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 excellent quality instruction to prepare you for your academic degree majors. Your success is very important to us!

The ELI is an intensive English program. You have 8 weeks to pass one level. In addition to your 20 hours per week of face-to-face classroom instruction, the ELI has 4 hours per week of required ESL language laboratory for integrated English language skills practice. The ELI requires that, in addition to coming to class and the language laboratory, you do assigned homework out of class.

Further listening and reading are recommended because the more you practice the strategies and skills in English language proficiencies, the greater your preparation and readiness for your academic degree program requirements. In addition to the teaching and advising of ELI teachers and staff members, the ELI can guide you to finding the appropriate academic support services that are available to you on campus.

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

Thank you,
Justin R. Ball
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM INFORMATION-----------------------------------------------------------------------------------------4</td>
</tr>
<tr>
<td>Mission Statement &amp; Goals-----------------------------------------------------------------------------------------------4</td>
</tr>
<tr>
<td>ELI Program Overview---------------------------------------------------------------------------------------------4</td>
</tr>
<tr>
<td>Academic Calendar------------------------------------------------------------------------------------------5</td>
</tr>
<tr>
<td>Program of study-----------------------------------------------------------------------------------------------6</td>
</tr>
<tr>
<td>Assessment/Evaluation---------------------------------------------------------------------------------------------6</td>
</tr>
<tr>
<td>ATTENDANCE POLICY---------------------------------------------------------------------------------------------6-7</td>
</tr>
<tr>
<td>ACADEMIC PROGRESS GUIDELINES----------------------------------------------------------------------------------------7-8</td>
</tr>
<tr>
<td>ORIENTATION---------------------------------------------------------------------------------------------------------8</td>
</tr>
<tr>
<td>TEXTBOOK POLICY----------------------------------------------------------------------------------------------------8</td>
</tr>
<tr>
<td>CLASSROOM TECHNOLOGY POLICY------------------------------------------------------------------------------------------8</td>
</tr>
<tr>
<td>COMPUTER SERVICES-----------------------------------------------------------------------------------------------------8-9</td>
</tr>
<tr>
<td>BEARKAT ONECARD------------------------------------------------------------------------------------------------------9</td>
</tr>
</tbody>
</table>
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
• 20 hours/week of face-to-face classroom instruction in reading, writing, listening and speaking
• 3-6 hours/week of language laboratory
• Teacher/student ratio of approximately 1 instructor for every 15 students
• ELI’s academic early warning system helps students receive assistance with academic issues

Experienced, skilled and supportive faculty
• Instructors have advanced degrees (Master's or PhDs)
• Extensive teaching experience
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
- Mentoring Center in CHSS Building

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 dealing with personal issues
- 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)

Academic Calendar

**Spring I 2018 (January 15 – March 16)**
New Student Orientation- January 15-16
First Class Day- January 17
Award Ceremony- March 16

**Spring II 2018 (March 26 – May 25)**
New Student Orientation- March 26-27
First Class Day- March 28
Awards Ceremony- May 25

**Summer 2018 (June 11 – August 10)**
New Student Orientation- June 11-12
First Class Day- June 13
Award Ceremony- August 10

**Fall I 2018 (August 20 – October 19)**
New Student Orientation- August 20-21
First Class Day- August 22
Award Ceremony- October 19

**Fall II 2018 (October 22 – December 21)**
New Student Orientation- October 22-23
First Class Day- October 24
Awards Ceremony- December 21
ACADEMIC PROGRESS GUIDELINES

Placement
Initial ELI level placement is based on a placement exam taken before classes begin. The test includes sections on speaking, listening, reading, and writing skills. Once the initial test score is determined, an ELI advisor will contact the students to inform the student of level placement.

Each student is placed into one of three levels based on the results of the placement exam. Initial placement will be in one of the following skill levels:

- Level 3 - High Intermediate
- Level 4 - Advanced
- Level 5 - University Transitional Level

Students will not be placed in Level 5 in the initial session unless;

- The student has studied in the United States at least one year prior to attending ELI
- Exceptional placement testing scores
- High GPA in previous language school

Students wishing to be placed in Level 5 in their initial session must submit TOEFL/IELTS scores for academic admission to Sam Houston State University and will not qualify for the TOEFL/IELTS waiver.

