The Program

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Welcome!

On behalf of Dr. Laurent Dekydtspotter, Chair of the Department of Second Language Studies, and the Faculty and Staff, we welcome you to Indiana University’s Intensive English Program. We wish you success in your studies and hope your time here will be enjoyable. If you have any problems or questions, please remember that the IEP staff is available to help you.

IEP Administration
Dr. Tom Lewis – Interim Director
Ms. Michelle Fleener – Assistant Director
Ms. Leslie Gabriele – Curriculum Coordinator
Dr. Kathleen Bardovi-Harlig – ESL Coordinator

IEP Staff
Ms. Natalie Banks – Admissions and Immigration Specialist
Ms. Korryn Barrow – Office Assistant
Ms. Whitney Hood – Office Assistant
Ms. Elizabeth Huttle – Database Coordinator

IEP Office Information

Office Address:
Ballantine Hall 804
1020 E. Kirkwood Avenue
Indiana University
Bloomington, IN 47405

Office Hours:
Monday – Friday
8:00 a.m. – 12:00 p.m.
1:00 p.m. – 5:00 p.m.

Contact Information:
Phone Number: (812) 855-6457
Fax: 812-855-5605
Email: iep@indiana.edu
Internet: http://iep.indiana.edu
Facebook: Indiana University Intensive English Program

Please Note: The IEP Office is closed daily from 12:00 p.m. – 1:00 p.m. for lunch.
**Mission Statement**

The mission of the Intensive English Program is to serve learners of English by offering courses designed to support development of English language skills for academic studies in North American universities. As part of the Department of Second Language Studies, the IEP also contributes to the development of ESL professionals, encourages curricular innovation, and supports the research mission of the department. In these ways, the IEP contributes to the broader mission of Indiana University in fostering a community of global citizens.

**What is the Intensive English Program?**

The Intensive English Program (IEP) teaches English and academic skills to international students who want to make rapid progress and study in a multi-cultural setting. The curriculum is designed for students at all levels of English language proficiency, with an emphasis on developing the necessary oral and written skills for academic studies and business or professional communication. Students attend 4 or 5 hours of class, Monday through Friday with advanced students having the opportunity of choosing elective classes that will most benefit their English language studies.

After taking a placement exam, students are placed into one of the IEP’s seven levels. During each seven-week session, they take classes in reading, writing, grammar, and communication.

**Placement**

If a student thinks that they have been placed in the incorrect level, they should first discuss the situation with their Section Coordinator. The coordinator will fill out a *Level/Section Change Request* form with the reason for the request. During the first week of class, instructors will observe and evaluate the student’s performance. Students must attend the level in which they were placed until the receive an email with a decision. The Section Coordinator will add his/her recommendation to the form after consulting with the teachers of the section. The Director will use this information to make a decision by the end of the first week of class.
Passing a Level

What is required to pass a level?

To pass to the next level, a student **must**:

- Pass each class with a C letter grade or better
  
  **AND**

- Meet the TOEFL score requirement
  
  **OR**

- Meet the IEP Final Exam score requirement

**NOTE:** IEP grades appear on IU transcripts and are part of your official academic record.
Class Grades

Class Grades are entirely based on the Student Learning Outcomes (SLOs) for the class.¹

Grade Point Average (GPA): calculated in the following way:

1. Convert each Class Grade to a grade point. The IEP letter grade point system is equivalent to the 4.0 system used at Indiana University.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
</tbody>
</table>

2. Add the grade points and divide by the number of hours taken.

IEP Final Exam Score

The IEP Final Exam score is the average of the scores in each skill (grammar, listening, reading, & writing), based on the 4.0 system used at Indiana University (see page 9).

• The minimum score requirement for level advancement is 2.0.

TOEFL Score

• Minimum score requirements for level advancement:

<table>
<thead>
<tr>
<th>Level</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1:</td>
<td>360 = pass to Level 2</td>
</tr>
<tr>
<td>Level 2:</td>
<td>380 = pass to Level 3</td>
</tr>
<tr>
<td>Level 3:</td>
<td>400 = pass to Level 4</td>
</tr>
<tr>
<td>Level 4:</td>
<td>420 = pass to Level 5</td>
</tr>
<tr>
<td>Level 5:</td>
<td>450 = pass to Level 6</td>
</tr>
<tr>
<td>Level 6:</td>
<td>500 = pass to Level 7</td>
</tr>
<tr>
<td>Non-Core Students:</td>
<td>Under 500 = retake current level core classes¹</td>
</tr>
</tbody>
</table>

¹The Student Learning Outcomes (SLOs) are located in the appendix of this manual.
# IEP Session Evaluation Report

