

Intensive English Language Program



Student Academic Handbook

Fall 2018

Compiled by Mr. Don Beck, Instructor IELP
Edited and Updated by Mrs. Jennifer Kinn, A.A. IELP

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IELP Faculty and Staff Contact Information

Before visiting a faculty member, please consult the faculty member's course syllabus for information on office hour times and on rules for making appointments. Many faculty members also provide daily schedules and office hour times outside their office doors.

If an appointment is made, students should be polite to the faculty member in two ways. First, students should arrive at the faculty member's office on time. Second, students should arrive prepared to ask questions to gather necessary information.

Name	E-mail	Phone	Office
Beck, Don	dbeck@findlay.edu	4836	1114 Cory Rm. G
Mott, Greg	mott@findlay.edu	4833	1114 Cory Rm. F
Romick, Susan	romick@findlay.edu	4725	1114 Cory Rm. E
Welch, Jamie	jwelch@findlay.edu	4834	1114 Cory Rm. H
Gensler, Amanda	gensler@findlay.edu	5913	1114 Cory Rm. B
Donovan, Cathy	donovan@findlay.edu	4711	312 College
Kinn, Jennifer	kinnj@findlay.edu	4830	1114 Cory Lobby
Kawamura, Hiro	kawamura@findlay.edu	4619	312 College

IELP Communication

IELP Students need to check their Findlay email on a daily basis to ensure they are receiving all of the information they need to be successful in their classes and an active member of the University of Findlay community. When sending an email to a teacher please give that teacher 24 hours to respond, except for holidays, weekend, or if the teacher is ill, which may take longer.

Students need to check BlackBoard on a daily basis. This is where teachers will post grades and assignments. If not checked on a daily basis you may miss an important assignment or instruction from the teacher.

Academic Standards and Requirements

Placement and Promotion Standards for Basic Level: Students who are placed in the Basic Level must meet two requirements before they are promoted to the Beginning Level. First, the Basic Level students must successfully complete all Basic Level core coursework with a score of 73% or higher. Second, they must pass their comprehensive exams with grades of 73% or higher. Important note: Students must complete the entire basic level. They are not allowed to have split schedules.

Placement and Promotion Standards for Beginning Level: Students who are placed in the Beginning Level must meet two requirements before they advance to the Intermediate Level. First, they must successfully complete all of the Beginning Level IELP core coursework with a score of 73% or higher. Second, they must pass their comprehensive exams in listening, grammar, reading, communication, and composition with grades of 73% or better. Important note: Students may have split schedules if they are proficient in some skills but not in others. For example, if a student fails the reading exam, but passes the other exams, s/he may advance to the Intermediate Level for listening, grammar, communication, & composition but retake the Beginning Level reading. Students, who fail the Beginning Level but present a verified Intermediate Level TOEFL score, must retake the Beginning Level.

Placement and Promotion Standards for Intermediate Level: Students who are placed in the Intermediate Level must meet two requirements before they advance to their undergraduate courses or Advanced Level. First, they must successfully complete all of the Intermediate Level core coursework with a score of 73% or higher. Second, they must pass their comprehensive exams in listening, grammar, reading, communication, and composition with grades of 73% or better. Important note: Students may have split schedules if they are proficient in some skills but not in others. For example, if a student fails the reading exam, but passes the other exams, s/he may advance to the Advanced Level for listening, grammar, communication, & composition but retake the Intermediate Level reading. Students, who fail the Intermediate Level, but present a verified Advanced Level TOEFL score, must retake the Intermediate Level.

Placement Standard for Advanced: Students who are placed in the Advanced Level must meet two requirements before they advance to their graduate courses. First, they must successfully complete all the Advanced Level core coursework with a score of 80% or higher for graduate students or a 73% for undergraduate students. Second, they must pass their comprehensive exams in listening, grammar, reading, communication, and composition with grades of 80% or better for graduate students and a 73% or better for undergraduate students. Important note: Graduate Students may have split

schedules if they are proficient in some skills but not in others. This will be at the discretion of the graduate directors. Students who fail the Advanced Level, but present a verified TOEFL, must retake the Advanced Level.

