

Spring 2014

Intensive English Student Guide



Washburn University

Washburn University

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Welcome to the Intensive English Program at Washburn University!

We call it the IE Program, IEP, or sometimes just "IE".

Our Mission:

The Intensive English Program offers English as a second language classes designed to assist international students in improving their English skills for the degree programs of the university. It also assists area residents whose native language is not English to improve their ability to interact in the community, on the job, and to succeed in academic courses.

Completing the IE Program will fulfill the WU English proficiency requirements needed to enter a degree program

- To complete the Intensive English Program (IEP), students need to EARN a C (70%) or better in each 200-level course or earn the appropriate iBT TOEFL, IELTS, or IEP Placement Test scores (See Testing below).
- To pass to the next level of a course, students need to EARN a C (70%) or better OR earn the appropriate test scores (See Testing below).

Courses:

Grammar Reading Language in Context

Speaking Writing

Speaking

There are three levels for each of the first four areas:

Basic (IE071, IE072, IE073, IE074)

100 Level (IE101, IE102, IE103, IE104)

200 Level (IE201, IE202, IE203, IE204, IE294) IE294 is for graduate students only.

Things you should know about the IEP courses:

- ALL IEP classes are graded. The grade the student earns counts toward the G.P.A. (Grade Point Average)
- The 200-level courses (IE 201, IE 202, IE 203, and IE 204) are electives applicable toward the undergraduate degree programs at Washburn. International students can earn credit toward their degree with these courses.
- All classes follow the University schedule and meet four hours per week each semester (16 weeks). For extra help students can use the Writing Center in Mabee Library. Also, students can use the English for the Foreign-Born (EFB) service for free tutoring.
- Full-time students working toward a degree at WU usually take 5 classes in the IEP. This would be 12 hours of tuition, and 12 hours of credit per semester, and 18 hours of in-class time every week.

Course Descriptions from the WU Academic Catalog:

IE 091 / 092 Language in Context Seminar I (0 hrs tuition credit) (meets 2 hours per week)

This course gives international students unique opportunities to experience language in local cultural contexts and challenge their application of the English language. Students will go on field trips and hear guest speakers from diverse backgrounds on relevant topics to the international student. Students will be required to complete a project and write a journal with reflections on their experiences. IE091 is offered in the fall and IE092 is offered in the spring. These courses meet for two hours per week but do not count toward the 124 hours bachelors' degree requirement. Full time Intensive English students are required to enroll in this course. *No prerequisite. Full-time IE enrollment is required unless you have a J-1 visa. Students on J-1 visas are required to take this course.*

Grammar and Structure (meets 4 hours per week)

IE 071 Basic Grammar & Structures (3 hrs)

IE 101 Grammar and Structure I (3 hrs)

These are foundational courses for nonnative English speakers that focus on English grammar, particularly sentence structure. Students will also study verb tenses, basic writing, and vocabulary to improve their speaking and writing skills.

IE 201 Grammar and Structure II (3 hrs)

Nonnative English students will study all verb tenses, voice, and complex grammar structures that are common in academic English in order to improve their personal, academic and professional communication in American English.

Reading Comprehension (meets 4 hours per week)

IE 072 Basic Reading Comprehension (3 hrs)

IE 102 Reading Comprehension I (3 hrs)

These courses develop nonnative English speakers' vocabulary and reading skills for personal and academic communication using materials with diverse topics.

IE 202 Reading Comprehension II (3 hrs)

By reading books, articles and sample academic texts, nonnative English speakers in this course study and practice effective reading and investigating strategies to discover the ways ideas are expressed and put into writing. Besides building academic vocabulary, the goals are increased reading fluency, speed and understanding.

Speaking and Understanding (meets 4 hours per week)

IE 073 Basic Speaking and Understanding (3 hrs)

IE 103 Speaking and Understanding I (3 hrs)

Nonnative English speaking students practice to improve their oral and aural skills. They prepare to participate in everyday social conversations, classroom interactions, listening effectively to lectures and being involved in basic discussions. Students are expected to prepare and give short speeches and will be tested weekly on a list of idiomatic expressions.

IE 203 Speaking and Understanding II (3 hrs)

This course focuses specifically on the skills needed for presentations, the basic organization of American communication, and idiomatic expressions that prepare the student for the American academic and professional environment.

Academic Writing (meets 4 hours per week)

IE 074 Basic Writing (3 hrs)

IE 104 Academic Writing I (3 hrs)

These courses for nonnative English speakers focus on foundational writing skills from sentence structure to well-organized paragraphs of various kinds. Besides analyzing audience and purpose, basic citation and research skills are covered.

IE 204 Academic Writing II (3 hrs)

IE 294 Academic Writing III (3 hrs) - for graduate students

Expressing ideas in writing for the American academic and business reader is the goal in these courses for nonnative English speakers. Students will learn the conventions of expository paragraphs, essays and investigative reports. Summary, analysis, citation and research skill practice are included.

