Applied Language Institute
Intensive English Program

Student Handbook
2016

SWBCC 1207 North Elm
Rolla, MO 65409

573-341-6147
ia@mst.edu
http://ali.mst.edu
Session Dates

Spring ’16:

Jan 5, Tues  Language Proficiency Testing
Jan 11, Mon  International Student Orientation
Jan 12, Tues  Language Proficiency Testing
Jan 14, Thurs  Winter Social
Jan 15, Fri  Results available
Jan 18, Mon  Martin Luther King Jr Recognition Holiday
Jan 19, Tues  Classes begin, Orientation & Registration
Mar 3, Thurs  Arrival for Mid-Term entry
Mar 7-11  Mid-Term
Mar 14, Mon  Week 9 begins
Mar 17-20  Spring Recess (St. Pat’s break)
Mar 26, Sat  Spring Break begins
Apr 3, Sun  Spring Break ends
Apr 16, Sat  Language Proficiency Testing
May 6, Fri  Last full day of classes
May 13, Fri  Test & Grade Results available

Summer ’16:

May 26, Thurs  Language Proficiency Testing
June 2, Thurs  Language Proficiency Testing
June 3, Fri  Results Available, Registration
June 6, Mon  Classes Begin
July 1, Fri  Mid-Term
July 4, Mon  Holiday- 4th of July, Independence Day
Jul 16, Sat  Language Proficiency Testing
July 29, Fri  Last full day of class
Aug 5, Wed  Test & Grade Results available
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Missouri University of Science and Technology
Applied Language Institute
Intensive English Program

Administrative Staff

Dr. Jeanie Hofer, Assistant Vice Chancellor
Ms. Roberta Morgan, Program Director
Dr. Thu Tran, Program Administrator
Ms. Michele Warren, Senior Secretary

Faculty

Mr. Evan Bell, MA-Applied Linguistics
Ms. Hester Wise, BA-English
Dr. Hoi Yuen (Jason) Chan, PhD- Curriculum & Instruction
Ms. Jean Craft, MA-English/TESOL
Ms. Katy Carnahan, MA-Curriculum and Instruction
Ms. Karen Sprou, MA-TESOL
Ms. Mary Rosario, MA-TESL
Ms. Amy Jackson, JD, MBA, MA-English
Ms. My Nguyen, MA-TESOL
Mr. Richard Cook, M. Div, MBA, Graduate Certificate-Linguistics
Ms. Janessa Chasteen, BA-Fashion Design, CELTA Certificate
Ms. Sandy Bast, MA-Education
Ms. Tina Wheeler, MA-Teaching Multidisciplinary Studies

Where to go for help

Personal and cultural problems: Ms. Roberta Morgan, 114 SWBCC
Academic assistance: Your teachers or Dr. Thu Tran, 109 SWBCC
Immigration issues: Ms. Gene Beyer, 103 Norwood Hall
Insurance: Ms. Amy Smith, 104 Norwood Hall
Sponsored students’ services: Ms. Sharon Wallace, 104 Norwood Hall
Counseling: 204 Norwood Hall
Mission Statement

The mission of the Applied Language Institute (ALI) at MISSOURI S&T is to meet the language needs of the university’s international community.

The main program of the ALI is the Intensive English Program (IEP).

The mission of the Intensive English Program at Missouri S&T is to assist international students in attaining the proficiency level needed to meet language standards and promote a successful transition to academic programs.
Orientation Information

Dear MISSOURI S&T International Student:

I would like to congratulate you on your admission to the Missouri University of Science and Technology (MISSOURI S&T). We welcome you to MISSOURI S&T, and are glad you are joining our international family.

While you are a student at MISSOURI S&T, the Office of International and Cultural Affairs (IA) is your primary resource on campus. Our office is open from 8:00 am - 4:30 pm Monday, Tuesday, Wednesday, and Friday. On Thursdays the office hours are 10:00 am to 4:30 pm. You can also contact us anytime by sending e-mail to ia@mst.edu. We will help you find solutions to problems and answers to your questions. The IA staff is dedicated to providing a full range of professional services which are essential to you as a student studying in a different culture and a new educational system.

My staff and I want to welcome you!

Sincerely,

Dr. Jeanie Hofer
Assistant Vice Chancellor
Office of International & Cultural Affairs
Welcome to Missouri S&T’s Intensive English Program

Students,
We are so happy to welcome you to our English program. We want to help you improve your English skills and adjust to life in the United States. Once you've completed our program, you'll know what it means when you hear:

- I had to cram for that test.
- Mid-terms were a killer!
- The math professor is old-school.
- My study group pulled an all-nighter.
- My dog ate my homework.

You will have a better understanding of English grammar; you will be able to write a short essay within 30 minutes; you will be able to talk to your new American friends and other international students. We want you to feel confident when you make presentations or when you express your ideas in English.

We want you to participate in our many activities so that you gain practical experience. It is important for you to attend class every day and do your homework. We want to help you learn and we will expect you to work hard, but have fun!

The teachers and I look forward to working with you this semester. Thank you for choosing Missouri S&T!

Sincerely,

Roberta Morgan
Program Director,
Applied Language Institute
Office of International & Cultural Affairs
Registration

Registering for academic classes in the Intensive English Program

- All students in the Intensive English Program must take a series of assessment tests on the first day of class.

- IEP instructors will review the results and place students in classes and levels that are appropriate for each student.

- For class registration, students will work with the senior secretary, Ms. Michele Warren.

- If students are enrolled in classes at Missouri S&T they must bring a printed copy of their Missouri S&T class schedule to registration.

- Students can add additional IEP classes during the semester. Classes must be paid for in full before you are allowed to attend them.
Language Proficiency Testing - Entrance Exams

New students are required to take language proficiency tests upon their arrival. Language proficiency testing is composed of a battery of four tests: (1) Michigan Test of English Language Proficiency, (2) Test of Writing Proficiency, (3) Test of Listening Proficiency, and (4) Oral Proficiency Evaluation. If they fail to achieve the required scores, they will have to take the placement test to be placed in the level appropriate with their language ability.

