

INTENSIVE ENGLISH LANGUAGE PROGRAM



STUDENT HANDBOOK



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What is the IELP?

MISSION STATEMENT

The Intensive English Language Program (IELP) is designed for second language learners, both international and domestic, seeking to improve their English abilities, particularly to meet language requirements for college and university admission.

Along with English language development, the IELP seeks to assist students in their transition to life in the United States.

Providing such services is an expression of the Fresno Pacific University Idea in “inviting persons from various cultural, national, ethnic, and religious settings and backgrounds to participate in the educational experience.”

Whether these students come only to study English, or to complete an undergraduate degree, they are provided with numerous opportunities to be challenged by the actions and words of students and faculty.

After taking a placement exam, students are placed into one of the IELP’s three levels. During each session, they take classes in reading, writing and grammar, listening and speaking, and TOEFL preparation.

Students attend 20-23 hours of class time per week, Monday-Friday. TOEFL Preparation classes are elective classes.

How do I pass to the next level?

IELP teachers look at 3 things when deciding to pass students:

1. Class grades (includes attendance)
2. MPT score
3. TOEFL score

A student needs to do well on 2 of the 3 parts to pass to the next level.

Final class level decisions are made by the program director.

IELP students may need to repeat a level in order to raise their level of English proficiency necessary to begin the next level. Repeating a level once or twice is not unusual. However, no student should repeat a level a third time. Students who need a fourth time at a level are not making satisfactory progress in developing English language proficiency.

Students failing to make sufficient progress in their English language learning will be required to meet with the IELP director to discuss other options.

Intensive English Language Program Report

Fresno Pacific University
 Fresno, CA 93702 USA
 (559)453-2060 FAX: (559) 453-

Name: _____ Level: _____ Session and Year: _____

IMPROVEMENT IN ENGLISH: EVALUATION OF CLASS GRADES & TEACHER OBSERVATIONS DURING THIS SESSION					
CLASS	GRADE	HOME WORK			
Writing and Grammar					
Listening and Speaking Skills					
Reading, Vocabulary, Critical Thinking					
TOEFL Preparation					
Overall Class GPA					
Percentage	100%-90%	89% - 80%	79% - 60%	69%-60%	59% - ↓
IELP Grades	A+ A A-	B+ B B-	C+ C C-	D+ D D-	F
Grade Points	4.0 4.0 3.7	3.3 3.0 2.7	2.3 2.0 1.7	1.3 1.0 0.7	0
A+/A/A-	<u>Excellent:</u> beyond the skill performance for this level		D+/D/D-	<u>Poor:</u> below the targeted skills/performance range for this level	
B+/B/B-	<u>Very Good:</u> above the average skills/performance range for this level		F	<u>Failing:</u> does not meet the skills/performance requirements for this level	
C+/C/C-	<u>Good:</u> within the skills/performance range for this level				

IELP Final Exam Score	
Michigan Placement Exam* (100)	
IELP Writing Placement Essay (6)	
*The Michigan Placement Exam includes a section each on listening, grammar, reading, and vocabulary.	

Institutional TOEFL Scores	
Listening	
Structure	
Reading	
TOTAL	

ATTENDANCE			
Absences Determining Status	<input type="text"/>	Total Absences (includes classes missed due to exceptional circumstances)	<input type="text"/>
		Total Class Meetings	<input type="text"/>
Placed on probation due to excessive absences:			
GENERAL RECOMMENDATION			
Pass to Level:	Must Repeat Level:	Left Program:	
Probationary Pass to Level:		Other:	

What is the lateness policy?

1. Students are expected to be on time to class.
2. Students are late if:
 - a. 1 minute late to the beginning of class
 - b. 1 minute late to come back from break
3. Students are **absent** if:
 - a. More than 10 minutes late
4. Three (3) times late equals one (1) absence

What is the attendance policy?

1. Every student is expected to attend ALL classes.
2. Attendance records are on evaluation forms and may be on letters of recommendation sent by the program.
3. There are **NO** excused absences. All absences are counted. This is an intensive program. Absences for medical reasons must be documented.
4. The number of absences and the number of hours the classes meet equals number of hours absent.

Hours per Week	Attendance Warning status	Dismissal Status
20-23 hours	15 hours absent	30 hours absent

Hours absent depend on class time. For example:

Writing and Grammar—Monday class=3 hours

Listening and Speaking Skills—Monday class=2 hours

What are the consequences of too many absences?

Stage 1—Probation Status:

The IELP will put you on probation status when you are absent too many times. You may receive a letter through your teacher.

- You must see the director to make a plan for good classroom attendance. You are responsible for making an appointment.

Stage 2—Attendance Warning status:

The IELP will put you on attendance warning status when you are absent an excessive number of absences. You may receive a letter through your teacher.

- If you are on attendance warning status two times in two sessions you may be dismissed from the program.
- Students who are continually absent more than 10% of the time will be reported to IPSO (International Programs & Services Office). Those students may then be reported to government authorities (USCIS).

Stage 3—Dismissal status:

Your number of absences is beyond the limit for this program. You may not be able to enroll for the next session.

- The IELP will advise your sponsor (if any) to withdraw you from the program.
- You must leave university housing.
- You could lose your US Visa and be required to reapply to stay in the U.S. Your SEVIS record may be terminated, which means you will need to apply for reinstatements and may have to leave the U.S. immediately. Transferring will be difficult, if not impossible.

