

# **Intensive English Language Program**



## **Student Academic Handbook**

**Fall 2021**

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Edited and Updated by Mrs. Jennifer Kinn, A.A. IELP

# Table of Contents

Table of Contents.....	2
IELP Faculty/Staff Contact Information.....	3
Academic Standards and Requirements .....	4 - 5
Academic Support on Campus.....	6
Student Complaint Procedure .....	7
IELP Placement Appeal Form .....	8
Academic Advising .....	9
Directions for Registering .....	10
IELP Registration Form .....	11
IELP Refund Information Skills .....	12
Semester schedule.....	13 - 14

# IELP Faculty and Staff Contact Information

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

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

<b>Name</b>	<b>E-mail</b>	<b>Phone</b>	<b>Office</b>
Beck, Don	<a href="mailto:dbeck@findlay.edu">dbeck@findlay.edu</a>	4836	1114 Cory Rm. G
Mott, Greg	<a href="mailto:mott@findlay.edu">mott@findlay.edu</a>	4833	1114 Cory Rm. A
Gensler, Amanda	<a href="mailto:gensler@findlay.edu">gensler@findlay.edu</a>	5913	1114 Cory Rm. B
Kinn, Jennifer	<a href="mailto:kinnj@findlay.edu">kinnj@findlay.edu</a>	4830	1114 Cory Lobby
Jennifer Fennema-Bloom	<a href="mailto:fennema-bloom@findlay.edu">fennema-bloom@findlay.edu</a>	4826	1120 N. Cory Rm. A

## IELP Communication

IELP students need to check two locations on a daily basis: UF e-mail and Canvas.

E-mail is the preferred method of communication for faculty. Checking UF e-mail daily ensures that students are receiving all of the information they need to be successful in their classes and remain active in the University of Findlay community. Faculty will reply to e-mails as soon as possible, but it is customary to allow at least a full work day for a reply.

Canvas is the application that records grades and attendance. This is also where teachers will post assignments. If not checked on a daily basis, students may miss an important assignment or instruction from the teacher.

# Academic Standards and Requirements

**Promotion Standards for Basic Level:** Students who are placed in the Basic Level must meet two requirements before they are promoted to the Beginning Level. First, the Basic Level students must successfully complete all Basic Level core coursework with a score of 73% or higher. Second, they must pass their comprehensive exams with grades of 73% or higher. Important note: All Basic courses must be successfully completed before any advancement to Beginning level coursework.

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

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

**Promotion Standard for Advanced:** Students who are placed in the Advanced Level must meet two requirements before they advance to their graduate courses. First, Graduate-track students must successfully complete all the Advanced Level core coursework with a score of 80% or higher. Second, they must pass their comprehensive exams in listening, grammar, reading, communication, and composition with grades of 80% or higher. Important note: Graduate students may split schedules between programs if they are proficient in some skills but not in others.

Failing grades from Advanced level coursework will override standardized test scores, such as IELTS or TOEFL.

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

# Academic support on campus

Need	Program	Location	Notes
Help with English language, cultural adjustment, and academic skills.	English Language Learner (ELL) support center	Frost 306	Academic support and tutoring for all English language learners on campus.
Advising, referrals, & support for students	Oiler Success Center (OSC)	First floor of Old Main (Room 122)	If a student is put on academic warning, probation, or suspension, he/she will work with the Oiler Success Center. However, any UF student may visit the OSC for assistance.  <a href="http://www.findlay.edu/offices/student/oilersuccesscenter/">http://www.findlay.edu/offices/student/oilersuccesscenter/</a>
Help with content studies (math, history, science, etc.)	Academic Support Center (ASC)	Basement level of Old Main	Tutoring services for content areas. Also provides testing services and learning accommodations.  <a href="http://www.findlay.edu/offices/academic/academicsupportcenter/">http://www.findlay.edu/offices/academic/academicsupportcenter/</a>
Help with papers for English.	Writing Center (live or online)	CBSL 135	<a href="https://www.findlay.edu/offices/academic/academic-support-center/writing-center">https://www.findlay.edu/offices/academic/academic-support-center/writing-center</a>

# Student Complaint Procedure

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

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

## Step One:

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

## Step Two:

If unable to resolve a concern with the instructor, please visit your academic advisor. Visit your advisor during office hours or e-mail to set up an appointment. It is important to explain your situation with your advisor and to discuss earlier measure to resolve the concern. If your advisor is the same person as the instructor you have a concern about, skip step two and advance to step three.

