

Welcome

Dear IEP Students,

Welcome to Eastern Mennonite University (EMU)! As a student in the Intensive English Program (IEP), you enjoy a special place at the university.

You are a member of the EMU international student community and therefore, need to know the policies printed in the EMU Student Handbook and the International Student Handbook. As an IEP student you have special concerns and a special academic program. This IEP Student Handbook discusses items unique to your situation, please read it along with the other handbook.

It is our goal to help you achieve your personal goals in learning English. We also want you to have a positive and happy experience at EMU. This handbook will help you to understand the IEP and to find your way to success in this country and culture.

Sincerely,
Kathleen B. Roth
IEP Director

The IEP's Purpose

The IEP teaches English to people who have a variety of purposes in mind. These include students who wish to:

- *complete an academic degree program at EMU or at some other institution
- *develop their proficiency in English in order to strengthen career qualifications
- *improve their English skills while also learning about, and experiencing, American culture

The university (EMU) consists of:

- (1) Numerous individual and dual-degree graduate-level programs, including a theological seminary;
- (2) The undergraduate school (four-year bachelor's degree programs) offering over 40 majors;
- (3) Adult Degree Completion Programs, and
- (4) The IEP.

The IEP is a pre-collegiate course in English language that serves all degree-granting programs of the university. This means that your classmates may be seeking entry into either the undergraduate school or into one of the graduate programs.

Faculty and Administration

The IEP began in 1989 as part of a "sister college" partnership with Wakkanai Hokusei Gakuin Junior College in Japan. Today it serves students from all over the world. The director reports to the undergraduate dean. Besides the director, the IEP staff includes a director of admission & registration/office coordinator, curriculum coordinator, and several lecturers. University students who are studying Teaching English as a Second Language (TESL) sometimes help teach in the IEP and students who are being EMU-certified as English Language Tutors.

IEP Student Body

Students from all over the world enroll in the IEP. Countries represented have included Afghanistan, Albania, Angola, Argentina, Azerbaijan, Belarus, Benin, Bolivia, Brazil, Bulgaria, Burma, Burundi, Cambodia, Chad, China, Colombia, Congo, Cuba, Dominican Republic, Ecuador, El Salvador, Eritrea, Ethiopia, France, Germany, Ghana, Guatemala, Haiti, Honduras, Indonesia, Iran, Iraq, Italy, Ivory Coast, Japan, Kazakhstan, Kosovo, Korea, Kuwait, Laos, Mali, Mexico, Mongolia, Morocco, Nicaragua, Nigeria, Palestine, Paraguay, Peru, Puerto Rico, Russia,

Rwanda, Saudi Arabia, Sweden, Switzerland, Syria, Taiwan, Tanzania, Thailand, Turkey, Ukraine, United Arab Emirates, Uruguay, Uzbekistan, Venezuela, Vietnam, and others.

Course Levels and Program

Students enrolled full time receive 20 hours per week of instruction. Complete course descriptions appear at the end of this handbook. An outline of studies is as follows:

Reading, Writing, & Research	8 – 10 hours/week
Grammar	3 – 4 hours/week
Listening, Speaking & Vocabulary	3 – 4 hours/week
Content Course	4 – 6 hours/week
TOTAL	18 –22 hours/week

This curriculum is offered each semester on each level as demanded:
(See the detailed course descriptions at the end of this handbook.)

Students admitted to Levels I & II courses are usually not true beginners in English. They may have had several years of English study in the past. If they have taken the TOEFL, their score might be 63 or a little higher (350 on the paper-based TOEFL), or if they have taken the IELTS, their score may be 3 or 3.5. This level of English is below what is needed to succeed in a college course of study. Students are encouraged to begin English study before enrolling in IEP Level I.

Students who have an F-1 student visa must maintain full-time status. Local immigrant and refugee students may study on a part-time basis.

While IEP students follow an English language curriculum, they enjoy full university privileges and student body membership. They may become members of the International Student Organization, among other student groups.

IEP students may have their coursework for Levels V & VI count toward undergraduate college level after studying two semesters full-time at Eastern Mennonite University.

