

# **Office of International Programs**



## **English Language Institute Student Handbook**

**Academic Year 2011-2012**

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

Effective 1/11/2010

Revised 8/19/2010; 1/07/2011; 08/24/2011; 1/18/2012



Dear Student,

Welcome to the English Language Institute at Sam Houston State University. Our mission is to serve your language learning needs through your participation in intensive English classes, helping you learn how to communicate effectively in an academic, college-level environment.

In addition, we want this experience to be an opportunity for you to learn about American culture and customs. Participation in activities outside of class is optional, but highly recommended. There are many events throughout the year that give ELI students a chance to meet and befriend local students.

If you ever have any questions or concerns, feel free to come by the Office of International Programs in Farrington Building Room 116. We are here to give you guidance and support during your stay. I look forward to meeting with you regularly to find out about your personal goals and needs. Thank you for choosing the ELI at SHSU!

Sincerely,

A handwritten signature in cursive script that reads "James Moore". The signature is written in a dark ink and is positioned below the word "Sincerely,".

James Moore, M.Ed.  
ELI Coordinator



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## CURRICULUM SUMMARY

### 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*
  - 18 hours/week core instruction in reading, writing, listening and speaking
  - 6+ hours/week of supplemental courses
  - Teacher/student ratio of approximately 1 instructor for every 15 students
  - Academic Lecture Series to provide real college classroom experience
- *Experienced, skilled and supportive faculty*
  - Majority of instructors with advanced degrees
  - 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 coordinator to address student needs
- *ELI-sponsored cultural immersion activities*
  - Three field trips each semester to provide a cultural learning experience
  - Regularly scheduled shopping and sightseeing trips to Houston and local area
  - Twice monthly planned extracurricular activities
  - Free Talk Time - students discuss interesting topics with local volunteers
- *Supportive learning environment*
  - Reading and Writing Centers with free tutors
  - Student Advising and Mentoring (SAM) Center with study skills advisors and GRE and GMAT preparation sessions
- *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*)



## SCOPE & SEQUENCE

The ELI schedule follows the SHSU academic calendar:

### Academic Calendar 2011-2012

Fall 2011: August 24 - December 16

Spring 2012: January 18 - May 11

Summer 2012: May 31 - August 3

Upon arrival, each student is placed into one of five 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 Basic - Beginning* (almost no English, severely limited ability to communicate)

*Level 1 - Upper Beginning* (limited English, functional ability to communicate)

*Level 2 - Intermediate* (can communicate informally, limited English in academic settings)

*Level 3 - Upper Intermediate* (high fluency in informal settings, nearing academic fluency)

*Level 4 - Advanced* (approaching mastery of academic English, almost ready for university)

Students are expected to complete one level per semester, but may repeat or skip levels in some cases. If a student fails to achieve the learning objectives for a level, the course must be repeated the following semester.

*Note: Students may not register for classes after the 12th class day during fall or spring semester and after the 4th class day during the summer term.*

### **Core Curriculum**

ELI students must maintain 18 classroom contact hours of core curriculum classes per week in their level. Core classes are:

- *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.
- *Grammar/Composition*  
Students study the structure of English and apply it to multiple writing tasks.



### **Supplemental courses**

ELI students must attend all assigned supplemental courses for their level. Each course is three classroom contact hours per week.

Supplemental courses for Level 1 and Level 2:

- *Vocabulary* -- Students will increase their fundamental words knowledge.
- *Basic Grammar* -- Students will study fundamental English structure.

Supplemental courses for Level 3 and Level 4:

- *Academic Skills* -- Students will learn skills needed in preparation for university work, including note-taking, using support resources on campus, practicing good study skills and test-taking strategies, researching, preparing reports, giving citations and presenting findings to the class.
- *TOEFL Preparation* -- Students will gain the skills, strategies and confidence they need to improve on all TOEFL sections.