- **Michigan Test of English Language Proficiency [MTELP]**
  Developed by the English Language Institute at the University of Michigan, this test evaluates skills/abilities in reading comprehension, vocabulary, and grammar. A score of 75+ is one indicator of readiness for university-level coursework.

- **Test of Writing Proficiency [TWP]**
  Developed by the faculty of the ALI, this test asks students to respond to a general prompt in a written essay. It is scored on a scale of 6. A score of 5 or 6 indicates the abilities needed for university writing activities.

- **Test of Listening Proficiency [TLP]**
  The Listening Comprehension Test, prepared by the division of testing and certification, at the English Language Institute, is a 50 item tape-recorded listening test. Our program requires a minimum score of 78 for this test for courses at Missouri S&T.

- **Oral Proficiency Evaluation [OPE]**
  Students’ verbal abilities are evaluated based on their interaction with faculty during the course of a semester. These abilities are evaluated according to each student’s capabilities of communicating effectively and clearly. [Entrance evaluations are based on an entrance interview with each student.] A score of 5 or 6 demonstrates the necessary abilities for university activities.
Placement Testing
Placement testing consists of the English Placement Test (EPT) and the Writing Test. A combination of the results from the EPT and the Writing Test is used to place students in their suitable levels.

**English Placement Test (EPT)**
Developed by the English Language Institute at the University of Michigan, this test is designed to quickly place learners of English into appropriate ability levels. The test is made up of 100 multiple choice items covering listening comprehension, grammar, vocabulary, and reading. Students are usually placed into different levels based on the score range below:

<table>
<thead>
<tr>
<th>Level</th>
<th>Score range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low beginner (L0)</td>
<td>0 - 15</td>
</tr>
<tr>
<td>High beginner (L1)</td>
<td>16 - 35</td>
</tr>
<tr>
<td>Low intermediate (L2)</td>
<td>36 - 55</td>
</tr>
<tr>
<td>High Intermediate (L3)</td>
<td>56 - 75</td>
</tr>
<tr>
<td>Advanced (L4)</td>
<td>76 - 100</td>
</tr>
</tbody>
</table>

**Writing Test**
Students’ writing samples scored on a scale of 6 are also used to determine the students’ levels: L0 (0-1), L1 (1-2), L2 (2-3), L3 (3-4), and L4 (4-5).

During the first two weeks of classes, instructors can make recommendations to change individual students’ level based on the students’ performance. A request for change of level must be forwarded to program administrators. The case will be reviewed; a decision will be made as efficiently as possible and the student will be informed.

**Intensive English Program Proficiency Scale**

```
Advanced (L4)  
High Intermediate (L3)  
Low Intermediate (L2)  
High Beginning (L1)  
Low Beginning (L0)  
```
## Interpretation of the Proficiency Scale

<table>
<thead>
<tr>
<th>Level</th>
<th>General Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low beginning (L0)</td>
<td>By the end of this level, students will be able to:</td>
</tr>
<tr>
<td></td>
<td>• The student can write words legibly and correctly.</td>
</tr>
<tr>
<td></td>
<td>• The student can read and write numbers, letters, words, and very basic sentences.</td>
</tr>
<tr>
<td></td>
<td>• The student can listen to and understand conversations spoken slowly and repeatedly.</td>
</tr>
<tr>
<td>High beginning (L1)</td>
<td>By the end of the level, students will be able to:</td>
</tr>
<tr>
<td></td>
<td>• The student can read and understand main ideas and details in texts of about 300 words.</td>
</tr>
<tr>
<td></td>
<td>• The student can understand daily conversations about familiar topics delivered slowly and can speak about their personal information, basic needs, and daily activities with relative ease.</td>
</tr>
<tr>
<td></td>
<td>• The student can write a paragraph of about 5 to 7 sentences.</td>
</tr>
<tr>
<td>Low intermediate (L2)</td>
<td>By the end of the level, students will be able to:</td>
</tr>
<tr>
<td></td>
<td>• The student can read, understand, and identify the topic and main ideas of a relatively short text of about 300-500 words.</td>
</tr>
<tr>
<td></td>
<td>• The student can write a short paragraph that includes a topic sentence, supporting sentences, and a concluding sentence.</td>
</tr>
<tr>
<td></td>
<td>• The student can speak and understand conversational and academic English with increasing ease.</td>
</tr>
<tr>
<td>High intermediate (L3)</td>
<td>By the end of the level, students will be able to:</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• The student can read, understand, and identify the topic and main ideas of a text of about 500-700 words.</td>
</tr>
<tr>
<td></td>
<td>• The student can write a three to five paragraph essay.</td>
</tr>
<tr>
<td></td>
<td>• The student can listen to and understand academic lectures delivered at a near normal rate with some repetition. The student can also take notes while listening.</td>
</tr>
<tr>
<td></td>
<td>• The student can speak with little hesitation and can deliver a short presentation that is three to five minutes long.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced (L4)</th>
<th>By the end of the level, students will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The student can read, understand, and identify the topic and main ideas of a text of about 700-1200 words.</td>
</tr>
<tr>
<td></td>
<td>• The student can write an essay of five paragraph or longer within 30 minutes with almost no spelling and grammatical mistakes.</td>
</tr>
<tr>
<td></td>
<td>• The student can listen to, understand, and identify the main points of an academic lecture delivered at a normal rate. The student can take notes while listening.</td>
</tr>
<tr>
<td></td>
<td>• The student can speak with little or no hesitation. The student can deliver a presentation that is five to ten minutes long.</td>
</tr>
</tbody>
</table>
Level and Class Promotion

Students have to earn either an A or a B at the end of a course to move to a higher level course in a specific skill area. Failure to make satisfactory progress will prevent students from moving to a higher level course.

Completion of Program

Completion

Completion of the Intensive English Program is possible by two methods.

Completion by Test Results

A student is issued a Certificate of Readiness if the following criteria are met:

- At the end of each semester, students must take the TOEFL ITP. The scores required are as follows:
  - A score of 550 is required for undergraduate students.
  - A score of 580 is required for graduate students.
- In addition, undergraduate and graduate students have to score 5 or higher on the test of writing proficiency and the oral proficiency evaluation.

