring II:  March 16 – May 15, 2015
First day of class:  March 23, 2015

Summer:  June 1 – July 31, 2015
First day of class:  June 8, 2015

Upon arrival, each student is placed into one of four levels based on the results of an assessment exam that tests students’ communication skills. Initial placement will be in one of the following skill levels:

Level 1 - High Beginning
Level 2 - Intermediate
Level 3 - High Intermediate
Level 4 - Advanced

If a student fails to achieve the learning objectives for a level, the course must be repeated the following semester.

Curriculum

ELI students must maintain at least 23 classroom hours of classes per week in their level.

Classes Include:

- **Listening & Speaking**  Students develop oral communication abilities with a variety of media and activities.
- **Reading**  Students work on literacy skills to increase fluency while reading academic texts.
- **Composition**  Students use English in multiple writing tasks

Class sizes

Enrollment is limited to eighteen students per class. If fewer than five students for any level, the ELI may choose to cancel classes for that level.
Assessment & Evaluation
To be successful, a language program must assess students’ achievement of learning objectives and evaluate staff, textbooks and services. The ELI assesses students using:

- Language assessment exams administered prior to entry in the program
- A student’s placement must be made within three (3) days of the beginning of the session.
- Grades based on attendance, participation, coursework and testing
- Student achievement of leveled learning outcomes
- Passing of comprehensive level exam

To evaluate the effectiveness of the staff, textbooks and overall program, the ELI uses:

- Annual performance appraisals for staff based on evaluation by the supervisor
- Classroom observations by supervisor and external curriculum consultants
- Student evaluations of the program services, materials, activities and staff

ATTENDANCE POLICY

Attendance
Regular attendance in all classes at the SHSU ELI is legally required under United States Customs & Immigration Services (USCIS) regulations for maintaining F-1 student visa status. It is important that you attend class daily. Missing more than a few classes during a semester can have a negative effect on a student’s language learning experience.

Attendance is strictly monitored for every course.

Absences
Absences are monitored closely and excessive absences can result in disciplinary action. Attendance problems may result in probation, suspension or expulsion.

- Four absences in a class will result in failure of the class.
- Students intentionally failing face immediate dismissal from the program.
- Students must advise the teacher on or before an absence.
- Students must have a medical reason for an absence.
- If the teacher does not feel that the excuse is valid, the absence will not be excused and makeup of in-class group work, quizzes, or tests will not be allowed.
- The teacher has the final decision in this matter.

Missed assignments
The student has five days to make up the missed exam/homework with an excused absence. It is the student’s responsibility to contact the instructor for information about making up missed assignments resulting from an absence. No assignments will be accepted after five days.
**Tardiness**
The following rules apply to coming to class late or leaving early:

- **BE ON TIME!!**
- Being late is inappropriate behavior, and it is not recommended. Being late three times is excessive and can lead to probation and redoing the level.

**Visitors**
Only officially enrolled students may attend classes. Visitors (including relatives/friends/spouses) can neither accompany students to nor visit classes.

**Travel**
Any student leaving the country must notify the ELI office prior to departure in order to have his/her I-20 form signed. Failure to do this may result in an inability to reenter the country.

**ACADEMIC PROGRESS GUIDELINE**

**Placement**
Initial ELI level placement is based on a department placement exam. The test includes sections on speaking, writing, listening, and reading skills. Once the initial test score is determined, the ELI Director will meet with the students to assign, based upon the results of their assessment exam, a level placement and confirm that the students understand the placement.

**Progression**
Student progress is reported to the ELI Director, who meets with students regularly to discuss academic issues. For progression to the next level in the following session, these criteria must be met:

**Grading Standards**

- To pass a class a student *must* have a 75 percent or above.
- Comprehensive level exams will be given in the final week of the course.
- Students will move to the next level if they pass all their courses (morning and afternoon) by maintaining a 75% grade for each and every course and passing the comprehensive final exam with a 75% or above.
- Students intentionally failing face immediate dismissal from the program.
Probation
Probation occurs when the student fails a session and repeating a level.

After one session on probation, the student must pass with a **75% in all classes** in order to advance to the next level to continue in the ELI program.

**Academic Success Contract**
Support program for ELI students to help them adjust to academic and cultural challenges, which is required for ELI students on probation.