### **Class sizes**

Enrollment is limited to eighteen students per class. If fewer than five students register for a particular core 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 each semester
- Grades based on attendance, participation, coursework and testing
- Student achievement of leveled learning outcomes

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 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. **For these reasons, our policy requires that a student studying in our program must attend at least 80% of ELI classes to receive a passing grade for the course.**

### Absences

Absences are reported to the ELI Coordinator, who will meet with students regularly to discuss attendance issues. Missing field trips and Academic Lecture Series events will be counted as regular absences. Attendance problems may result in probation, suspension or expulsion. Students will receive the following warnings for absences:

- 5% of classes missed - student will be given a verbal warning by the instructor
- 10% of classes missed - student will meet with the ELI Coordinator
- 15% of classes missed - warning letter will be sent to student with a copy placed in permanent file
- 20% of classes missed - student will be placed on probation and continued absences may result in suspension from ELI (see p. 9, Academic Progress Guidelines for probation and suspension policies)

If a student misses a class for any reason, he or she must notify the ELI Coordinator immediately by email at [ESL@shsu.edu](mailto:ESL@shsu.edu) or by phone at 936-294-3446, and provide the date(s) of absence, student name, class missed, and reason for absence.

### Missed assignments

The student must make up missed assignments within five (5) class days after returning. It is the student's responsibility to contact the instructor for information about making up missed assignments resulting from an absence.

### Tardiness

The following rules apply to coming to class late or leaving early:

- A student is tardy when arriving late up to 10 minutes after the start of class.
- After 10 minutes, the student will be marked absent.
- Three tardies will result in one full absence.
- If a student leaves class for any reason, it may be counted as an absence.
- More than one absence for repeated tardies may result in probation for the rest of the semester.



## ACADEMIC PROGRESS GUIDELINES

### **Placement**

Initial ELI level placement is based on the ACCUPLACER ESL exam administered at the SHSU Testing Center. The test includes sections on listening, language use, reading, sentence meaning and writing skills. Once the initial test score is determined, the ELI Coordinator will meet with the students to recommend a level placement and confirm that the students understand and agree to the placement. Diagnostic testing is available during the second week of the semester for students who wish to appeal their placement.

### **Progression**

Student progress is reported to the ELI Coordinator, who meets with students regularly to discuss academic issues. For progression to the next level in the following semester, all of these criteria must be met:

- Overall weighted grade point average (GPA) of at least 2.5 in all courses
- Score within next level of study on the assessment exam
- No failing grades in any course, including electives and language lab
- Overall missed attendance of less than 20% of all classes, including core, elective and lab

Students in Levels Basic, 1 and 2 who show above average progress in English may qualify to skip the next level of study if they meet the following criteria:

- Overall weighted grade point average (GPA) of at least 3.5 in all courses
- Score within target level of study on the assessment exam
- No failing grades in any course, including electives and language lab
- Overall missed attendance of less than 10% of all classes, including core, elective and lab

### **GPA Scale**

Grade	Grade Point	Overall Weighted GPA Calculation:
A (90-100)	4.0	Add together the products of grade points and weekly classroom contact hours, then divide by the total number of weekly classroom contact hours.
B (80-89)	3.0	
C (70-79)	2.0	
D (60-69)	1.0	
F (0-59)	0.0	

### **Probation**

For a student to be placed on probation, one of the following criteria must be met:

- Overall attendance of less than 80% of classes during semester
- ELI Coordinator decides that student's conduct requires such action during semester
- Student receives grade of "F" in any course or overall GPA less than 2.0 at end of semester

The student will be removed from probation at the end of the probationary semester if a grade of "C" or better is recorded in all ELI classes for that semester.

### **Suspension**

If a student continues to show lack of commitment to the ELI while on probation, the student may be suspended. The student may re-apply to the ELI for the semester following the suspension and would be on probation for one semester, if accepted. Any violation of the previously stated probationary criteria will result in permanent expulsion.



### **ORIENTATION**

Scheduled at the beginning of fall and spring semesters, international student orientations 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 Coordinator can further explain specific program policies.

### **STUDENT MEETINGS**

The ELI Coordinator will meet with students once per month to discuss issues affecting all students and ask for feedback. Attendance at these meetings is required.

### **COURSE MATERIALS**

ELI students MUST have their textbooks in class by the third class day. If a student does not have his/her books, he/she will be removed from the classroom. Course textbooks are available at the SHSU book store in the Lowman Student Center. Textbooks purchased online must be shipped express service to ensure delivery by the third class day. DO NOT BUY A BOOK WITH ANSWERS WRITTEN ALREADY. Additionally, students need to buy a spiral notebook for taking 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. Students who use these devices after being warned by the instructor will be referred to the ELI Coordinator for disciplinary action.

### **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. 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](mailto:HELPDESK@SHSU.EDU), or call (936) 294-1950.