LILAC Projects

EMU's undergraduate program cooperates with the IEP in offering opportunities for ***Lively Intercultural Learning Across the Curriculum (LILAC)***. IEP students will work along with EMU students to complete projects in various subject areas with the following purposes:

- (a) Promote academic cross-cultural encounters for all EMU students.
- (b) Give IEP students a chance to engage in scholarly inquiry with EMU undergraduate students and exercise their English skills in a realistic academic setting
- (c) Give both IEP and EMU undergraduate students a chance to exercise critical thinking skills, make significant contributions to the learning process, and to discover some cross-cultural perspectives for learning across the disciplines.

IEP Expectations

In all IEP classes students are expected to be an active participant. Students should:

- Attend all classes, and arrive on time.
- Do all homework assignments and submit them on time
- Speak only in English inside the IEP

- Interact with your teachers and classmates by listening and talking
- Keep a positive attitude about your classes and your English
- Remember that in each class there is a range of levels
- Be responsible for your own learning, review what you are learning regularly. Know what things you need to practice the most. Everyone will need to review and practice different things

If you have problems in any of these areas and in keeping the English only policy, please speak to the director or an instructor about your concern.

Probation and Dismissal

In the case of repeated absences, failure to meet class expectations, low grades or not-payment of program tuition, the IEP will offer you the opportunity to continue study in the IEP on a probationary basis. The terms of this probation will be reviewed with the IEP director. If you do not follow the terms of the probation, you will be dismissed from the program.

Homework

The IEP is an intensive language program. You should have homework every evening for each class. You can expect to do one hour of homework for every hour in class. That means if you have four hours of class each day, you will have four hours of homework each evening. Since we have approximately 20 class hours in the IEP each week, you will have about 20 hours of homework each week. Learning English is your full-time job.

IEP teachers give you homework because they know it will help your English. They are flexible, however. If you think you have too much homework, please discuss this with your teachers. They do not want you to be overloaded, but they do want you to learn.

The Fall and Spring semester can provide weather related challenges that make completing the curriculum before the end of the semester difficult. Each instructor will provide a course-specific means of completing the work. The instructor will communicate this to their students.

Placement

You will be given an assessment during orientation to determine your level. The assessment consists of three parts;

A computer based assessment - listening, reading and grammar

Writing – a written essay

Speaking – an interview

The IEP will use scores to determine which classes you may take.

Measuring Your Progress

You can advance quickly from one level to the next by following the advice on the previous page (IEP Class Expectations). Your progress in English in the IEP will be evaluated in the following ways.

1. Your teacher for each course will produce two written assessments of your performance twice during the middle of the semester and at semester's end. You will receive both a letter grade (A,B,C,D,F) and written comments from your teachers.
2. At the middle or end of the semester you may be asked to give an oral or written assessment of your performance and your readiness for the next level of study.

3. You will have final proficiency assessments at the end of each semester. These assessments may include, but not be limited to an oral interview or participation in a simulated classroom discussion; a reading and composition exam; and an academic listening and note-taking task.
4. Two scores in level VII combined with good grades would be the minimum standard for admission to an undergraduate program.

The IEP staff will meet and consider all of the assessment results from the measures listed above, and together will make a final recommendation about your placement.

LEVEL	MTLP		Composition	Oral
	1 <input type="checkbox"/>	2 <input type="checkbox"/>		
I	<input type="checkbox"/> 2-25	<input type="checkbox"/> N/A	<input type="checkbox"/> 1-3	<input type="checkbox"/> 1-3
II	<input type="checkbox"/> 26-35	<input type="checkbox"/> N/A	<input type="checkbox"/> 4-6	<input type="checkbox"/> 4-6
III	<input type="checkbox"/> 36-44	<input type="checkbox"/> 25-28	<input type="checkbox"/> 7-8	<input type="checkbox"/> 7-8
IV	<input type="checkbox"/> 45-50+	<input type="checkbox"/> 29-33	<input type="checkbox"/> 9	<input type="checkbox"/> 9
V	<input type="checkbox"/> N/A	<input type="checkbox"/> 34-39	<input type="checkbox"/> 10-11	<input type="checkbox"/> 10-11
VI	<input type="checkbox"/> N/A	<input type="checkbox"/> 40-45	<input type="checkbox"/> 12	<input type="checkbox"/> 12
VII (Bridge)	<input type="checkbox"/> N/A	<input type="checkbox"/> 46-51	<input type="checkbox"/> 13-15	<input type="checkbox"/> 13-15
VIII (Post Bridge)	<input type="checkbox"/> N/A	<input type="checkbox"/> 52-57+	<input type="checkbox"/> 16-18	<input type="checkbox"/> 16-18