Completion by Course Results

- If a student does not meet the above-listed criteria but has received all A’s in his/her IEP classes at the advanced level, that student will be issued a Certificate of Completion.
Admission to MISSOURI S&T Degree Programs

Admission to and completion of the IEP does not guarantee admission to MISSOURI S&T. Students are encouraged to get admission to MISSOURI S&T before traveling to the USA.

Admission to MISSOURI S&T is selective. Applications are evaluated based on students' academic record and test scores. A personal statement may be submitted but is not required. MISSOURI S&T appreciates well-rounded students and evaluates each application individually. Graduate student must meet all requirement including GRE/ GMAT.

If you think you will make A's at the advanced level of IEP coursework or get good results in the final testing, you might be eligible for concurrent enrollment. You will need to follow MISSOURI S&T's academic calendar for the following semester, so you must find out when MISSOURI S&T classes begin.

All grades, test results, and attendance records will be carefully reviewed before we determine completion of the program or approval for concurrent enrollment.

**English Language Proficiency Testing** *
Required for students accepted for the Intensive English Program, & those who have not satisfied the MISSOURI S&T English Language Proficiency Requirement.

**Math Testing** *
Required for students accepted for the Freshman Engineering Program & Transfer Students who have not yet met departmental math requirements.
Required Health Insurance Coverage

In the United States, medical care is excellent. However, it is very expensive. There are no government-subsidized health insurance plans in this country. Therefore, everyone must purchase his or her own health coverage. It only takes one accident or hospital stay to use all the money you have, and to put you into debt for a long time in the future. MISSOURI S&T requires that all J-1 and F-1 visa holders purchase a comprehensive and reasonably priced medical plan provided by a company selected by the Missouri University S&T System. A single provider enables us to easily verify coverage and to assist students in processing claims and payments. J-2 visa holders must either purchase the health insurance available through MISSOURI S&T, or provide a U.S. insurance plan paid in advance for the term of their DS-2019. This plan must meet the U.S. Department of State, J-visa insurance requirements.

Some things to remember about the insurance requirement:
- The information that you need about the plan will be found in the International Student Accident And Insurance Plan brochure found in your orientation notebook.
- **The insurance enrollment form:** This form provides the insurance company the information it needs on who should receive coverage under the plan and when the coverage should begin and end.
- **Accident and health insurance identification card:** this card should be carried with you at all times. It will be mailed to you by the insurance company. It should be given to any hospital or other medical provider you or your family uses.
- If you are a new degree-seeking student at MISSOURI S&T the charge for your insurance will appear on your bill from the MISSOURI S&T Cashier's Office. If you are enrolled in the Intensive English Program, and will not be taking any academic courses, or if you are a J-1 exchange visitor, you must purchase the insurance upon your arrival at MISSOURI S&T, when you check in at the Office of International and Cultural Affairs.
- A J-1 visa holder’s willful failure to maintain the required insurance coverage either for himself or any dependent living in this country is regarded by USCIS as a violation of immigration status.
- **Sponsored Student Insurance:** Students may have insurance provided by their sponsors. International Affairs staff members will review these policies to make sure they meet immigration requirements.
$ Money $

- **Tuition:** Each course meets four hours per week and has a fee of $1,040 per 16 week semester. A student who is enrolled in the IEP full-time with five classes will pay $5,200 per semester for tuition.
- **Textbooks:** Students are required to purchase all assigned textbooks. Students must pay a book fee of $130.
- **Trips:** Special trips are planned through the ALI. The ALI covers costs of transportation, but students should always plan to take money to cover lunch costs and shopping expenses. If students need to pay any fees, they will be notified in advance.
- **Conversation Partner:** $130 for student not enrolled in the ALI.
- **Sponsor student:** Academic fees will be charged to the sponsor

ID Cards

As students enrolled in the IEP, you are considered a MISSOURI S&T student. Thus, you will receive a MISSOURI S&T student identification card (ID) that will give you access to the cafeterias, computer labs, recreation building, and the library.

- Intensive English Students visit the Office of International and Cultural Affairs, 103 Norwood Hall, to obtain your student ID number.
- To get a card, go to New Student Programs, Room 106 – Centennial Hall. The fee for student ID is $10.
- Students must have their student IDs to report for all English testing.
Immigration Regulations Checklist

All new international students must complete the following:

- Attend New International Student Orientation

- Attend New International Student Information Fair

- If needed, turn final official transcripts into Admissions Office: Parker Hall, Room G-2

- Register for Classes
  IEP students will register for classes following assessment testing and IEP orientation

- Obtain Student ID Card
  New Student Programs, Room 106 – Centennial Hall
  (Intensive English Students only – visit the Office of International and Cultural Affairs, 103 Norwood Hall, to obtain your student ID number.)

- Purchase Required Health Insurance
  After you register for classes, your student account will automatically be charged the health insurance fee. You will receive your bill from the MISSOURI S&T Cashier’s Office.
  (Intensive English Students and J-1 participants contact International Affairs, 104 Norwood Hall to purchase your required health insurance.)

- Apply for MISSOURI S&T E-Mail Address
  Go to 104 Norwood Hall to get your email account.

- Register for International Affairs Listserv
  Please visit the Office of International and Cultural Affairs, 104 Norwood Hall to sign up.
Submit Yellow Health Forms

Forms may be submitted at the MISSOURI S&T Student Health Services booth at the New International Student Orientation Information Fair, or may be submitted directly to MISSOURI S&T Student Health Services.

Immunizations

Students must provide proof of immunization for Measles (MMR), and Meningitis, and they must submit to Tuberculosis testing on arrival.

*If English or math testing is required, testing must be completed before you meet with your academic advisor. If you are required to test for both English and math, you must complete English testing first.

Note: All of the above checklist must be completed before the first day of class.