Important Note to ALL IELP Students: IELTS, TOEFL, PTE, iTEP and for UG scores must be presented by 9:00 am on the 5th day of classes in the IELP house (1114 N. Cory). Students with conditional admission to the MBA or MS in Environmental Health and Safety Program, who submit scores after this date may be allowed to take one graduate course in the second block concurrently with their IELP courses. This is at the graduate and IELP program director's discretion.

Academic support on campus

Need	Program	Location	Notes
Help with English	ELL (English Language Learner) support center	Frost 306	For all English language learners on campus.
Advising & support for students; The Oiler Success Center can connect students with services all over campus!	Oiler Success Center	First floor of Old Main (Room 122)	<p>If a student is put on academic warning, probation, or suspension, he/she will work with the Oiler Success Center. However, any UF student may visit the OSC for assistance.</p> <p>http://www.findlay.edu/offices/student/oilersuccesscenter/</p>
Help with content studies (math, history, science, etc.)	ASC (Academic Support Center)	Basement level of Old Main	<p>Also provides testing services</p> <p>http://www.findlay.edu/offices/academic/academic-support-center/</p>
Help with papers for English.	Writing Center (live or online)	Basement of Old Main – Office 45	https://www.findlay.edu/offices/academic/academic-support-center/writing-center

Student Complaint Procedure

It is important for all faculty and staff to work promptly, effectively, and fairly with student complaints. A student may use the student complaint policy to voice any complaints and/or problems concerns with an IELP policy and/or violation of teaching practices. In addition, if a student believes the integrity of their program, instructor, and/or coursework are at jeopardy; the student can choose to file a written complaint with the Director of the IELP, Greg Mott. Please visit the administrative assistant, Jennifer Kinn, to obtain a copy of the student complaint procedure and form.

Prior to filing the written complaint it is important for the student to take the preliminary measures in order to maintain a respectable level of communication.

Step One:

Students must discuss concerns with the instructor. Visit your instructor after class, during office hours, or e-mail to set up an appointment. Address your concerns directly with the instructor. *Faculty, staff, and students are co-responsible for maintaining communication with each other.*

Step Two:

After unsuccessfully resolving a concern with an instructor, please visit your advisor. Visit your advisor during office hours or e-mail to set up an appointment. It is important to explain your situation with your advisor and to discuss earlier measure to resolve the concern.

Step Three:

If the concern is not resolved in step two, please see the director of the program, Greg Mott. Visit during Mr. Mott's office hours or e-mail to make an appointment to address your concerns. Before contacting Mr. Mott:

1. Please visit the administrative assistant, Jennifer Kinn, and ask to fill out a *formal complaint form*.
2. When the formal complaint for is complete, an appointment will be made with Mr. Mott to discuss the concern and she will review your written complaint prior to the meeting.

Step Four:

After a *formal complaint form* has been filed out with an appointment has been made with the Director, the student will have a meeting with Mr. Mott. The *formal complaint form* is a preventative measure to ensure the student has adequately expressed his/her concerns in writing.

The steps listed above are to ensure the proper chain of command is properly communicated with for student concerns. The IELP maintains respect towards all students, faculty, staff, and the objectives and goals of the Intensive English Language Program at all times.

IELP Placement Appeal Form

Student name _____ **ID#** _____
_____ (semester) _____ (year)

Placement level: _____

Online writing score: _____

Accuplacer score: _____

Diagnostic scores:

Listening _____

Grammar _____

Reading _____

Communication _____

Composition _____

Briefly explain why you are appealing your level of placement.

Student's signature _____ **Date** _____

Please return this form to the Director of the IELP by the last day of the second week in the semester.

Academic Advising Information

Faculty advising is an essential part of the personalized education at The University of Findlay. When students enroll at The University of Findlay, they are assigned a faculty adviser. Enrolled students will receive registration materials from the university Registrar's Office eight weeks into the fall and spring semesters. The registration materials will include a course registration date. On or shortly after this date, students should make an appointment with their faculty adviser to complete a course registration entry. In order to create a course registration entry, a student and a faculty adviser have separate roles.

The student's role in the advising process includes the following tasks.

