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 a series of English as a second language classes designed to assist international students in need of 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 succeed in the academic setting.

Courses

Grammar  
Reading  
Speaking  
Writing  
US University Culture

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.
- The 200-level courses (IE 201, IE 202, IE 203, and IE 204) are recognized as electives applicable toward the undergraduate degree programs at Washburn for non-native English speaking students. This means that students can earn credit for their degree with these courses.
- All classes follow the University schedule and meet four hours per week each semester (16 weeks). Students can use the Writing Center in the Mabee Library. Students can use the English for the Foreign-Born (EFB) service for free tutoring.
A full time student staying to seek a degree at WU usually takes 5 classes in the IEP. This would be 12 hours of tuition and credit per semester and 18 hours of in-class time every week.

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 TOEFL 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).

Course Descriptions from the WU Academic Catalog

IE 091 / 092 Language in Context Seminar I (0hrs 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 124 hours baccalaureate degree requirement. Full time Intensive English students are required to enroll in this course. No prerequisite. Full-time IE enrollment 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
speaches 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.

**Enrollment**
We can help you enroll at the International House or you can enroll online once you have your PIN
number. Most students enroll in 12 hours of classes.
*IE203 and CN150 CANNOT be taken at the same time.*
*IE204 and EN101 CANNOT be taken at the same time.*

**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. If you do not
meet the requirements of WU TOEFL test at the end of this semester, you still need to take the
remaining IE course. 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
All 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.

How do you pass an IE Class?
1. Go to every class on time or early.
2. 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 English as much as possible!
7. Speak and read as much in English as possible.
8. 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. There are three places for this printing service: Bennett 108, Henderson 108, and Mabee Library. Students can print more than this, but they will be charged for the extra.

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

English for the Foreign Born: **Free** tutoring and 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 paper and answer questions of 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

IEP Instructors:

**Kelly McClendon**, Full-time Instructor and IEP Coordinator  
Office: International House  
Office phone: 785-670-2688  
Email: kelly.mcclendon@washburn.edu

**Mary Ann Wittman**, Full-time Instructor  
Office: International House  
Office Phone: 785-670-2097  
maryann.wittman@washburn.edu

**Meg Atwood**, Part-time Adjunct Instructor  
Email: margrette.atwood@washburn.edu

**Travis Lamb**, Part-time Adjunct Instructor  
Email: travis.lamb@washburn.edu

**Roger Laubengayer**, Part-time Adjunct Instructor  
Email: roger.laubengayer@washburn.edu

**Larry McFall**, Part-time Adjunct Instructor  
Email: larry.mcfall@washburn.edu

### 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.

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-handbook-section-7.html#VIII.

If a student plagiarizes, he will not get any points for that assignment and may earn an F for a class. In the IEP, it is the same. We will begin by teaching students 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! There have been a few students that have received a lower grade because of cheating on a test in the IEP.

**Vocabulary to Learn**

Basic Course Level (070): Learn the 1000 most common words in English.

[http://www2.elc.polyu.edu.hk/cill/generalServiceList.htm](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](http://www2.elc.polyu.edu.hk/cill/generalServiceList.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 you 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](http://www.learnersdictionary.com) for a great dictionary app that is free for iPhone.

- [www.quizlet.com](http://www.quizlet.com)  Use with Flashcards+ App
- [www.learnersdictionary.com](http://www.learnersdictionary.com)  This free online dictionary that 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](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-writing-center/index.html](http://www.washburn.edu/current-students/tutoring-writing-center/index.html)

**Tutorials at the Mabee Library:**

- Using Word [http://www.washburn.edu/mabee/help/using_word/engage.html](http://www.washburn.edu/mabee/help/using_word/engage.html)
Tutorials are generally linked on Mabee Library help page:
http://www.washburn.edu/mabee/help/index.shtml

Grammar Help

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.

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