Protecting Student Education Records: FERPA

Students in the program are protected by FERPA (the Family Educational Rights and Privacy Act of 1974). The intent of this Act is to protect the rights of students and their education records. Further information about FERPA can be found at http://registrar.mst.edu/ferpa/.

If your family members need access to your educational records, we will ask you to complete a form that gives permission. All sponsored students must sign a waiver that will allow us to share information with their sponsor.
Maintaining Visa Status

Student and Exchange Visitor Information System (SEVIS) is an internet-based automated system that allows schools and the United States Immigration and Customs Enforcement (USICE) to exchange data on the visa status of international students and exchange visitors. Current student/exchange visitor information is transmitted electronically throughout an F-1 student’s or J-1 exchange visitor’s academic career in the United States. U.S. Consulates also have access to SEVIS.

Some basic requirements to maintain F-1 or J-1 status:
A. Maintain a passport valid six months into the future.
B. Attend the school you are authorized to attend:
   • F-1 visa holders – the school whose I-20 was stamped by USICE at your port of entry
   • J-1 visa holders – the university sponsor whose DS-2019 was stamped by USICE at your port of entry
C. Pursue a full course of study every semester until degree program is completed, and make normal progress towards the completion of the course of study.
D. Full course of study for Intensive English Program students is considered 20 hours, which is five classes. Most classes meet 4 hours per week.
E. Students in the Intensive English Program may demonstrate sufficient proficiency in English to qualify for concurrent enrollment in University classes and the IEP.
   1) In order to be eligible for concurrent enrollment students must be accepted for admission to MISSOURI S&T.
   2) Students must be enrolled in a combination of coursework which will equal full-time enrollment for SEVIS reporting.
      ○ A combination of coursework might include one class in the IEP (4 hour class) and 9 hours of MISSOURI S&T coursework for undergraduate students.
      ○ One class in the IEP (4 hour class) and 6 hours of MISSOURI S&T coursework for graduate students.
      ○ Two classes in the IEP (total of 8 hours) and 6-7 hours of MISSOURI S&T coursework for undergraduate students
Three classes in the IEP (total of 12 hours) and three to five hours of MISSOURI S&T coursework (undergraduate students)

F. Full course of study for undergraduates enrolled in academic classes at the Missouri S&T is 12 hours per semester.

G. Full course of study for graduate students is 9 hours per semester.

H. Review all information on your I-20 or DS-2019 for accuracy.

I. Follow United States Citizenship and Immigration Services (USCIS) procedures for changing from your major. Sponsored students must follow sponsors’ regulations.

J. Apply for time extensions before the expiration date on your current I-20 or DS-2019 to allow you to complete your degree.

K. Limit on-campus employment to 20 hours a week while school is in session.

L. Do not work at off-campus employment without authorization. Limit authorized off-campus employment to 20 hours per week while school is in session.

M. Report a change of address to the Office of International and Cultural Affairs within 10 days of the change. You must also report your new address to the Registrar’s office.

Some advice to help you maintain your status:

- Do not drop any courses below the required number of hours without speaking to your international student advisor.

- Always maintain the required insurance coverage with the UM-System provider. F-1 and J-1 visa holders must carry the MISSOURI S&T medical insurance. J-2 dependents must be covered by a U.S. insurance plan with benefits as required by the U.S. Department of State.

- When traveling outside the U.S. you must have your I-20/DS-2019 authorized for travel before you leave, and you must carry it with you while you are traveling.

- If for some reason you violate one of the above requirements, please come to the Office of International and Cultural Affairs immediately to complete USCIS reinstatement forms.

This is a very brief summary of some basic requirements of F-1/J-1 visa status. Please come to the Office of International and Cultural Affairs so that we may help you with any individual questions or concerns.
Social Security

Beginning October 13, 2004, F-1 students applying for a Social Security number on the basis of on-campus employment must present to the Social Security Administration a letter from the Office of International and Cultural Affairs stating that the student is authorized to engage in on-campus employment.

**It is against Missouri S&T Human Resources policy to approve IEP students for on-campus work**

Policy on Records Retention
The IEP keeps students’ records for retrieval purposes. Since 2005 when the current Program Director took leadership of the program, all students’ records have been consistently kept. If the IEP is unable to store hard copies of students’ records due to space limitation, the records are sent to the university archives for storage. Proficiency and grade reports are stored in two different locations: in the student file and in a secure website accessible only by authorized IEP staff members or faculty.

Policy on Monitoring and Counseling Students on Achievement
IEP students are informed of their academic achievement during their studies in the program. Classroom instructors regularly provide students with feedback on their progress through informal discussions, results from quizzes, assignments, presentations, and tests. Students who encounter difficulties in learning are encouraged to discuss with their teachers as well as program administrators to find effective ways to learn.

Students who fail to make satisfactory progress are reported to program administrators to receive additional assistance in improving their English language ability. The IEP offers tutoring services to those students failing to make satisfactory progress. Students who are concurrently enrolled are checked to see if they make satisfactory progress in their academic courses at the university. Recommendations for full-time study and decisions on
program completion will also be based on their academic performance and their performance in the IEP.

Transfer Policy

Because of the level of commitment required by all universities for each new student, the United States Citizenship and Immigration Services (USCIS) requires that students attend the university which is noted on their visa and whose I-20 is stamped by immigration officials at the student’s port of entry. Students are eligible for transfer after one semester. IEP students who want to transfer to another Intensive English program must meet with the program director and immigration advisor to complete the transfer process.

Please review the following USCIS regulation regarding student transfer:

“A student who attends a school other than the one authorized is out of status and must apply for reinstatement.”
Code of Conduct

- **Attendance**
  Attendance in IEP courses is required. Students are expected to attend all class sessions, except in cases of acceptable reasons. Acceptable absences include sickness *with a doctor's excuse* or a doctor's appointment. Meeting with advisers, taking driving tests, or calling the ALI to say you feel unwell are **not** considered acceptable reasons for absences. If students have too many absences, they could fail their English classes and be out of status with their I-20.