### **STUDENT ID CARD**

During registration, the student is required to get the Bearkat OneCard, which must be activated at [www.bearkatone.com](http://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](mailto: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

This program is designed to admit, without a TOEFL score, an international student who has shown a sufficient understanding of the English language through coursework in the English language at an accredited college or university, or through successful completion of an intensive English program accredited by CEA or ACCET. This TOEFL Waiver Program also applies to Sam Houston State University's English Language Institute (ELI).

### Criteria for Transfer and Exchange Students

- Transcripts from an accredited institution of higher education with at least 30 credit hours of instruction, 24 of which are academic, in the medium of English with 2.5 GPA or better. In addition, 6 of these 24 hours must be in reading intensive courses.

### Criteria for Successful Completion of an Intensive English Program

An international student must provide the following:

- Successful completion of the highest level of the intensive English program
- Certificate of Completion of the program
- Cumulative grade point average to meet the freshman or undergraduate transfer admission requirements

### Requirements Upon Admission to Sam Houston State University for IEP Students

Academically admitted student responsibilities:

- Take any required assessment exams through Testing Center.
- Enroll in First Year Experience SAM 136.
- Meet monthly with International Student Advisor to discuss maintaining a 2.5 GPA or higher.
- Use the Reading, Writing and SAM Centers to achieve academic success on a weekly basis.
- Download Progress Report Form from OIP website for completion by each professor after the 6<sup>th</sup> week of class. The completed form will be submitted to the International Student Advisor. Depending upon progress, student may be required to submit a second progress report.

Students admitted on the TOEFL Waiver Program will be evaluated annually to assess their academic achievement and the effectiveness of the program.



**Sam Houston State University  
English Language Institute  
FEE SCHEDULE**

**ALL AMOUNTS ARE IN US DOLLARS**

*Application Fee (Please pay by money order)* \$50

Tuition

*Fall  
(August-December)* \$2600

*Spring  
(January-May)* \$2600

*Summer  
(May-August)* \$1300

Miscellaneous Student Services Fee \$100

Required of all ELI students each term, this fee pays for the use of the Library, Health Center, Counseling Center and Computer Services .

**ADDITIONAL FEES AND OPTIONS**

- Books/Supplies (estimated cost per term) \$350
- Health Insurance (waiver available) \$798 (per year)
- Recreation Card Fee (Optional) This card gives students access to sports and recreation facilities Kinesiology Center (HKC) \$97 (per term)

FEE PAYMENT- Students who are on campus should register for ELI at the ELI Office in Farrington 116. After registering, they must pay tuition and the Miscellaneous Fee at the Bursar's Office in Estill Building, Room 103 or online using My Sam.

**TUITION AND FEES ABOVE ARE SUBJECT TO CHANGE**



## UNIVERSITY CONTACTS

Reading Center

[http://www.shsu.edu/~rdg\\_www/](http://www.shsu.edu/~rdg_www/)

Farrington 109

936-294-3114

Writing Center

<http://www.shsu.edu/~wctr/>

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/](http://www.shsu.edu/~rca_www/)

936-294-1985

Student Advising & Mentoring (SAM) Center

[http://www.shsu.edu/~sam\\_www/](http://www.shsu.edu/~sam_www/)

936-294-4444

Computer Services

[http://www.shsu.edu/~ucs\\_www/](http://www.shsu.edu/~ucs_www/)

936-294-1950

Alcohol & Drug Abuse Initiative

[http://www.shsu.edu/~org\\_aai/](http://www.shsu.edu/~org_aai/)

936-294-1171

Human Resources

[http://www.shsu.edu/~hrd\\_www/](http://www.shsu.edu/~hrd_www/)

936-294-3611

Residence Life (on-campus housing)

[http://www.shsu.edu/~hou\\_www/](http://www.shsu.edu/~hou_www/)

866-232-7528

Career Services

[http://www.shsu.edu/~ccp\\_www/](http://www.shsu.edu/~ccp_www/)

936-294-1713

Legal Services

[http://www.shsu.edu/~slo\\_stdss/legal/](http://www.shsu.edu/~slo_stdss/legal/)

Lee Drain Building

936-294-1717

Lowman Student Center (LSC)

[http://www.shsu.edu/~lsc\\_www/](http://www.shsu.edu/~lsc_www/)

936-294-1759

Parking Management Office

[http://www.shsu.edu/~upd\\_www/pmo/](http://www.shsu.edu/~upd_www/pmo/)

936-294-1794

Student Activities

[http://www.shsu.edu/~slo\\_sad/](http://www.shsu.edu/~slo_sad/)

936-294-3861

Health Center

[http://www.shsu.edu/~uhc\\_www/](http://www.shsu.edu/~uhc_www/)

936-294-1805

University Hotel

<http://www.shsuhotel.org/>

936-291-2151

866-747-8466



Withdrawal Form

By completing this form, I am withdrawing from the Sam Houston State University English Language Institute. All outstanding fees must be paid in full for the student to withdraw.