Progression
This is an intensive English program. Success depends on a positive attitude, time management skills, and a willingness to work hard at language learning. The goal is to prepare students for language proficiency in a U.S. university. If students are unable or unwilling to meet proficiency requirements in their level, they will be required to repeat the level.

The measure of success for a student is a combination of a strong GPA, a positive attitude, strong time management skills, and students' English language skills and abilities, study habits, reading strategies, writing strategies, and communication skills. During the term, student grades will be available on the Blackboard learning management system. Students are encouraged to check their grades regularly. After final exams, students will be notified of their final grades.

Grading Standards
To pass a class, a student must have a 75 percent average or above. To pass the level, a student must pass all classes. Because of the intensive nature of the 8-week program, if a student fails one class, he or she must repeat the entire level.

Academic Success Contract
The Academic Success Contract is a support program for ELI students to help them adjust to academic and cultural challenges. The contract is required for ELI students who fail to meet the learning outcomes for a course.
Program of study
Our program is based on 8-week sessions. The ELI schedules 20 hours per week of face-to-face classroom instruction with 4 additional hours of ESL language laboratory and Culture Café. ELI students are also expected to practice and study outside the classroom. For every 1 hour of classroom instruction, ELI students should spend at least one hour outside of class on homework. For example, if a student has 4 hours of class instruction, he or she should study outside of class for at least 4 hours.

Class size
Enrollment is limited to eighteen students per class. If there are 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. The ELI assesses students using:

- Language assessment exams administered prior to entry in the program
- Grades based on attendance, participation, coursework and testing
- Student achievement of leveled learning outcomes
- Practice and review of necessary strategies and skills needed for academic degree program

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 students attend class daily. Missing more than a few classes during a session can have a negative effect on a student’s language learning experience. Please note that excessive absences in the ELI program can have serious consequences.

Remember that according to the United States government, “Your visa says that you are coming to the United States to study. You should not consider any action that detracts from that purpose.” Failure to attend class could cause you to be “out of status.” In addition, many assignments are completed in class, and many quizzes and tests are given in class. This means that if students want to make progress in the ELI and move up to the next level, they should attend classes every day. Attendance counts as 10% of the grade in each ELI course.

Absences
ELI instructors report absences as a record-keeping means of assuring the immigration service that a student is attending full-time and is in status as a result. The ELI has no excused absences. Students are counted absent for any reason they are not in class, including the following:

- Starting the session late due to air travel situations
- Student account is on hold due to nonpayment
- Meeting with the student’s embassy
If a student has a serious medical situation that requires emergency doctor or hospital treatment and that will prevent his/her regular attendance in the ELI, he/she should notify the ELI director as soon as possible. Examples of a medical emergency would include being hospitalized for one or more days for an illness, or having surgery. The ELI director will ask for documentation from a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy to make a decision about student status in the ELI.

Having documentation does not guarantee a student will not be dismissed. Dismissals that occur due to excessive absences are handled on a case-by-case basis.

**Tardies**
Instructors also report tardies. A "tardy" means being late for class. Two tardies constitute an absence. Students missing more than 25% of the class will be marked absent.

**Missed assignments**
Students who are absent are required to make up any work missed. Students who are absent for an instructor’s test or who had previously assigned work to submit will be governed by that instructor’s make-up policies as stated in the instructor’s syllabus.

**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.

**Graduation from the ELI final level**
ELI students who have the possibility of graduating from the final level of ELI must complete their academic degree program applications in a responsible and timely manner to ensure their proper processing. Graduating ELI students are required to meet with the OIP undergraduate/graduate advisors in the first week of their final session of ELI.

**ACADEMIC PROGRESS GUIDELINES**

**Placement**
Initial ELI level placement is based on a placement exam taken before classes begin. The test includes sections on speaking, writing, listening, and reading skills. Once the initial test score is determined, an ELI advisor will contact the students to inform the student of level placement.
Students will not be placed in Level 5 in the initial session unless:
  - The student has studied in the United States at least one year prior to attending ELI
  - Exceptional placement testing scores
  - High GPA in previous language school

Students wishing to be placed in Level 5 in their initial session must submit TOEFL/IELTS scores for academic admission to Sam Houston State University and will not qualify for the TOEFL/IELTS waiver.