- **Absence Policy**
  - After **five** unexcused absences from class, the student will receive a warning e-mail from the IEP Program Administrator, Dr. Thu Tran or Program Director, Ms. Roberta Morgan.
  - After **eleven** unexcused absences, a meeting will be scheduled with Ms. Morgan. She will review all of the student's absence slips and any information that the IEP instructors have given her. At this time, students could be asked to sign a performance contract. A verbal or written warning of potential dismissal from the program will be given to the student.
  - After **fifteen** unexcused absences, the Program Administrator will notify the Office of International and Cultural Affairs and schedule an appointment for the student. The student will meet with his or her International Student Advisor and Ms. Morgan. A recommendation will be made on the student’s progress in the IEP and the effect it has on the student’s immigration status.
  - After **twenty** unexcused absences, the student could be dismissed from the Applied Language Institute. This dismissal will be reported through the SEVIS student database and if the student is sponsored, an alert memo will be sent immediately to his or her sponsor. Sponsors receive reports of grades and absences.
  - Note: “One absence” refers to missing **one class**, **not** one whole day of classes. It is possible to miss fifteen classes in only four days!

**Late for Class** Students should arrive for class **before** the scheduled time to begin. Being late is considered bad behavior at American universities because it disrupts the class and students who are late will miss instructions or information. If a student is more than 15 minutes late 3 times, it will count as one absence.
Academic Integrity

The IEP has a **zero tolerance** policy on cheating, academic dishonesty, and plagiarism. All problem cases will be forwarded to the director of the IEP, Assistant Vice Chancellor of International and Cultural Affairs, and Vice Chancellor of Undergraduate Studies. If the student is a sponsored student, the case will be forwarded to that student’s sponsor. As a student of the university, you are required to follow the collected rules and regulations as outlined in the following link:


**Cheating**

Cheating is doing things like copying an answer from another student’s paper or test, looking at another student’s work during a test, or looking at notes, textbooks, dictionaries, or other helps when they are not allowed to be used for a test. If a student cheats during a test, the teacher will take that test and give the student a score of **zero**. All cases of cheating will be forwarded to the director of the IEP. Repeated offenders will be forwarded to Assistant Vice Chancellor of International and Cultural Affairs, and Vice Chancellor of Undergraduate Studies.

**Academic Dishonesty**

Stealing an exam to study, giving another student answers during a test, handing in work or papers written or completed by someone else, downloading a paper from the internet, or taking a test for someone else are all very serious offences.

**Plagiarism**

Plagiarism is stealing another person’s idea or illustration and using it as one’s own without giving credit to the original author or artist. Copying sentences or paragraphs directly from a book, article, webpage, or other student’s paper without giving credit to the author is **illegal**. Even if a student changes the wording a little bit, the idea still came from the original author and he or she must receive the credit for the idea. This means when writing papers, if a student uses direct quotes or paraphrases (changing the wording) from any other work, published or unpublished, he or she must use proper footnotes and a “Works Cited” page in the back of the paper that lists all the places where the student found the quotes or information.
Title IX

The IEP at Missouri S&T does not discriminate on the basis of age, color, national origin, race, religion, sex, disability. Inquiries or reports regarding discrimination or sexual assault/harassment should be made to Missouri S&T’s Title IX coordinator, Vice Chancellor, Human Resources, Equity and Inclusion at 573 341 4920, email: manuels@mst.edu.

University Committee for Assistance, Response, and Evaluation (UCARE)

In an attempt to provide safe and effective learning environment, the IEP at Missouri S&T strongly encourages its members to contact the Office of the Vice Chancellor for Student Affairs, 573-341-4292, ucare@mst.edu, to receive more information or to refer a student who has mental health conditions or learning challenges.

Clergy Act

The Clergy Act requires that higher education institutions report campus crime statistics. Missouri S&T's crime statistics, hate crimes, and fire reports can be found at: http://police.mst.edu/annualclery/
Classroom

All students should:
- Be prepared for class
- Complete all homework assignments before class
- Participate in all class activities
- Have all needed materials with them in the classroom
- Be cooperative in the classroom
- Be respectful of the teacher & other students
- Buy all necessary texts and supplies
- *Speak only English while in class.*

Bad Classroom Behavior:
- Talking to another student while the teacher is speaking
- Interrupting another student who is talking to the teacher
- Making unnecessary noises or gestures
- Talking too much so that other students don't have a chance to answer questions or participate
- Verbally or physically threatening the teacher or other students
- Speaking in your native language

Consequences for Bad Classroom Behavior:
- If students are disruptive in class or have bad classroom behavior, they must meet with Ms. Morgan.
- If a student must meet with Ms. Morgan *three* times, he or she will be asked to sign a contract stating intentions to have better behavior. Based on the severity of the disruption, the student’s case could be referred to the Dean of Students.
- After the *fourth* violation, the student will be reported to the Office of International and Cultural Affairs and could be dismissed from the Intensive English Program.
Grading/Progress Reports

- Progress reports will be completed and distributed at the midterm of each semester.
- At the end of each semester, each student will receive a Grade Report. Grades are assigned to indicate student performance in each course.
- Sponsors will receive a copy of all grading reports.
- End of semester grades are not always an assessment of a student’s readiness to enter the university. A grade of A or B is required for promotion to a higher level in the program unless the student have completed classes at the advanced level.

Awards

- **Model Student** is the award for students who demonstrate exemplary academic and behavioral performance during a semester.
- **English Loud and Proud** is the award for students who show remarkable effort in practicing English during a semester.
- **Perfect Attendance** is the award for students who attend and actively participate in all class sessions in a semester.
- **Most Improved student** is the award for students who have made tremendous progress as nominated by their teachers.
- **Study-Buddy** is a special award for students who make conspicuous effort to study in groups with students from different countries of origin.