Fees, Tests, and Grade Sheets

1. The bills of all students should be paid in full at the EMU Business Office at the time of registration. The EMU Business Office will charge interest each month on the unpaid balance in the student's account.
2. Students with unpaid bills at the end of the semester will not receive their final grades and will not be permitted to enroll in future IEP of EMU classes until the bill is fully paid.
3. Part-time local students may drop classes during the first week of the semester without any charge. They will be charged for classes that they drop after the registration period has ended. (See the agreement signed at registration).
4. IEP follows the university policy for refunds to international students who withdraw from IEP classes before the end of the semester.
5. Students must appear in the final exams when they are scheduled by IEP. Exams are generally scheduled for the last week of the semester.
6. International students should **never** book airline tickets before the final exam dates.
7. Final exams are crucial to your course grade. Enrollment in classes for the next semester is dependent on your final grade report, completion certificates and recommendations for further study.
8. Students who have an emergency and must leave before the final exam may file an application to take the exams out of schedule. If the student's request is approved, a \$150 fee will be charged for each exam rescheduled. For all three exams, the service fee will be \$450.
9. Students will have access to their final grade via email. If you request additional copies they may be obtained for a fee of \$5.50 per copy.

Community Life at the IEP

The IEP is a place of learning about language and culture. It is also a place that brings people together from many different locations and ways of relating. There may be times when individuals can't agree. If a disagreement occurs, the IEP students are encouraged to try to resolve the issues with each other personally. If the issue can't be resolved in this way, the student should talk to a teacher or their advisor. If the issue still can't be resolved, the IEP student, together with their teacher or advisor, should meet with the director to seek resolution of the problem.

IEP STEP-UP Program

The STEP-UP program is available to qualifying IEP students who have completed level V of the IEP. These students may enroll in one or two non-language intensive courses in the EMU undergraduate program with simultaneous enrollment in the IEP.

After Completing Level VI

Courses in the IEP are non-credit. The program prepares student to begin studying for a degree at the university level. A certificate is awarded at the end of study.

Students who successfully complete IEP may:

1. gain admission to EMU's Bridge Program or one of EMU's graduate programs based on the recommendation of IEP without a TOEFL score.
2. transfer to any other college or university by passing the college entrance test or taking a TOEFL test, if required by that university;
3. transfer to James Madison University, Hesston College, Bethel College, Goshen College, Bluffton University or Bridgewater College based on the recommendation of IEP and agreements to admit the student without a TOEFL score;
4. have already completed an EMU combined admissions application and will be referred to the EMU admissions to complete undergraduate admissions.

Because of your studies in the IEP, EMU (Bethel, Hesston, Goshen, Bridgewater colleges or Bluffton University) may give you up to 15 semester hours of credit applied to a bachelor's degree after you successfully complete the IEP and one full-time semester equivalent of enrollment in EMU. A 2.0 cumulative GPA is considered successful completion for the undergraduate semester of study. IEP students recommended for Bridge are eligible to apply for a scholarship from EMU.

Bridge is a program of full-time university study. It is described in the EMU catalog, available from the admissions office in the Campus Center, or online from the EMU homepage. The Bridge program helps you become responsible for yourself as a university student.

As a Bridge student you take a class called Transition to College Writing (LANG 101/2 for 4 UG credit hours) and two or three university (9-10 UG credit hours) classes. One of the other university classes that you take will be selected by your writing instructor because the contents of that class will be part of the subject matter of your LANG 101/2 writing assignments. The university will assign an advisor to help you with your class schedule.

LANG 101/2 meets four class hours per week. The class gives you another opportunity to improve your English writing skills. You will work on the skills necessary to be successful in university classes. University professors will expect you to know and use these skills when you enter their classes. These skills include (1) writing paragraphs and essays, (2) writing research papers, (3) paraphrasing instead of plagiarizing, (4) summarizing, (5) analyzing, and (6) editing your own writing for grammar mistakes.

Entering the Bridge Program

To enter Bridge, you will need to fill out a one-page form to attach to the application in your student file and supply a campus community character reference. You may also need to complete a new financial certification form for visa purposes. This, along with your recommendation from IEP, will automatically be sent to the admissions office at the end of the semester.