1. Submit the university Financial Responsibility Statement. Without this agreement, registration cannot continue. This is accessible on your "My Findlay" page – directions are on pg. 18.
2. Make an appointment to see your faculty adviser seven days prior to the registration date.
3. Prepare a list of questions about advising before the appointment.
4. Have an idea of the courses in which you will enroll.
5. Be aware of deadlines, academic policies, and requirements for majors and graduation.
6. Be aware of academic or financial holds. This needs to be remedied prior to registration for the next semester.
7. Fill out and sign the "IELP Student Contract" form.

The faculty adviser's role in the advising process includes the following tasks.

1. Advise and register students for the next semester.
2. Help students to set career goals.
3. Discuss grade requirements, Starfish reports, mid-term grade reports, and final grades with students, educate and help understand C.O.R.E + and major requirements, proper sequence of English classes and others, make sure students have taken proper placement exams for Math & Chemistry if need be.
4. Inform students of university support programs and university organizations.
5. Help students to understand university academic policies.
6. Inform students of how to switch advisors when they leave the IELP to their undergraduate or graduate program.

IELP students may be assigned to one of these faculty advisers.

Name	E-mail	Phone	Office
Dr. Hiro Kawamura	kawamura@findlay.edu	4619	323 College St. Rm. B
Mr. Greg Mott	mott@findlay.edu	4833	1114 N. Cory Rm. F
Ms. Jamie Welch	jwelch@findlay.edu	4834	1114 N. Cory Rm. H
Mrs. Susan Romick	romick@findlay.edu	4725	1114 N. Cory Rm. E
Mr. Don Beck	dbeck@findlay.edu	4836	1114 N. Cory Rm. G
Ms. Amanda Gensler	gensler@findlay.edu	5913	1114 N. Cory

University of Findlay, IELP

Directions for registering for classes

Directions A: Financial Responsibility Statement

The online payment agreement promises that you will pay for classes you take. If you withdraw from classes before the semester begins, the online payment agreement will not charge you for the semester.

- a) Online, find www.findlay.edu.
- b) Click the 3 bar icon in top right corner.
- c) Scroll down to “For Students” link and click.
- d) Select the “MyFindlay” icon.
- e) Under “select login” in top left corner, open “UFNet”.
- f) Login using your UF e-mail username and password.
- g) Select “Financial Responsibility Statement” from the left-side menu.
- h) Read the agreement, then sign your name in the box at the bottom.
 - a. Your name must be signed exactly the same way as it appears at the top of the agreement.
 - b. Be sure you have the proper semester and year selected. Choose the semester you wish to register for, not the semester you are currently in.
- i) Click on the “I agree” button.

Directions B: Searching the course schedule

- a) Online, find www.findlay.edu.
- b) Click the 3 bar icon in top right corner. Scroll down to “For Students” link and click.
- c) Select the “Course Schedule” icon.
- d) Make sure to select the proper year, semester, and major.
- e) Set the program (undergraduate), year, and semester.
 - a. Set “list all classes” for best results.
 - b. Select “List all departments” for all classes the university offers. If you prefer, search department by department (search Math classes, then computer classes, etc.)
- f) As you find classes of interest to you, note the course number and section, as well as the days and hours.

Directions C: Checking your own personal student schedule

- a) Online, find www.findlay.edu.
- b) Click the 3 bar icon in the top right corner.
- c) Scroll down to “For Students” link and click.
- d) Select the “MyFindlay” icon.
- e) Under “select login” in top left corner, open “UFNet”.
- f) Login using your UF e-mail username and password.
- g) Select “student information”
- h) Select the link to your student schedule.

Directions D: Finding your textbook requirements

- a) Online, go to <https://shop.findlay.edu/>
- b) Select “textbooks” from right-side menu.
- c) Select “browse textbooks” from center menu.
- d) Select the proper semester.
- e) Search for each class individually.

IELP Registration Information Sheet

Name _____ Nickname _____

U-F ID # _____ Home Country _____ Date ____/____/____

Circle your advisor's name: Dr. Kawamura Mr. Mott Mrs. Romick
Ms. Welch Mr. Beck Ms. Gensler
Other _____

Please respond to the following questions with an "X".