**Study Study Study!**

It is important to study hard to complete the Intensive English Program. Some good places to study on campus and the services they provide are:

- Southwestern Bell Cultural Center: study area, computers, books, tutoring / help
- Library: computers, books / academic Journals, private study, rooms (3rd floor), conference rooms for group study (2nd and 3rd floors), and ground floor devoted to quiet study
- Computer Learning Centers: computer labs located in all dorms—TJ, RC, and Quad
Complaint Procedures

If a student feels that he or she has been treated unfairly and without due process regarding the program, its policies or his/her work in class, he or she should discuss the matter with the appropriate people. The following list identifies the order of persons with whom the student should meet:

1) Instructor (for situations regarding that teacher and his or her class)
2) Program Administrator (573) 341-6351
3) International Student Advisor
4) Program Director of the ALI / International Affairs
5) Vice Provost of Undergraduate OR Vice Provost of Graduate Studies

If a grievance ever proceeds to Level 3, the student should explain the situation in writing, and the person with whom he or she spoke first will do the same. Appointments can be made for meetings with Director of International Affairs or other campus administrators.
Building Regulations

The Southwestern Bell Cultural Center is the location for the Intensive English Program. It is also a place where all students are welcome to come for different activities from playing table tennis, meeting with study groups, conversation partners, to holding special events. In order to make this a welcoming environment for all users, visitors to the building are expected to adhere to the following policies, regulations, and building procedures in addition to all University policies and procedures.

- IEP students must follow all policies outlined in the student handbook as well as all classroom procedures.

- Do not disrupt the Intensive English Program classes. This includes being too noisy, keeping students away from their studies by delaying their return to class, entering the classrooms without an invitation from the instructors, etc.

- Please do not enter offices unless invited.
- No use of foul language in the SWBCC.
- No Violent or threatening acts.

- Individuals are expected to maintain appropriate behavior without acting out or engaging in unruly conduct.

- Keep the premises (indoor and outdoor) neat and tidy at all times.

If any student or staff member feels that there has been a violation of the rules, a report may be filed to Ms. Roberta Morgan or Dr. Thu Tran. Individuals who have violated any of these policies will be asked to leave the premises and may be prevented from re-entering the premises in the future. In addition, violations may be referred to the Office of the Vice Chancellor for International and Cultural Affairs and the Dean of Students for review.

These rules will be enforced at all times.
Assessment

Students are assessed at various times during their studies at the Intensive English Program. Assessment is a continuous process and is conducted both formally and informally. To ensure that students are fairly and objectively evaluated, different evaluation measures are employed.

- Formal assessments include placement tests, mid-term tests, and final tests.

- Informal assessment can be instructors’ questions inside and outside of classes, quizzes, and assignments.

Appeal procedure for initial placement and grades/promotion decision

If students are not satisfied with placement, grades, and promotion decisions, they should meet with IEP administrators to appeal. First, students need to talk to the Program Administrator, regarding the appeal. If the student is still not happy with the decision, he or she will be directed to meet with the Program Director. The decision made by the Director is final.
The grade appeal procedure is available only for review of the final grade in a course that the student alleges was graded capriciously, not for review of the judgment of the instructor in assessing the quality of students' work or for questioning the stated grading criteria selected by the instructor. Only a student who alleges he/she was subjected to capricious grading may use the grade appeal procedure. The grade appeal procedure is outlined in the following link:

http://registrar.mst.edu/media/administrative/registrar/documents/academicregulations/academic%20regulations%202014-2016.pdf
### Program Evaluation By Students

#### Intensive English Program

Please check the appropriate responses.

<table>
<thead>
<tr>
<th></th>
<th>Strongly disagree ☹</th>
<th>Disagree</th>
<th>No opinion</th>
<th>Agree</th>
<th>Strongly agree ☺</th>
</tr>
</thead>
</table>

#### Facilities
- The classrooms are comfortable, and I have plenty of space to work.
- Classrooms have appropriate technology to help me learn.
- I am satisfied with the overall condition of the building and classrooms.

#### Teachers
- My teachers are helpful.
- My teachers made sure I understood the subject.
- I am satisfied with the overall quality of education my teachers provide.
- My teachers help me to express myself and they value my comments.

#### Learning materials
- The quality of textbooks is high.

#### Extracurricular activities
- There is a variety of activities in the ALI. (examples: field trips, conversation partners, American culture activities)
- I enjoy participating in the ALI activities.
- The activities are well planned.

#### Advising
- Immigration advising from 104 Norwood Hall is helpful.

#### Program
- I can see improvement in my command of English language since I began studying in the ALI.
- I will recommend this program to my relatives and friends.

#### Further needs
Please tell us your three specific needs in English language learning.

1.
2.
3.
### EVALUATION OF IEP FACULTY

**Instructor:** __________________________    **Term:** FA13

**Class:** ______________________________   **Level:** _________________

Please assess your agreement on each of the following statements based on this scale:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Disagree Strongly</th>
<th>Disagree</th>
<th>No opinion</th>
<th>Agree</th>
<th>Agree strongly</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Classroom conduct:</strong> This instructor respects me as a student and tries to demonstrate that they want to understand me, my goals, and my situation of being in a new country and culture.</td>
<td>☹️ 1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B. Use of time:</strong> This instructor uses class time well in covering material.</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. Materials:</strong> The textbook and other materials were helpful and they helped me learn the subject.</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Assignments:</strong> This instructor’s assignments are well thought out, well prepared, clear, and have easily identifiable objectives.</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Grading:</strong> This instructor grades consistently and fairly, explaining the system of grading and always explaining the grades on specific assignments.</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F. Friendliness:</strong> This instructor is easy to talk with and I feel I can come to him/her to discuss my questions or complaints.</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G. Effectiveness:</strong> This instructor does a good job of teaching. I learned a great deal from him/her.</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H. Grading:</strong> Do you think you will receive a good grade in this class?</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Travel during Breaks

All international travel requests will begin in the International Affairs office, and the IEP Academic Coordinator must review each request and sign off on that request before a student can receive a signed travel I-20.

When scheduling travel during breaks, please remember the following:

- Skipping class, whether it is an exam day or not, whether in the IEP or at MISSOURI S&T, can have very serious results on your grade.
- Check the dates of the IEP testing
- If you are in MISSOURI S&T classes you must check the finals schedule before making travel plans. MISSOURI S&T professors do NOT allow make-up tests. You must take the Final at the scheduled date and time. The S&T final exam schedule is posted at: http://registrar.mst.edu/finalexams

If you do not understand this page, please ask for help.