**ORIENTATION**

Scheduled at the beginning of each session, orientation for new international students will cover several aspects of life at SHSU. There will be a review of immigration rules and regulations. During this time students will meet other new international students, plus have the opportunity to meet returning students, both international and domestic. An additional orientation is given at the beginning of each academic term specifically for ELI students so the ELI Director can further explain specific program policies.

**STUDENT MEETINGS**

The ELI Director may meet with students to discuss issues affecting all students and ask for feedback. Attendance at these meetings is required.

**TEXTBOOK POLICY**

ELI students MUST have their textbooks in class by the first class day or they will not be allowed to attend class and will be counted absent. Course textbooks are available at the SHSU book store in the Lowman Student Center. Additionally, students need to buy paper for taking daily notes, and an English language dictionary.

**TECHNOLOGY IN THE CLASSROOM**

While students are encouraged to use technological resources outside the classroom, using devices, such as cell phones, laptops and electronic translators, is NOT allowed during ELI class time unless class activities require such devices. Unauthorized use of electronic devices will result in their removal from the owner until the end of class.
COMPUTER SERVICES

Computer labs are operated by the Department of Information Technology, which also maintains student email accounts. The student’s SHSU email address will be the username followed by @shsu.edu (for example: abc123@shsu.edu). The University email account will be used for official University correspondence. All students are responsible for activating their university email account. It is each student’s responsibility to check this email on a regular basis. The use of University email is governed by the Computer Services Acceptable Use Policy. Questions about computer resources may be addressed to HELPDESK@SHSU.EDU, or call (936) 294-1950.

GYM PARTICIPATION

Students that wish to use the Recreational Sports Facility (Gym) are required to talk to the ELI Director.

STUDENT ID CARD

During registration, the student is required to get the Bearkat OneCard, which must be activated at www.bearkatone.com upon receipt. The Bearkat OneCard Office is located in the Estill Building, Suite 230. Students may contact the office by phone at (936) 293-2273 or by email at bearkatone@shsu.edu. A temporary card will be issued at the Bearkat OneCard Office. The student’s permanent Bearkat OneCard will be mailed within 5 to 7 business days. Students must present their Bearkat OneCard when requested by any official of the university.

ACADEMIC ADMISSION TO SHSU

Admission to the English Language Institute does not constitute acceptance to Sam Houston State University. To be academically admitted, international students must meet the requirements of the SHSU Undergraduate and Graduate admissions policies. For more information on academic admission for international students, please visit the website http://www.shsu.edu/admissions/international/
TOEFL WAIVER PROGRAM

Purpose of the Program
Students who have completed the last level of the ELI program can be admitted to SHSU without taking the TOEFL, provided they meet all other requirements of the university.

Criteria for admission to SHSU after completion of ELI program
The following criteria must be met:
- Successful completion of all levels including level five of the intensive English program
- Certificate of Completion of the program
- Cumulative grade point average to meet the freshman or undergraduate transfer admission requirements

TUITION AND FEES POLICY

Tuition is due for each session the Friday before first day of class each session. If tuition is unpaid, the student will be removed from classes until paid and any missed classes will be considered an unexcused absence. If tuition is not paid then the student will be removed from the program and face risk of termination of active status for the I-20 student documentation.

TUITION DUE DATES:
Fall II: October 24, 2014
Spring I: January 16, 2014
Spring II: March 20, 2014
Summer: June 5, 2014

Any university fees or tickets must be paid by the end of the session or student will not receive their transcript until fees are paid.

No tuition refunds will be give after the first week of class. If student does not wish to participate in the program and request a refund, this must be done in writing and submitted to the Office of International Programs before the end of the first week of classes.

SHSU Health Insurance
Health insurance is required for all ELI students. For more information, refer to the Health Center’s website: http://www.shsu.edu/dept/student-health-center/index.html
STUDENT CODE OF ACADEMIC INTEGRITY

SHSU's ELI is an academic community whose fundamental mission is the pursuit of intellectual growth. Achievement of this mission is dependent upon the development of autonomous thought and respect for the ideas of others. Academic dishonesty threatens the integrity of individual students as well as the Institute’s academic community. By virtue of membership in the Institute’s academic community, students accept a responsibility to abide by this Student Code of Academic Integrity.

Academic integrity violations include all forms of academic dishonesty, including but not limited to:

a. Plagiarism – Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise.

Examples of plagiarism include but are not limited to:

- The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. If any words or ideas used in a class posting or assignment submission do not represent the student’s original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association. When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.

- Paraphrasing statements, paragraphs, or other bodies of work without proper citation using someone else’s ideas, data, language, and/or arguments without acknowledgement.

- Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.

- Failure to properly cite and reference statistics, data, or other sources of information that are used in one’s submission.

b. Self-plagiarism, double dipping, or dovetailing – Submission of work that has been prepared for a different course without fair citation of the original work and prior approval of faculty.

Students who submit assignments that were previously submitted in another course are subject to the same consequences they would face if they plagiarized these assignments. The use of one’s previous work in an assignment requires prior approval from the current faculty member and citation of the previous work.
c. **Fabrication** – *Falsification or invention of any information, citation, data, or document.*

This includes the invention or alteration of data or results, or relying on another source’s results in any assignment without proper acknowledgement of that source. Fabrication includes citing sources that the student has not actually used or consulted.

d. **Unauthorized Assistance** – Use of materials or information not authorized by the faculty member to complete an academic exercise, or the completion of an academic exercise by someone other than the student.

Students must rely upon their own abilities and refrain from obtaining assistance in any manner that faculty does not explicitly allow. This includes but is limited to providing or receiving answers to an exam, use of faculty materials or answer keys, or a student having someone take his or her exam.

e. **Copyright infringement** – Acquisition or use of copyrighted works without appropriate legal license or permission.

f. **Misrepresentation** – Falsely representing the student’s situation to faculty when (1) justifying an absence or the need for an incomplete grade; or (2) requesting a makeup exam, a special due date, or extension of a syllabus or class deadline for submitting a course requirement.

g. **Collusion** – Helping or allowing another student to commit any act of academic dishonesty.

**CONSEQUENCES OF PLAGIARISM VIOLATION**

Plagiarism is not acceptable in any situation. Students found plagiarizing face failure of the level as a consequence and possible suspension from the ELI program.
UNIVERSITY CONTACTS

Academic Success Center
http://www.shsu.edu/centers/academic-success-center/
Farrington 111
936-294-3680

Counseling Center
http://www.shsu.edu/~counsel/
936-294-1720

Health & Kinesiology Center (HKC)
http://www.shsu.edu/~rca_www/
936-294-1985

Student Advising & Mentoring (SAM) Center
http://www.shsu.edu/~sam_www/
936-294-4444

Computer Services
http://www.shsu.edu/~ucs_www/
936-294-1950

Alcohol & Drug Abuse Initiative
http://www.shsu.edu/~org_aai/
936-294-1171

Human Resources
http://www.shsu.edu/~hrd_www/
936-294-3611

Residence Life
http://www.shsu.edu/~hou_www/
866-232-7528

Career Services
http://www.shsu.edu/~ccp_www/
936-294-1713

Legal Services
http://www.shsu.edu/~slo_stdss/legal/
Lee Drain Building
936-294-1717

Lowman Student Center (LSC)
http://www.shsu.edu/~lsc_www/
936-294-1759

Parking Management Office
http://www.shsu.edu/~upd_www/pmo/
936-294-1794

Student Activities
http://www.shsu.edu/~slo_sad/
936-294-3861

Health Center
http://www.shsu.edu/~uhc_www/
936-294-1805

University Hotel
http://www.shsuhotel.org/
936-291-2151
866-747-8466
OFFICE OF INTERNATIONAL PROGRAMS and ELI STAFF
Farrington Building Room 116
Hours 8:00 a.m-5:00 pm

PLEASE CONTACT DIRECTOR AND TEACHERS DURING OFFICE HOURS AND EMAIL

Executive Director of Special Programs
Barbara Eckenfels, M.S.
eckenfels@shsu.edu
936.294.4455

English Language Institute Director
Joseph Slick
josephslick@shsu.edu
936-294-3446

ELI Administrative Associate
Courtney Miller
courtneymiller@shsu.edu
936-294-4991

OIP Administrative Associate
Carleen McIlvain
cmm071@shsu.edu
936-294-4737

International Graduate Advisor
Justin Ball
jrb021@shsu.edu
936-294-4607

International Undergraduate Advisor
Patricia Herrington
patherrington@shsu.edu
936-294-3892

Coordinator of Study Abroad
Cassie Cure
cjc065@shsu.edu
936-294-3276

Recruiter and Special Programs Coordinator
Amber Li
amberli@shsu.edu
936-294-2746

ELI Training Specialists
Charles Colson – charles.colson@shsu.edu
John Mammen – jmammen@shsu.edu
Linda Parks - lsp008@shsu.edu