**Intensive English Program**  
Indiana University  
Bloomington, Indiana 47405 USA  
(812) 855-6457  FAX: (812) 855-5605  
Email: iep@indiana.edu  
http://iep.indiana.edu

**Level:** 2A  
**Date:** Fall 2016  
**Term:** 8/22/2016 - 10/7/2016

### FINAL EXAM SCORES

<table>
<thead>
<tr>
<th>SKILL</th>
<th>Exam GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>1.0</td>
</tr>
<tr>
<td>Grammar</td>
<td>0.0</td>
</tr>
<tr>
<td>Reading</td>
<td>0.0</td>
</tr>
<tr>
<td>Writing</td>
<td>1.0</td>
</tr>
<tr>
<td>Exam GPA</td>
<td>0.50</td>
</tr>
</tbody>
</table>

**Final Exam Results:** Fail

### TOEFL SCORES

**TEST DATE: 10/7/2016**

<table>
<thead>
<tr>
<th>SKILL</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>39</td>
</tr>
<tr>
<td>Grammar</td>
<td>40</td>
</tr>
<tr>
<td>Reading</td>
<td>38</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>390</strong></td>
</tr>
</tbody>
</table>

**TOEFL Results:** Pass

### CLASS GRADES AND HOMEWORK SUMMARY FOR THIS SESSION

<table>
<thead>
<tr>
<th>Level</th>
<th>Class</th>
<th>Instructor</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Reading</td>
<td>Allen</td>
<td>B-</td>
</tr>
<tr>
<td>2</td>
<td>Writing</td>
<td>Allen</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Communication</td>
<td>Allen</td>
<td>C-</td>
</tr>
<tr>
<td>2</td>
<td>Grammar</td>
<td>null</td>
<td>D</td>
</tr>
</tbody>
</table>

All class grades must be a "C" (2.0) or higher to pass.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>100% - 90%</th>
<th>89% - 80%</th>
<th>79% - 70%</th>
<th>69% - 60%</th>
<th>59% - 0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEP Grades:</td>
<td>A+ A A-</td>
<td>B+ B B-</td>
<td>C- C C-</td>
<td>D- D D-</td>
<td>F</td>
</tr>
<tr>
<td>Grade Points:</td>
<td>4.0 4.0 3.7</td>
<td>3.3 3.0 2.7</td>
<td>2.3 2.0 1.7</td>
<td>1.3 1.0 0.7</td>
<td>0.0</td>
</tr>
<tr>
<td>Description:</td>
<td>Excellent beyond the average performance for this level</td>
<td>Very good within the average performance range for this level</td>
<td>Good within the targeted performance range for this level</td>
<td>Poor below the targeted performance range for this level</td>
<td>Fail does not meet the skills/performance requirements for this level</td>
</tr>
</tbody>
</table>

### Attendance

<table>
<thead>
<tr>
<th>Absences Determining Status</th>
<th>Total Class Meetings</th>
<th>Each class meeting is 50 minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Total Absences</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### General Recommendations

- Level Next Session  
- Status Next Session

### Comments

*Sample Evaluation*
Policy for Repeating a Level

IEP 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 who are required to repeat a level a third time will be dismissed from the program for lack of academic progress. A dismissed student should plan to transfer to a different English program. The IEP will notify the Office of International Services of dismissed students and of their possible transfer requests.

Students dismissed for lack of progress who wish to return to the IEP must re-take the IEP Placement Exam and place higher than their last level studied in the IEP.

IEP Complaint Process

As members of the IU student population, all IEP students are protected by the *IU Bloomington Code of Student Rights, Responsibilities and Conduct*. Any IEP student who has a complaint against the IEP, an instructor, or a staff member should initially attempt to resolve the issue by meeting with the IEP director. If meeting with the IEP director fails to satisfactorily resolve the issue, the student will be asked to specify the complaint in writing on the Student Complaint/Resolution form. The IEP director will then pass the complaint along to the appropriate IEP administrator who will handle the matter in a timely and confidential manner.

**Formal Complaint Process:**

1. The complaint is reviewed by the supervisor of the IEP representative involved.
2. If the complaint cannot be resolved by the immediate supervisor, the issue will be directed to the next higher IEP administrator.
3. If a resolution has not been reached at the 2nd administrative level, the complaint will be brought to the attention of the IEP Advisory Committee.
4. The Advisory Committee will review the matter and determine what course of action needs to be taken, if any.
5. The student will be notified of the final decision and all documentation relating to the complaint will be uploaded to the student’s advising file in Sunapsis.
Attendance Policy

Every student is expected to attend all classes and the IEP Final exam and TOEFL ITP. All absences are counted, including absences from the IEP Final exam and the TOEFL ITP. The count of absences begins on the first day of classes and includes days missed for late registration for religious observances, and routine medical care. Excessive absences for long-term illness can result in withdrawal from the program for that session. In order to withdraw, documentation will be required from a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy. Attendance records are on evaluation forms and may be on letters of recommendation sent by the program.