The admissions office of the university will consider your application. The recommendations mentioned above are crucial for your success. The admissions office wants to know (1) that you have been a good citizen of the campus community and (2) that you been a serious student.

TOEFL & IELTS

The Test of English as a Foreign Language (TOEFL) or the International English Language Test (IELTS) are a requirement for admission to many colleges and universities in the U.S. Complete information about the TOEFL and IELTS are available online at www.toefl.org and www.ielts.org. The student is responsible for covering all TOEFL and IELTS costs.

The IEP does not give the TOEFL or IELTS at EMU. We do not use the TOEFL or IELTS to measure your progress in the IEP because we believe that our own assessment measures give us a clearer picture of achievement in your IEP classes and future academic success. We believe that while you are enrolled at the IEP it is more important to focus on your IEP studies and using English, and not focusing on cramming for a TOEFL or IELTS test.

Computer Use

The IEP has a computer lab for students to use. Teachers offer instruction in computer use, and they use the computers for English instruction. Students use the lab to take quizzes and tests, practice typing skills, type papers, search EMU's library, conduct research, send and receive e-mail, and "surf" the Internet.

It is essential for students to learn to use their EMU account for saving documents, checking grades, and e-mail. Your EMU e-mail address will be used for all IEP electronic communication.

There are some IEP rules for using the computer lab

- You may log onto the campus network to check your email, search the library catalog or other information resources, do research on the internet, do word processing or use any other program already available on the EMU network.
- When you are working with listening exercises, you must use headsets.
- IEP computers should be limited to educational activity.
- Never try to load new software on any IEP lab computer. If you want to recommend that the IEP purchase any new software for the computer, please speak to the director.

IEP Rules

The IEP location offers a warm, homey atmosphere for students to study, use the computer lab, and relax. The IEP is open Monday through Thursday from 8:00 a.m. to 5:00 p.m., and Friday from 8:00 a.m. to 1:00 p.m. It is important to remember that, while this is your study location, you share it with others and you must help to keep it neat and clean.

In the kitchen:

- Wash any cups or dishes when you are finished using them.
- Empty the dish drainer when it is full.
- Refill empty ice trays when you use ice.
- You may bring food to the house and keep it on the counter or in a refrigerator. Write your name and date on the outside, only eat someone else's food if it is offered to you. Food is discarded after one week.
- You may use the microwave to heat your lunch.

In general:

- Speak only English

- Clean up at the end of the day. The tables and floors should be clean before you go home.
- Turn off the lights when you are the last one to leave a room.
- Use the phone in the IEP lounge for making local calls. Incoming calls may not be received on that phone. Limit your time on the phone.
- Do not adjust the air conditioning or heating. Bring a sweater if you are cold. Speak to the office coordinator or a lecturer if it is too hot or too cold.
- Recycle cans, plastic bottles, metal cans, aluminum foil, newspapers, and office paper in the recycling containers.
- Throw trash in the gray container. Do not throw trash in the recycling containers.
- You may chew gum, but when you dispose of it, it must be put in the gray trash container. It may **not** be put under tables or chairs, or thrown on the floor or ground.
- **EMU IS A NON-SMOKING CAMPUS.**

Co-Curricular Activities

The IEP plans co-curricular activities for both education and recreational purposes.

- Field trips are mandatory. If this presents a hardship, speak to your lecturer.
- You will be assigned to an English-speaking conversation partner.
- You are required to fulfill all the requirements of LILAC partnerships with EMU classes.
- You are eligible to participate in a wide variety of extracurricular programs of the university. Opportunities include: Music lessons, (instruments, voice, choirs, orchestra, jazz band) intramural sports such as volleyball, basketball, soccer, softball, and tennis, student clubs, publication of your writing in the *IEP Times* (the IEP newsletter), in the weekly campus newspaper, *The Weather Vane*, or in EMU's literary magazine.
- Full-time students are eligible for all student services such as career counseling, international student services, campus pastoral counseling, and the health center.
- Full-time students have free access to the gym.

Making Friends with Americans

You must make the effort to get to know American students rather than waiting for them to get to know you. You can visit people in your residence hall, you can sit with Americans in the cafeteria, go to chapel, and join campus activities such as bowling, roller skating, dances and movies. In these ways, you can show Americans students that you are friendly and interested in being their friend. It may be challenging to get to know students outside the IEP program. Be brave, outgoing and friendly. Ask questions and be talkative. It will be rewarding.