1. What are your plans for the next semester?

_____ I plan to continue my studies at The University of Findlay.

_____ I plan to transfer to another university or college.

_____ I plan to return to my home country.

_____ Other? _____

2. Which of the following best describes your plans for course registration next semester?

_____ I am certain that I will register for next semester.

In which level will you enroll? _____ Advanced _____ Intermediate _____ Beginning
_____ Split Levels: These levels are _____ and _____.

_____ I plan to register, but I must wait.

_____ I must speak with my parents or sponsor.

_____ I must confirm my financial situation.

_____ I must extend my I-20.

_____ Other _____

3. What are your long-term plans?

_____ I plan to finish the IELP only.

_____ I plan to complete the IELP and complete an Undergraduate degree.

_____ I plan to complete the IELP and complete a Master's degree.

_____ I do not plan to earn a degree, but I will be here for _____ more semesters.

Thank you.

IELP Student Contract

All IELP students are required to sign this contract before registering for classes. Students, who break the contract, will be considered out of status and run risk of being sent home.

_____ I will attend the first day of class.

_____ I will take all my final exams on the days they are proctored and not travel until I complete all exams.

_____ I will register for classes and be in status.

_____ I will pay my tuition, and I understand that money may NOT be refunded if I decide to leave The University of Findlay.

I _____ will uphold the rules of the IELP.

Student's Signature _____

Date _____

Advisor's Signature _____

Date _____

IELP Refund Information

1. Fall IELP is \$5,450 (≥ 12 hrs) or \$455 per credit hour for ENIN classes:
Classes start: August 20, 2018
Students who are registered and drop on or before August 19, 2018 will receive 100 percent refund of fees and tuition and will be charged the \$2,500 administrative fee.

Students who are registered and drop between August 20, 2018 and August 25, 2018 will be charged 1 percent tuition, all general service fees and the \$2,500 administrative fee.

Students who are registered and drop on or after August 26, 2018 and September 2, 2018 will be charged 50 percent tuition, all general service fees and the \$2,500 administrative fee.

Students who are registered and drop on or after September 3, 2018 and September 15, 2018 will be charged 75 percent tuition, all general service fees and the \$1,825 administrative fee

Students who are registered and drop on or September 16, 2018 will be charged 100 percent tuition and all general service fees.

2. In association with the change in ENIN refund dates, the Student Health Insurance waiver will be accepted through September 1. It opens in MyFindlay as soon as the student registers.

Here is the tuition refund calendar for ENIN classes:

wk. 1	Aug. 20 – Aug. 25	99%
wk. 2	Aug. 26 – Sept. 2	50%
wk. 3 & 4	Sept. 3 – Sept. 15	25%
after wk. 4	Sept. 16 and after	0%

Length of Semesters in weeks

Fall	16
Spring	16
Summer	8

Hours in class per week

Fall	18
Spring	18
Summer	36

Fall 2018 semester classes begin August 20, 2018 and ends December 7, 2018.

Fall Semester 2018

August 14	President's Breakfast and All-Campus Opening Activities
August 15	Fall faculty meeting and faculty development workshops
August 15	Residence halls open for students attending New Student Registration on August 16
August 16	Final registration session for new students
August 16	Residence halls open for new students who registered in summer
August 17-19	New Student Orientation (Arch Ceremony on August 17)
August 18	Residence halls open for upperclassmen
August 20	Classes begin for standard semester session
August 24	Last day to add a class or section for standard semester session *
August 27	Last day to drop a class or section for standard semester
August 27	Block I begins for online degree programs
September 3	Labor Day (No classes)
September 7-8-9	Fall Weekend College begins
October 15-16	Mid Fall Recess: No classes for standard semester sections
October 17	Report grades less than "C" in standard semester session classes
October 21	Block I ends for online degree programs
October 22	Block II begins for online degree programs
October 31	Last day to withdraw from standard semester session classes
November 16-17-18	Fall Weekend College, final meetings of session
November 21-25	Thanksgiving Recess (No classes)
December 7	Deadline for seniors to apply for May 2019 Graduation
December 7	Final class day for standard semester session
December 10-13	Final exams for standard semester session
December 16	Block II ends for online degree programs
December 19	Final grades due for all sessions by 9 am