## Step Three:

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

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

If the director is the source of your concern, the Chair of Language and Culture, Dr. Jennifer Fennema-Bloom, will be the contact person for step 3.

## Step Four:

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

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

## IELP Placement Appeal Form

*Submit this form to the Director of the IELP by the 10<sup>th</sup> day of the semester.*

Student name \_\_\_\_\_ ID# \_\_\_\_\_

Semester: ( Fall / Spring / Summer ) Year: \_\_\_\_\_

Placement level:    **Basic**    **Beginning**    **Intermediate**    **Advanced**    **Graduate**

Desired level: \_\_\_\_\_

Online writing score: \_\_\_\_\_

Accuplacer score: \_\_\_\_\_

**Diagnostic Exam scores:**

Course: \_\_\_\_\_ Score: \_\_\_\_\_

Course: \_\_\_\_\_ Score: \_\_\_\_\_

Course: \_\_\_\_\_ Score: \_\_\_\_\_

Course: \_\_\_\_\_ Score: \_\_\_\_\_

Course: \_\_\_\_\_ Score: \_\_\_\_\_

**Briefly explain why you are confident the your language ability is proficient for the level you are requesting. Submit documentation that supports your argument, such as test scores and writing samples. If you desire more space, write your response on a Word document and submit as an attachment to this cover page.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_



# Academic Advising Information

Faculty advising is an essential part of the personalized education at The University of Findlay. When students enroll at The University of Findlay, they are assigned a faculty adviser. Enrolled students will need to look in their Workday account to see when their registration date is scheduled. On or shortly after this date, students should make an appointment with their faculty adviser to complete a course registration entry. In order to create a course registration entry, a student and a faculty adviser have separate roles.

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

1. Submit the university Financial Responsibility Statement. Without this agreement, registration cannot proceed. This is accessible in Workday.
2. Make an appointment to see your faculty adviser seven days prior to the registration date. The university will e-mail students mid-semester to notify them of their registration date.
3. Prepare a list of questions about advising before the appointment.
4. Preview course offerings and identify the courses in which you will enroll.
5. Be aware of deadlines, academic policies, and requirements for majors and graduation.
6. Be aware of academic or financial holds. This needs to be remedied prior to registration for the next semester. Holds may be monitored and removed via Workday.

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

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

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

<b>Name</b>	<b>E-mail</b>	<b>Phone</b>	<b>Office</b>
Dr. Hiro Kawamura	<a href="mailto:kawamura@findlay.edu">kawamura@findlay.edu</a>	4619	323 College St. Rm. B
Mr. Greg Mott	<a href="mailto:mott@findlay.edu">mott@findlay.edu</a>	4833	1114 N. Cory Rm. F
Mr. Don Beck	<a href="mailto:dbeck@findlay.edu">dbeck@findlay.edu</a>	4836	1114 N. Cory Rm. G
Ms. Amanda Gensler	<a href="mailto:gensler@findlay.edu">gensler@findlay.edu</a>	5913	1114 N. Cory

# **University of Findlay, IELP**

## **Directions for registering for classes**

1. All students will need to sign their Financial Responsibility Statement before registration can be done.
2. You will need to create a class schedule in Workday according to your degree plan.
3. Then meet with your advisor to go over your class schedule to make sure it is appropriate. The advisor will then lift their hold.
4. You will then be able to create a course schedule and register for the next semester.

Registration is a complicated process. Communicate often with your advisor and ask questions!

# IELP Registration Information Sheet

Name \_\_\_\_\_ Nickname \_\_\_\_\_

U-F ID # \_\_\_\_\_ Home Country \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Circle your advisor's name: Dr. Kawamura      Mr. Mott  
   Mr. Beck                      Ms. Gensler  
   Other \_\_\_\_\_

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

1. What are your plans for the next semester?

\_\_\_\_\_ I plan to continue my studies at The University of Findlay.  
\_\_\_\_\_ I plan to transfer to another university or college.  
\_\_\_\_\_ I plan to return to my home country.  
\_\_\_\_\_ Other? \_\_\_\_\_

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

\_\_\_\_\_ I am certain that I will register for next semester.  
  