- If you will be enrolled in classes for the first time, you **must** attend the Freshman PRO-Day and New Student Orientation.
- If you have scheduled your travel without consulting the finals schedule, you will need to try to change your travel arrangements. Remember that you cannot reschedule finals when you are in MISSOURI S&T classes.

If you are still in the IEP, all requests for Travel I-20's will need to be reviewed and signed off by your International student advisor and by the academic coordinator for the Intensive English Program. If you are concurrently enrolled, Ms. Morgan will want to review your class schedule and the finals schedule before she will be willing to agree to sign these important travel forms.
Policy for Withdrawing from Classes, Adjustment and Refund Schedule

Adjustment/Refund Schedule: Fall - Spring

• Before the first day of classes – 100 percent refund
• 1st through 5th day of classes – 90 percent refund
• 6th through 10th day of classes – 70 percent refund
• 11th through 25th day of classes – 50 percent refund
• After 25th days of classes – NO REFUND

Class days are counted by excluding Saturdays, Sundays, and holidays.

Adjustment/Refund Schedule: 8 week Summer

• Before the first day of classes – 100 percent refund
• 1st through 3rd day of classes – 90 percent refund
• 4th through 5th day of classes – 70 percent refund
• 6th through 13th day of classes – 50 percent refund
• After 13 days of classes – NO REFUND

Class days are counted by excluding Saturdays, Sundays, and holidays.

Cash and check refunds could take at least 15 working days to process and will be refunded to the students Joe’S account.

EXCEPTION:
Sponsored F-2 spouses whose tuition is covered by a sponsoring agency will be charged for the number of weeks that they are seated in the classroom. Students must report to IEP administration to complete a withdrawal form with signature and date of withdrawal. This will allow IEP administration an efficient means of processing student data and allow clear communication with sponsoring agencies.

APPEAL:
Students who wish to make an appeal for increased adjustment of the tuition refund must meet with IEP administrators to discuss their options.
Photo and Voice Use Notification

The IEP may take photos and make audio or video recordings during its events. Your image or voice, as a result, may be in our photos and audio or video recordings. Enrolling in the IEP or participating in our events is considered permission for the IEP to use your voice and image for our website, publications, promotional materials, or other forms of display and distribution.

If your image or voice is used in our materials and you wish to remove it, please tell us and we will remove it.
Conversation Partners

The IEP has a Conversation Partners Program to help students improve their English skills. American students will come to the Southwestern Bell Cultural Center every Wednesday for a noon event. Activities used during the program will allow you to talk about your culture and customs and also allows you to ask questions about American culture and customs. Food is always served at this event.
Field Trips

The IEP sponsors field trips every month for all students. These field trips are a fun time to spend the day with fellow students, see the tourist attractions of Missouri, and learn about the United States. Some of the past destinations have been:

- St. Louis
  - St. Louis Arch
- Jefferson City
  - State Capital
  - Ice Skating
- Springfield
  - Bass Pro Wonders of Wildlife Museum
- Lake of the Ozarks
  - Bridal Cave

The ALI covers costs of transportation, but students should always plan to take money to cover lunch costs and shopping expenses. If students need to pay admission fees, they will be notified in advance.
International Student Organizations

The International Student Club is a group for international students that organizes, promotes and/or supports cultural, social, and sports activities. It also provides its members and all people on campus and in the community of Rolla a broader appreciation of the customs in the countries of origin of its members. It is one of the largest clubs on campus with more than 300 student members from over 40 countries from around the world. The International Student Club’s main activities include: Orientation Day Welcome Party, International Students’ Day, Halloween Party, Summer Float trip. The club can also arrange transportation for new students, help international students with filling out tax forms (and you will need it!), organize BBQ's, and most importantly – try to solve problems of international students on campus as they occur.

Some other clubs to consider joining:
- African Student Association
- Association of Black Students
- Chinese Students & Scholars
- India Association
- International Student Club
- Korean Students Association
- Libyan Student Association
- Muslim Student Association
- Saudi Students' Association
- Thai Students Association
- Turkish Students Association
- Vietnamese Student Association

In addition to joining international student organizations, it would be very helpful for your English improvement to join other student clubs. MISSOURI S&T has over 200 clubs based on degree programs, research, design projects, professional development, religion, sports, games, and many others. For a complete list of campus organizations, see the website at:
http://studentlife.mst.edu/organizations/listings.html
Campus Services

**Career Opportunities and Employment Relations (COER) – 3rd Floor Norwood Hall x4343**
The COER has many helpful resources, from résumé writing materials and workshops to practice interviews for helping students get a job. Students that register with the COC will have access to job listings, internship openings, and co-op opportunities.

**Counseling, Disability Support and Student Wellness – 204 Norwood Hall x4211**
The Counseling Center offers an extremely wide variety of resources for individuals and groups. Students can find assistance in regards to personal matters ranging from adjustment to college life to parents concerns, depression, academic issues like test anxiety and study habits, and career decisions. The Counseling Center also offers peer support groups centered on anger management, stress management, family issues, and many other topics.

**Financial Aid – G1 Parker Hall x4274**
Financial Aid can help students with any questions about loan repayment or scholarships, and even help students apply for more scholarships and see what loans they qualify for.