<i>Name</i>	<i>SAM ID #</i>
<i>Student Signature</i>	<i>Date</i>
<i>Coordinator Signature</i>	<i>Semester Start Date -</i> <i>Semester End Date -</i> <i>Class day -</i>

State Statutory Refund Schedule of Tuition and Fees - Fall and Spring Semesters

Before the 1st class day	100%
1st class day through 5th class day	80%
6th class day through 10th class day	70%
11th class day through 15th class day	50%
16th class day through 20th class day	25%
Thereafter	No refund

State Statutory Refund Schedule of Tuition and Fees - Summer Session Refund Schedules

Before the 1st class day	100%
1st class day through 3rd class day	80%
4th class day through 6th class day	50%
Thereafter	No refund

(Note: Class days are University class days, not the number of days an individual class meets. Class days are counted from the first class meeting as indicated in the Academic Calendar.)

**For office use only**

<i>Refund Processed</i>
<i>Comments</i>



**SHSU ELI Anonymous Suggestion Form**

**(Please fill out and return to Suggestion Folder outside OIP)**

**Date:** \_\_\_\_\_

**Suggestion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

**Action taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Staff member addressing suggestion:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## SHSU English Language Institute Written Student Complaint Form

Return Completed form to Office of International Programs – Sam Houston State University  
(To be completed by Complainant, when informal process is unsatisfactory)

*PLEASE PRINT*

### COMPLAINANT

Last Name	First Name	Middle Name	Student No.
Street City/Town Postal Code			
Telephone #		Email	

### DESCRIPTION OF COMPLAINT (Be as specific as possible. Use extra pages as needed.)

Date(s) and Time(s) of incident:

Location: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Section(s) of Code allegedly violated:

Name(s) of alleged offender: \_\_\_\_\_

Is alleged offender? (Please check one)

- Student
- Administrator
- Faculty Member
- Support Staff
- Other \_\_\_\_\_

Circumstances (events leading up to incident, actions taken, follow-up, etc.):

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### REMEDY REQUESTED

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I hereby declare that the information on this form is true, correct and complete to the best of my knowledge. I understand that any misinterpretation of information may result in disciplinary action as stipulated in the Code of Student Rights and Standards of Conduct.

Complainant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**OFFICE OF INTERNATIONAL PROGRAMS STAFF**

**Farrington Building Room 116**

Working Hours (Mon-Fri: 8am-5pm)

Director

Richard Porter  
[rporter@shsu.edu](mailto:rporter@shsu.edu)  
936-294-4611

English Language Institute Coordinator

James Moore  
[ESL@shsu.edu](mailto:ESL@shsu.edu)  
936-294-3446

International Student & Scholar Advisors

Patricia Herrington  
[patherrington@shsu.edu](mailto:patherrington@shsu.edu)  
936-294-3892

Nancy Holloway  
[nkholloway@shsu.edu](mailto:nkholloway@shsu.edu)  
936-294-4607

Study Abroad Coordinator

Jesse Starkey  
[jcs052@shsu.edu](mailto:jcs052@shsu.edu)  
936-294-3276

Secretary

Carleen McIlvain  
[cmm071@shsu.edu](mailto:cmm071@shsu.edu)  
936-294-4737

ELI Training Specialists

Helen Farrar - [hlf005@shsu.edu](mailto:hlf005@shsu.edu)  
Liz Johnson - [erj003@shsu.edu](mailto:erj003@shsu.edu)  
Yvonne Kerr - [edu\\_ymk@shsu.edu](mailto:edu_ymk@shsu.edu)  
Fran Mote - [edu\\_sfm@shsu.edu](mailto:edu_sfm@shsu.edu)  
Linda Parks - [lsp008@shsu.edu](mailto:lsp008@shsu.edu)  
Michael Rudolph - [mrs017@shsu.edu](mailto:mrs017@shsu.edu)  
"Doc" Brian Slovin - [bls010@shsu.edu](mailto:bls010@shsu.edu)  
Shirley Thompson - [sft002@shsu.edu](mailto:sft002@shsu.edu)



**Texas State University System Board of Regents**

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