Placement:

All students on visas must meet the WU English proficiency requirements (www.washburn.edu/iip). Students can meet this by taking an iBT TOEFL or IELTS test. For those without these tests, the IEP offers a placement test the Tuesday before the fall and spring semesters. The IEP also accepts KU AEC placement test scores. Using one of these methods, the coordinator places each student in appropriate courses. Each student is given a study plan that tells which courses a student is required to enroll in. Then, students are also given a diagnostic test during the first week of classes to confirm that they are in

the right place. If a student feels they are placed incorrectly, the student must first inform the instructor. The instructor will then contact the coordinator. The coordinator and the instructor will then inform the student of any placement changes by email and tell the student how to make the changes.

Enrollment:

We can help you enroll at the International House or you can enroll online once you have your PIN number. Students on F-1 visas must enroll in 12 hours of classes. Enroll in the courses indicated on your IE Student Study Plan

IE203 and CN150 CANNOT be taken at the same time.

IE204 and EN101 CANNOT be taken at the same time.

Full-time students in the IEP are NOT eligible to take other academic courses. Students needing only part-time enrollment in IEP can take other academic courses with IEP approval only.

Exchange Students

Exchange students from China that have test scores indicating they must take IE201 Grammar, IE202 Reading, IE203 Speaking **and** IE204 Writing classes are allowed to drop **one** of these four classes and take a 100 or 200 level course of their choice outside the IEP. These students must take the remaining IE course in the second semester of their exchange if they are here for 1 year. For example, you can choose three IE classes and one or two 100 or 200 major classes in the first semester. For the second semester, you must enroll in the remaining course, or meet the WU English proficiency requirements with a test score. (See the English proficiency requirements at www.washburn.edu/iip) Or you can choose the four IE classes in the first semester. Public Speaking CN150 and Freshman Composition EN101 **cannot** be taken before or instead of IE 203 and IE 204.

Attendance:

You must have good attendance in the Intensive English classes. Attendance is about 10% of your grade. If you miss more than 3 classes during the semester in one course, your grade will be 10% lower in that course. For example, if you are making a B in a class, but you missed more than 3 classes, your final grade will be a C. You must come to class. If you are very sick, you should notify your instructor and also see Student Health Services in Morgan Hall.

Late Homework:

Homework should not be given late to the teacher. The grade will be lower when the homework assignment is late.

Being on time:

Coming in to class late is considered rude in the U.S. It is also distracting to all of the other students. You must not be late to class. If you walk into class 10 minutes or more after the start time of class, the instructor may count you absent.

Exams:

You can expect to turn your cell phone off or leave it at the front of the classroom during any test, or presentation. Final exams are taken during the last week of the semester which is called Finals Week. You must take the final exam during the scheduled time. You **cannot** take it earlier. Please look at your syllabi to see the final exam schedule for your class.

Grades:

Grades are earned in IEP classes and are calculated from the quality of the work you have done in a course. Homework, tests, attendance, participation and completion of assignments are all part of your final grade. Your grade could be up to 10% lower if you do not have 90% attendance and good participation. Look on your syllabus to find out how the grade in each course will be calculated. If you have a questions about a grade,

- 1. speak to your instructor in person.
- 2. If you cannot speak to your instructor right away, send an email and ask for an appointment with your instructor.
- 3. If this is not possible, then explain your question by email.

If you have any problem with a course, speak to your instructor first. After you have done that, your instructor will tell you what to do next.

How do you pass an IE Class?

- 1) Go to every class on time or early.
- Ask questions when you don't understand and finish all of the homework.
- 3) Go to free tutoring at WU.
- 4) Learn the vocabulary words from the lists in this handbook.

- 5) Make some American friends.
- 6) Speak and read as much in English as possible.
- 7) Learn the rules of academic honesty in the U.S

Printing Your Homework:

Students will need to type and print some of their homework. The most important thing to remember is that you should NOT wait until the morning your assignment is due to print! Each student will be given \$17.50 each semester for printing. That is about 350 pages or more if you print on both sides of the paper. Students can print more than this, but they will be charged for the extra. There are three places for this printing service: **Bennett 108**, **Henderson 108**, and **Mabee Library**.

http://www.washburn.edu/a-z-index/its/tech-support-services/student-printing-services.html

Tutors

English for the Foreign Born: **Free** tutoring is at the International House on Tuesday and Thursday afternoons at 1:00 p.m. during the fall and spring semesters.

Writing and Tutoring Center: The Academic Success Center is located on the main floor of the Mabee library. The people who work there can help you work on your papers and answer questions on different subjects.