Handling Concerns

If students studying at the IEP have a concern or complaint against a fellow student, lecturer or other member of the EMU community they should try to resolve the matter by talking directly to the individual with whom they have the concern. If the issue isn't resolved, or if the students have a concern with an IEP or EMU policy or practice, they should talk to their IEP lecturer or the director to work at resolving the disagreement.

Housing

Once admitted for study in the IEP, you receive a booklet of information about living in an EMU residence hall. You are then assigned to a room and a roommate. Living in a dorm room without a roommate is also an option, and

costs more than a dorm room with a roommate. If you plan to continue at EMU the following year, you may have some choice as to which residence hall you prefer, and you can choose a roommate.

Each April a “lottery” is held as a fair method of assigning rooms for next year. Watch for signs or announcements so that you don’t miss the lottery and fail to get a room that you like. A deposit is required to secure a room. While living in the dormitory, be sure to attend all the meetings on your floor. Seek help from your community advisor (CA) as you learn to cooperate with your roommate.

IEP Semesters

Please note that an IEP “hour” equals a period of 50 minutes. Throughout the university credit hours are based on the number of 50-minute class periods per week. Courses in the Fall and Spring semesters are for a 15 week duration. The Summer semester is 8 weeks in length and is divided into three 13 day sessions in the morning and two 16 day sessions in the afternoon, therefore, the class periods are longer each day to equal the necessary number of class time minutes for one semester of academic credit.

IEP Course Descriptions

IEP 100/105/200/205/300/305 Listening, Speaking & Vocabulary

In this class, students develop skills for oral communication in a variety of English language contexts. **Levels I & II** focus on conversational skills, developing the student's ability to understand the experiences of others while sharing his or her own. **Levels III - VI** highlight the skills necessary for academic achievement. Students listen to lectures, learn to take notes, participate in group discussions, and plan and deliver oral presentations. All levels include an emphasis on learning vocabulary and improving pronunciation for effective oral communication.

IEP 110/115/210/215/310/315 Grammar

This class focuses on increasing the student's understanding and accurate usage of the grammatical forms and structures necessary for successful oral and written communication in English. **Levels I & II** focus on parts of speech and their usage, simple verb tenses, basic word order, and simple sentence structure. **Levels III - VI** review these concepts and build on them with complex verb tenses, modals and conditionals, gerunds and infinitives, passive voice, adjective and noun clauses, reported speech, and complex sentence structures.

IEP 120/125/220/225/320/325 Reading, Writing, and Research

The focus of this class is the development of skills for written communication in the academic English environment. **Levels I & II** focus on skills for writing at the sentence and paragraph level. Students engage readings from genres such as letters, news reports, and short stories. They begin to explore the research skills necessary for finding reliable information in libraries and on the internet. **Levels III - VI** build on these skills by moving from paragraphs to essays, adding longer academic readings (articles, textbook material, classic works of fiction, etc.), and learning to integrate sources into one's own writing.

All levels include an emphasis on learning the writing conventions (spelling rules, punctuation, etc.) necessary for effective written communication.

IEP 340 Levels III - VI Content: Current Issues

This mixed level class strengthens students’ English language skills while deeply considering several major issues affecting modern international societies. Globalization of the economy, international relations, nuclear weapons, world population, marriage and divorce, doctor-assisted suicide, the death penalty, diet drugs, gun control, computer crime, free speech and the internet, and cloning, are some of the topics covered. Various forms of media are used to gather information about these issues. Reading skills such as finding the main idea, evaluating evidence, and

discerning the writer's/speaker's point of view are developed. They also give oral presentations and write summaries and essays.

IEP 350 Independent Study

Upon recommendation of the IEP lecturers and staff, an independent study course is available to students who have completed both Levels V and VI. This class is designed to meet academic needs for IEP students who will be continuing university studies in a specific field.

IEP 395 Graduate Program Language Support

This class provides academic language skill input and support for students enrolled in graduate courses at EMU. Class content focuses on the topics from each student's graduate courses, while adding intensive attention to academic language skills in reading, writing, editing, researching, academic discussion, and giving presentations at the graduate level.

I, _____ have read and understand the contents of this IEP Student Handbook. I agree to abide by these guidelines during my time as a student in the Intensive English Program of Eastern Mennonite University.

Signature

date