The table below shows the number of absences that will result in an attendance warning, attendance probation, or dismissal.

<table>
<thead>
<tr>
<th>Classes Hours Enrolled In</th>
<th>Warning Issued</th>
<th>On Probation Next Session</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>12 absences</td>
<td>26 absences</td>
<td>35 absences</td>
</tr>
<tr>
<td>4</td>
<td>10 absences</td>
<td>21 absences</td>
<td>28 absences</td>
</tr>
<tr>
<td>3</td>
<td>8 absences</td>
<td>16 absences</td>
<td>21 absences</td>
</tr>
<tr>
<td>2</td>
<td>5 absences</td>
<td>11 absences</td>
<td>14 absences</td>
</tr>
<tr>
<td>1</td>
<td>3 absences</td>
<td>6 absences</td>
<td>7 absences</td>
</tr>
</tbody>
</table>

Students who have the dismissal number absences will not be able to continue in the IEP the following session. They also will not be able to stay in university housing, but they may return to the IEP after attending one session in another program or after returning home.

Students who have the probation number of absences but fewer than the dismissal number will be able to continue in the IEP the following session. During that session, students on attendance probation will be dismissed if they have the probation number of absences. Students with the warning number of absences must meet with the Director to explain the reason for their absences and sign a statement that they understand the potential consequences of more absences.
IEP/OIS Policy for Students Dismissed for Attendance

For students with a valid I-20 for the subsequent session:

If an IEP student is dismissed (ineligible to enroll) for the subsequent session, the student will have 21 days from the last day of classes of the current session to:

1. Transfer their SEVIS record to another university,
2. Apply for a change in immigration status, or
3. Depart the United States.

On the 21st day, if the student has not transferred to another university, the student’s SEVIS record will be terminated. The SEVIS record will be terminated in both of the other cases.

For students without a valid I-20 for the subsequent session:

These students may transfer on or prior to the last day of the current session and are not eligible for extension, unless their document was extended prior to the attendance dismissal.

If the student fails to transfer his/her SEVIS record on the last day of the current session, then his/her SEVIS record will be terminated immediately for “Otherwise Failing to Maintain Status – Program Dismissal.” These students are viewed to have not “completed” their program requirements. As such, they cannot be given the 21 day reporting period.

Late Registration Policy

Late registration will not be permitted after Week 1 of the IEP Session. Returning students must register during Week 0. Any student attempting to register after Week 1 will not be allowed to continue in the IEP and will have to transfer and enroll at a different language school.

Refund Policy

- IEP cannot refund registration fees because class schedules are based on the number of students who register each session. Once a student registers, the student is responsible for the full amount of tuition fees.
- If you are not sure that you want to be in the IEP, you should NOT register.
- Sponsors will be billed for a whole session regardless of the student’s length of stay.
- Questions regarding refunds should be made to the Assistant Director.
Withdrawal Policy

Students who wish to withdraw from an IEP class should first make an appointment with the IEP Director to discuss the rules for withdrawing and how withdrawing from a class may affect finances, relationships with sponsors, and immigration status. IEP students on a student visa (F-1/J-1) should also consult with the Office of International Services about their immigration status and the impact of withdrawing from classes.

The following important points should be carefully considered and discussed with the Director and Assistant Director, who will help students avoid unnecessary financial, academic, and immigration problems.

- The IEP does not give refunds for withdrawing from a class.
- Once students are registered in IEP classes, all classes and grades will appear on their official Indiana University transcript and IEP Evaluation Report.
- Withdrawal from a class between Weeks 1 and 5 will result in a grade of W appearing on the student’s transcript for each dropped class.
- Withdrawal from a class during Weeks 6 or 7 will result in a grade of F appearing on the student’s transcript.
- Both grades W and F appear on official transcripts and on IEP Evaluation Reports.
- After Week 5, a grade of W may be given only if a student has a serious medical condition and provides documentation from a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy.
- In making a request to withdraw for a serious illness, supporting medical documentation must be provided to the IEP Office (Ballantine 804) before the last day of the session in which the student is withdrawing.
- Students requesting to withdraw from one or more IEP classes due to a serious medical condition should contact the Office of International Services for approval of a Medical Reduced Course Load before withdrawing from classes.