Please note: **Your absence status will appear on your final evaluation form.**

Class Policies and Certificates

Cell Phone Policy:

Students are not allowed to use cell phones in class. For language learning, students need to learn to use English language dictionaries and NOT translation programs. Teachers may allow use of cell phones on occasion.

Textbook policy:

Students are required to purchase textbooks for the program. Students should expect to spend \$200 every semester on books. Each teacher will use the textbook in class, and these books are good resources for your language learning.

Students coming during the second or summer sessions should plan to buy their textbooks in the FPU campus bookstore.

Students are expected to have textbooks by the end of the first week of class. Failure to have textbooks could result in being marked absent in class. This could lead to a probation status in the program.

Certificate Policy:

Certificates are given to those students who meet the following requirements:

To receive a certificate of **excellence**:

- Successful record of attendance for the session
 - No Attendance Warning status
- “A” grades in all courses
- Attendance through the final day of the session/semester

To receive a certificate of **participation**:

- Successful record of attendance for the session
 - No Attendance Warning status
- Passing grades in all courses
- Attendance through the final day of the session/semester

Students who do not meet these requirements will not be given a certificate at the end of the session/semester.

Class Break Policy:

Class breaks are at a set time every day. Students who fail to come back from break at the correct time will receive one (1) absence.

Academic Honesty/Integrity:

Everyone who participates in the educational process at FPU is expected to pursue honesty and integrity in all aspects of their academic work.

Cases of **academic dishonesty** are first handled between instructors and students.

Depending upon the severity of the case, consequences may range from partial credit after work is redone to expulsion from the university. As in all situations where a member of the university violates the behavioral and academic expectations of the community, opportunity for restoration and restitution will be extended to those willing to work to correct the situation and reconcile with the university community.

Academic dishonesty means:

1. Cheating
2. Fabrication
3. Plagiarism
4. Helping someone else cheat or copy

Possible **consequences** for academic dishonesty:

1. A score of “0” or failing the assignment
2. “F” for the IELP class
3. Dismissal from the IELP

UNIVERSITY POLICY SUMMARIES

Behavioral Standards:

Student behaviors disruptive to the educational process may result in the student being dismissed from a class or a program.

Sexual Harassment Policy:

Harassment of a student or an employee of the University by other students, employees, supervisors, or agents of Fresno Pacific University will not be tolerated. All reports of harassment will be taken seriously, promptly investigated and addressed by FPU in accordance with university policies and procedures.

Responsible Use of Technology:

The use of campus computing resources at Fresno Pacific University is a privilege, not a right. Violations of university guidelines on computer use will result in disciplinary action, which may include any of the following: warnings, loss of computer privileges, suspension, or legal prosecution.

Disability:

Students with disabilities are eligible for reasonable accommodations in their academic work in all classes. In order to receive assistance, the student with a disability must provide the Office of Student Life with documentation which describes the specific disability. The documentation must be from a qualified professional in the area of the disability (i.e. psychologist, physician or educational diagnostician). Students with disabilities should contact Student Life to discuss academic and other needs as soon as they are diagnosed with a disability. Once documentation is on file, arrangements for reasonable accommodations can be made.

What is Campus Cruiser?

Campus Cruiser is the university's Web portal and should be used to access everything related to university online content, including event calendars, schedules, classes, campus life and email.

Students are expected to check their fpu.edu email or on a frequent and consistent basis (daily).

Students are expected to forward their fpu.edu email to their other email account if they are unable to check their fpu.edu account on a regular basis.

If you need help with your PASSWORD, go to IT services in the Kriegbaum basement. Ask a teacher to help you find the office, if you need assistance.

You must check your fpu.edu mail to receive communication from your teachers, financial aid, the IPSO office, and student life.

You must check your fpu.edu email account daily.

ACADEMIC INFORMATION

How can I receive academic advice?

Students who want advice about studying at FPU should contact the IELP Director, Chandra Johnson.

Office: Marpeck 115

Email: Chandra.johnson@fresno.edu

Telephone: 559-453-2060

NOTE: Admission to the IELP does not guarantee admission to Fresno Pacific University degree programs.

How often does FPU offer the TOEFL test?

The IBT (Institutional TOEFL test/Paper Based Test) is offered 4 or 5 times a year:

January: Friday before spring classes begin

April: Friday before last week of classes

Summer: possibly during summer session

August: Friday before fall classes begin

December: Friday before last week of classes

What TOEFL score do I need to be admitted to FPU?

International students need good English skills in order to be successful in undergraduate studies. Students whose native language is not English and who do not have a TOEFL score, or do not meet the minimum score requirements listed below, will be required to improve their English language proficiency in the IELP.

TOEFL Minimum Score Requirements:

	Paper-based Test (PBT)	Internet-based Test (iBT)
Overall exam	500	61
Writing section	50	13
Listening	50	15
Reading section	50	15

Students required to take the TOEFL must either take the PBT at Fresno Pacific University or the iBT and request that an official score report be sent to FPU directly from Educational Testing Service (ETS).

Photocopies or score reports from other institutions are not acceptable.

Students who meet the minimum score requirements are eligible to register for curriculum upon admission.

International students meet the foreign language requirement by passing the TOEFL.

IF, while in traditional undergraduate classes, it is determined that the student's ability to communicate and participate in English is below the necessary institutional standard, faculty may refer the student to the IELP Director who may require the student to enroll in IELP courses.



Remember!

FPU is a smoke-free campus.

Please smoke across the street from campus.

THANK YOU

for choosing to study at
Fresno Pacific University

These rules are to help you have a successful time in the
Intensive English Language Program.

We are glad you are here!