- For more information about writing center: http://www.washburn.edu/current-students/tutoring-writing-center/writing-center.html
- Tutor schedule:

http://www.washburn.edu/current-students/tutoring-writing-center/tutoring-schedule/index.html

Instructors:

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Academic Honesty Policy:

In the U.S. each person owns the words that he or she writes. Therefore, it is stealing to copy someone else's words. It is stealing to write the words found in any book, or online without also writing where you found the words. There are special ways to write down where you found the words. In your Academic Writing courses in the IEP, you will learn how to write without stealing anyone's words. You will also learn how to use words from others and write down exactly where you found them. You will learn how to be ACADEMICALLY HONEST according to US academic culture.

Stealing someone's words or ideas and not telling where you found them is called PLAGIARISM. Plagiarism is illegal. WU has a policy on plagiarism and academic honesty which you can read here

http://www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbooksection-7.html#VIII.

If a student plagiarizes at WU, he or she will not get any points for that assignment and may earn an F for a class. In the IEP, it is the same. Students will learn how to write correctly. However, after students know about plagiarism, they will be expected not to do it and can earn an F in a course if they plagiarize.

There is another part of academic honesty. Students must not copy papers from others and turn them in as their own. This is stealing. Also, students must do their own work. Furthermore, students can be caught cheating on tests if they look at other students' papers during a test. You must cover your answers and not let anyone look at your answers. You could be caught cheating if you show other students your answers during a test. Be very CAREFUL!

Vocabulary to Learn

Basic Course Level (070): Learn the 1000 most common words in English. http://www2.elc.polyu.edu.hk/cill/generalServiceList.htm

100 Course Level: Learn the 2000 most common words in English.

Most Common 2000 Words in English - http://www2.elc.polyu.edu.hk/cill/generalServiceList.htm

200 Course level: Learn the Academic Word List. http://www.uefap.com/vocab/select/awl.htm

After you know these words, you should be able to understand around 85-90% of all material in General Education courses at WU! That is exciting! These words are very important to your success. Pay attention to the ways your reading teachers tell you to learn vocabulary. There is a lot of research on this to prove the best ways. They work. Try using index cards which are cheaply purchased at the Ichabod Shop or Walmart. There are also apps for your smart phone like **Flashcards+**. There are dictionary apps that save your words in lists and then connect to your flashcard apps. Try www.learnersdictionary.com for a great dictionary app for iPhone.

www.quizlet.com Use with Flashcards+ App

<u>www.learnersdictionary.com</u> This free online dictionary is very good for learners like you! The App is available for iPhone for \$4.99 and is well worth it!

Mango Languages – Language learning software program. Click on this link. Then click on Mango Languages.

You will be taken to a Mango Log in Page. Create a profile. Then, search your phone app store, and you can download the app to your phone and use it wherever you are!

http://www.washburn.edu/mabee/find_it/databases/index/m_index.shtml

Writing and Tutoring Center at Mabee Library http://www.washburn.edu/current-students/tutoring-writingcenter/index.html

Tutorials at the Mabee Library:

Using Word http://www.washburn.edu/mabee/help/using word 2/engage.html
Using PowerPoint http://www.washburn.edu/mabee/help/using powerpoint/engage.html
Netiquette http://www.washburn.edu/mabee/help/netiquette/engage.html
Emailing attachments http://www.washburn.edu/mabee/help/emailing attachments/engage.html

Password tips http://www.washburn.edu/mabee/help/passwords/engage.html

Tutorials are generally linked on Mabee Library help page:

http://www.washburn.edu/mabee/help/index.shtml

Grammar Help

Irregular Verb list - http://www.englishpage.com/irregularverbs.html
General Grammar Help - http://www.englishpage.com/
Spelling Rules - http://www.englishclub.com/writing/spelling.htm

For using sources in APA Format

http://www.washburn.edu/mabee/find_it/researchGuideFiles/Fall2006/APA_Style_Guide.pdf

Testing

Some students are enrolled based on iBT TOEFL and IELTS scores. In addition, a test will be given on Tuesday, the week before the spring semester and the fall semester. This test will be used to determine which language classes you need or do not need.

,	ou need or	iBT		
		TOEFL	IELTS	
Total	No IE			
Score	required	73	6.0	
Grammar and Structures	No IE			Scores taken from Written part of test
	required	14-30	6.0	
	201	10-13	5.0	
	101	8-9	4.0	
	71	none	none	
Reading Comprehension	No IE			Scores taken from Reading part of test
	required	17-30	6.0	
	202	11-16	5.5	
	102	6-10	5.0	
	72	none	none	
Speaking and Understanding	No IE			Scores taken from
	required	18-30	6.0	Listening part are an average of Speaking and Listening parts.
	203	14-17	5.0	
	103	6-13	4.0	
	73	none	none	
Academic Writing	No IE			Scores taken from Written part of test
	required	19-30	6.0	
	204	14-18	5.0	
	104	8-13	4.0	
	74	none	none	