**Information Technology Help Desk – Library x4357**
The Information Technology (IT) Help Desk can help students with problems on their AFS accounts, personal computers, internet connection, and network problems. Their website, help.mst.edu, is incredibly useful for everything to do with the MISSOURI S&T network from listserv setup to usage policy to AFS account settings.
*Help Desk Hours: 7 am – 8 pm Monday – Friday; 10 am – 6 pm Saturday, 2 pm – 6 pm Sunday*

**Math Help Room – 116 Rolla Building**
The Math Help Room is open during weekdays to provide specific support for math courses up through Calculus 3 and statistics. Visit the Department of Mathematics and Statistics website (http://math.mst.edu) for more information and knowledge about coping with math anxiety.
*Hours: 11 am – 4 pm Monday – Thursday; 11 am – 2 pm Friday*
Learning Enhancement Across Disciplines (LEAD)  
The LEAD Program offers peer tutoring and collaborative learning centers for students who wish to improve their understanding of concepts and skills in a number of foundational courses. It is the most comprehensive resource for specific courses on campus. 
*Hours: See [http://lead.mst.edu/assist/](http://lead.mst.edu/assist/) for hours and classes*

Student Health Services – Student Health Building  
Student Health offers everything from information to antibiotics to contraceptives. They are an excellent source of information for any kind of common college sickness or disease. Their website is especially helpful for anyone looking for information on staying healthy and fit during their college years. Visit studenthealth.mst.edu for more information. 
*Hours: See [http://studenthealth.mst.edu/](http://studenthealth.mst.edu/)*

Testing Center – G 10 Norwood Hall  
The Testing Center offers exams for students with special needs as well as national exams that may be needed for specific disciplines. The center also issues CLEP exams, allowing students to “test out” of classes in which they have prior knowledge of the subject material. Personality, interest, and skill assessment tests are also available to help with personal, academic, or career concerns.

Writing Center – 113 Campus Support  
The Writing Center provides assistance for everything from lab reports to English papers to thesis papers. The trained tutors can help with grammar and punctuation, idea generation, citations, and paper structure as well as give overall tips and pointers. Walk-ins are welcome, but it is a good idea to schedule an appointment (e-mail wac@mst.edu or call) especially close to midterms or finals. 
*Hours: See [http://writingcenter.mst.edu/](http://writingcenter.mst.edu/)*
Student Health

Health Service Phone: 573-341-4284  
Address: Student Health Complex, 910 W. 10th St.  
Website: [http://studenthealth.mst.edu](http://studenthealth.mst.edu)

- Student Health Services (SHS) at Missouri S&T offers a wide range of primary health services to meet the student needs of health maintenance, and acute medical problems. SHS is staffed with a full time Physician/Director, Physician Assistants, Registered Nurses and Licensed Practical Nurses. During the Fall and Spring semesters SHS is open Monday through Friday 8:00 am to 5:00 pm. Summer Semester and between semester’s SHS is open Monday through Friday 8:00 am to 4:30 pm. Student Health is closed on all University holidays.

- SHS is supported by health fees paid each semester and services are available to currently enrolled students. Requirements are:
  1. MS&T student ID
  2. Health History Form
  3. Verification of two (2) MMR (measles) vaccinations
  4. TB screening

Safety

Your safety at Missouri S&T is a priority.  
S&T emergency alert notification system

To receive emergency alerts and updates from anywhere, sign up now.

Students:
- Go to Joe'SS  
- Log in using your userid and password  
- Under Main Menu, click on Emergency Mass Notification

Note: New students will be prompted to opt into the Emergency Mass Notification System when they log into Joe'SS for the first time. The alternate personal email address is for emergencies only; the university will only use your official University email to conduct official University business
Why should you opt-in to the emergency alert system?

- You'll receive emergency news and updates regardless of where you are on or off campus.
- The system is used ONLY for true emergencies (natural disaster; human or technological crisis) and once a semester for a system test.
- There is no charge for service except whatever your mobile carrier charges for the incoming call or text message.
- You can update your contact information anytime, online through Joe'SS or MyHR.
- Your contact information is kept secure and confidential and will NEVER be used to SPAM you.

**Scams**

Sometimes students receive phone calls from businesses stating that the student will receive a large sum of money that needs to be deposited in their banking account. Do not believe anyone that you do not know! Telemarketing Scammers (people who try to steal your money by making you believe false promises over the phone) are thieves. If you provide any personal information – bank account numbers, credit card numbers – you could have money stolen from you.

To prevent unwanted people from calling you, visit the following websites to be taken off of calling lists:

- Federal Trade Commission, Do Not Call Registry: [https://www.donotcall.gov](https://www.donotcall.gov)
- Missouri No Call List [http://www.ago.mo.gov/nocalllaw/nocalllaw.htm](http://www.ago.mo.gov/nocalllaw/nocalllaw.htm)
Identity Theft

Identity theft occurs when someone has stolen your name and other personal information and uses it to obtain credit, credit cards from banks and retailers, steal money from the victim’s existing accounts, apply for loans, establish accounts with utility companies, rent an apartment, file bankruptcy, or obtain a job using the victim’s name. The Impersonator can steal thousands of dollars in the victim’s name without the victim even knowing about it for months or even years. Recently criminals have been using the victim’s identity to commit crimes ranging from traffic infractions to felonies. (From http://www.identitytheft.org). For more information, see:

- Please let staff in the Intensive English Program know if you are a victim of a scam or identify theft. We will help you contact authorities.
Police

You can contact the University Police at (573) 341-4300. Their offices are located at: **1201 N. State Street, G10 Campus**

**FOR EMERGENCIES CALL 911**

Here are some of the safety concerns the MISSOURI S&T Police Department would like all students to know:

1. Never walk alone after dark, on or off-campus.
2. Firearms and explosives are prohibited on campus. Knives and other weapons are subject to local ordinances and state statutes including bows and arrows.
3. The blue lights around campus indicate emergency phones. You can be arrested and criminally charged if you steal or vandalize any part of them or make prank calls. For their safety, students need to be able to locate the phones and use them in emergencies.
4. MISSOURI S&T Police Department strictly enforces laws concerning alcoholic beverages.
5. Pedestrians do not have clear right-of-way in a crosswalk on a city street! You must insure the traffic is not too close before proceeding. Additionally, joggers and walkers must use sidewalks if available, and yield right-of-way to cars on the roadway.

**Look before you cross the street.**

**Parking**

To park in University parking lots, you must either:

- Purchase a parking permit sticker that allows you to park in a particular parking lot for more information visit: [http://police.mst.edu/parking/parking.html](http://police.mst.edu/parking/parking.html)

- Park in the metered spaces and put enough coins in the meter for the amount of time that you will be parked.
This handbook was updated on November 11, 2015.