In which level will you enroll? \_\_\_\_\_ Advanced \_\_\_\_\_ Intermediate \_\_\_\_\_ Beginning  
\_\_\_\_\_ Split Levels: These levels are \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_ I plan to register, but I must wait.  
  
\_\_\_\_\_ I must speak with my parents or sponsor.  
\_\_\_\_\_ I must confirm my financial situation.  
\_\_\_\_\_ I must extend my I-20.  
\_\_\_\_\_ Other \_\_\_\_\_

3. What are your long-term plans?

\_\_\_\_\_ I plan to finish the IELP only.  
\_\_\_\_\_ I plan to complete the IELP and complete an Undergraduate degree.  
\_\_\_\_\_ I plan to complete the IELP and complete a Master's degree.  
\_\_\_\_\_ I do not plan to earn a degree, but I will be here for \_\_\_\_\_ more semesters.

Thank you!

## **IELP Refund Information**

### Refund Schedule

Standard Semester Refund Schedule (16-week [Fall and Spring])

- 100% Refund: Through the 2nd Monday
- 50% Refund: 2nd Tuesday through the 2nd Saturday
- 25% Refund: During the 3rd and 4th calendar week
- 0% Refund: After the 4th calendar week

## **Student Health and Accident Insurance**

- Fall, waiver portal opens on 6/1, deadline for waivers is 9/1
- Spring, waiver portal opens on 11/1, deadline for waivers is 2/1
- Summer, waiver portal opens on 4/1, deadline for waivers is 6/1
- All refunds for credit balances will be issued starting the 2nd Friday of a term and every Friday thereafter.

### **Length of Semesters in weeks**

Fall	16
Spring	16
Summer	8

### **Hours in class per week**

Fall	18
Spring	18
Summer	36

Fall 2021 semester classes begin August 16, 2021 and ends December 3, 2021.

## Fall Semester 2021

<b>Date</b>	<b>Scheduled Activity</b>
August 10	All-Campus Opening Activities
August 11	Residence halls open for students attending New Student Registration on August 12
August 11	Fall faculty meeting and faculty development workshops
August 12	Final registration session for new students
August 12	Residence halls open for new students who registered in summer
August 13-15	New Student Orientation (Arch Ceremony on August 13)
August 14	Residence halls open for upperclassmen
August 16	Fall Standard - period begins
August 16	Fall 8-Week Block 1 - period begins
August 18	Fall 8-Week Block 1 - last day to add/drop (without record) a class
August 20	Fall Standard - last day to add a class
August 23	Fall Standard - last day to drop (without record) a class
September 6	Labor Day (No classes)
September 6	Fall Orange - period begins
September 6	Fall 11-Week Session - period begins
September 8	Fall Orange - last day to add a class
September 8	Fall 11-Week Session - last day to add a class
September 13	Fall Orange - last day to drop (without record) a class
September 13	Fall 11-Week Session - last day to drop (without record) a class

<b>Date</b>	<b>Scheduled Activity</b>
September 21	Fall 8-Week Block 1 - last day to withdraw from classes
October 4-5	Fall Standard - Mid-Fall Recess (No classes)
October 10	Fall 8-Week Block 1 - period ends
October 11	Fall 8-Week Block 2 - period begins
October 13	Fall Standard - report grades less than "C"
October 13	Fall 8-Week Block 2 - last day to add/drop (without record) a class
October 27	Fall Standard -last day to withdraw from classes
October 28	Fall Orange - last day to withdraw from classes
October 28	Fall 11-Week Session - last day to withdraw from classes
November 16	Fall 8-Week Block 2 - last day to withdraw from classes
November 21	Fall 11-Week Session - period ends
November 22-24	Fall Orange - final exams
November 24	Fall Orange - period ends
November 24-28	Thanksgiving Recess (No classes)
December 1	Fall Orange - final grades due by 9am
December 3	Deadline to apply for May 2022 Graduation
December 3	Fall Standard - final class day
December 5	Fall 8-Week Block 2 - period ends
December 6-9	Fall Standard - final exams
December 9	Fall Standard - period ends
December 15	Final grades due for Fall Standard, 8-Week Block 1, 8-Week Block 2, and 11-Week Session by 9am