**Progression**
The measure of success for a student is a combination of a strong GPA, a positive attitude, strong time management skills, and students’ English language skills and abilities, study habits, reading strategies, writing strategies, and communication skills. During the term, student grades will be available on the Blackboard learning management system. Students are encouraged to check their grades regularly. After final exams, students will be notified of their final grades.

**Grading Standards**
To pass a class, a student must have a 75 percent average or above. To pass the level, a student must pass all classes. Because of the intensive nature of the 8-week program, if a student fails one class, he or she must repeat the entire level.

**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 term 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.

**Academic Success Contract**
The Academic Success Contract is a support program for ELI students to help them adjust to academic and cultural challenges. The contract is required for ELI students who fail to meet the learning outcomes for a course.

**ORIENTATION**
Scheduled at the beginning of each session, this MANDATORY orientation for new international students will explain program and university policies. It is extremely important that students
ARRIVE ON TIME. There will be an explanation of review of immigration rules and regulations. During this time, students will meet other new international students.

TEXTBOOK POLICY
ELI students MUST have their textbooks by the second class day. Course textbooks must be purchased at the SHSU book store in the Lowman Student Center. Additionally, students need to buy supplies specified in the syllabus of each course.

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. Students with questions about computer services may go to Academic Building 1 Room 145, email servicedesk@shsu.edu, call (936) 294-1950, or go to Live Support: support.shsu.edu.

BEARKAT ONE CARD (STUDENT ID)
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.

SHSU ACADEMIC ADMISSION
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 university website: http://www.shsu.edu/admissions/international/
TOEFL WAIVER PROGRAM

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

Criteria for admission to SHSU after completion of ELI program
The following criteria must be met:
- Successful completion of Levels 4 and 5 of the intensive English program
- If the student has previous college credits, their cumulative grade point average must meet the undergraduate transfer admission requirements

TUITION AND FEES POLICY
Tuition is due for each session the Friday before the first day of class. If tuition is unpaid, the student will not be able to attend class and any missed classes will be considered unexcused absences. The student will be removed from the program and face risk of termination of active status for the I-20 student documentation.

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

No tuition refunds will be given after the first week of class. If a student does not wish to participate in the program and requests 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](http://www.shsu.edu/dept/student-health-center/index.html)

STUDENT CODE OF ACADEMIC INTEGRITY
SHSU’s ELI is an academic community whose most basic mission is to help students grow intellectually. To achieve this mission, students must develop independent thought and respect for the ideas of others. Academic dishonesty threatens the integrity of individual students as well as the Institute’s academic community. As members of the Institute’s academic community, students accept the responsibility to follow the Student Code of Academic Integrity.

Violations of the Code include all forms of academic dishonesty, including but not limited to:

- **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 copying 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 not 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.

**QUESTIONS ABOUT THIS HANDBOOK**
It is the responsibility of ELI students to read this handbook and ask questions if they do not understand any part. The ELI teachers and the ELI director are available to answer any questions about policies in the handbook.
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
PROGRAM STAFF
Hours: 8:00 a.m-5:00 pm

PLEASE CONTACT DIRECTOR AND TEACHERS DURING OFFICE HOURS BY EMAIL

Interim Director of International Programs
Justin Ball
jball@shsu.edu
936-294-4607

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

ENGLISH LANGUAGE INSTITUTE
Academic Building 3, Room 243

ELI Administrative Associate
Suzanne Kitts
suzanne.kitts@shsu.edu
936-294-4991

ELI Training Specialists
Charles Colson
charles.colson@shsu.edu
936-294-1028

Kaye Henry
kch028@shsu.edu
936-294-1028

Liz Johnson
erj003@shsu.edu
936-294-1028

Linda Parks
lsp008@shsu.edu
936-294-1028

Shawna Taylor
sgt007@shsu.edu
936-294-1028

OFFICE OF INTERNATIONAL PROGRAMS
Farrington Building, Room 116

Study Abroad Coordinator
Malin Hilmersson
malin@shsu.edu
936-294-3276

Recruiter and Special Programs Coordinator
Dana Van De Walker
djv013@shsu.edu
936-294-2746

Administrative Assistant
Esha Christie
exc117@shsu.edu
936-294-4737