Once you have made a decision to withdraw, you must submit a written request by email to the IEP Assistant Director, Michelle Fleener, at fleenerm@iu.edu.
Immunization Compliance

Indiana University requires all students to submit proof of immunization before or during their first semester/session of study. Students must complete an One.IU e-form with the month and year of each immunization and provide written proof of the immunization date. The documents may either be paper or scanned, but must be written in or translated to English.

Required Immunizations

- Measles (two doses)
- Mumps
- Rubella
- Tdap (tetanus, diphtheria, and acellular pertussis)
- Varicella (chickenpox, two doses)

Students **will not** be able to register for their second semester/session until the registrar has received *and* approved all immunization information.

If you have not received any of the above immunizations, you will need to make an appointment to do so and provide a Physician’s written statement of immunizations received and the date at which any next immunizations will be received.

All IU students must also have documentation of a Tuberculosis test (TB). The documentation must show that the TB test was done in the United States. Tuberculosis screenings are scheduled during Orientation Week for students without results from the United States.

***Please note: The Tuberculosis screening will cost $85 at the time of testing. Any additional x-rays or follow-up appointments will cost extra and will also be the responsibility of the student.
Example compliance form in One.IU

Your Immunizations

More information about Immunizations

*Campus: Bloomington Status: Not Compliant

Please provide the dates you received the required immunizations below AND upload your supporting documentation as required by IU Policy. You are not considered compliant until your dates and supporting documentation have been verified by a university administrator.

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Date</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles Dose 1 (MMR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles Dose 2 (MMR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps (MMR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella (MMR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella Dose 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella Dose 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningitis</td>
<td></td>
<td>While it is not mandatory that I get vaccinated, I do acknowledge that I have read and understand the Risks Associated with Meningococcal Disease as well as the benefits of vaccination.</td>
</tr>
</tbody>
</table>

Risks Associated with Meningococcal Disease

If you have questions about state and university requirements for immunizations, please contact the Office of the Registrar by email at immune@indiana.edu, by phone at 812-855-0121, or in person at 408 N. Union Street.

Code of Student Conduct at Indiana University

IEP Students are IU students and are responsible for following the regulations in the Code of Student Rights, Responsibilities, and Conduct. http://dsa.indiana.edu/Code/

IEP Students are Indiana University students and are responsible for the following:

1. Follow all rules for Indiana University students.
2. Attend class regularly, complete class assignments and prepare for class.
3. Use facilities appropriately.
5. Be honest (academically & professionally).
6. Be responsible for your behavior, and respect the rights and dignity of other students and members of the community.
**Academic Misconduct**

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources. Policies of academic misconduct apply to all course-, department-, school-, and university-related activities. Faculty members must report all cases of academic misconduct to the dean of students, or appropriate official.

**Academic misconduct** means:
1. Cheating
2. Fabrication
3. Plagiarism
4. Helping someone else cheat or copy

Possible **consequences** for academic misconduct:
1. A score of “0” or failing the assignment
2. “F” for the IEP Class
3. Dismissal from the IEP

**Personal Misconduct**

The university may discipline a student for personal misconduct on or off university property and inform local authorities (police).

**Personal misconduct on university property:**
1. Lying or false reports
2. Pretending to be someone else.
3. Dangerous or harmful actions
4. Not following directions of university officials
5. Disorderly conduct
6. Damage or destruction to property
7. Stealing
8. Having weapons
9. Harassment, Physical or Verbal Abuse

Indiana University is committed to the promotion of a civil community both on campus and off campus.
Computer Labs on Campus

University Information Technology Services (UITS) provides computer labs for students, faculty and staff of Indiana University. The Student Technology Centers (STCs) on campus offer all IU students an easy access to computers, printers and software.

The STCs include a variety of settings including classrooms, individual study areas, and large spaces for group work. The computer labs also provide access to both Wi-Fi and power for those who prefer to bring their own devices. All STCs are equipped with either Windows or Macintosh workstations that provide access to a wide variety of services, including large-format printing and high-performance multimedia services.

To locate a Student Technology Center go to: https://stc.iu.edu/public/ and click on “list of labs” to find computer labs by campus building.

Printing on Campus

All IEP students receive 300 black and white printing pages per session. IEP student printing accounts are active once your registration has been processed by the Registrar and Student Technology Centers. It may take up to a week to be fully processed.

If you cannot print in Week 3 from a STC lab, please contact the IEP Office.

To check your printing allotted, go to One.IU and search for printing. Under the heading “Tasks” Choose IU Print Quota/Credits. Click on Start to go to a login page. Follow the directions to find out many pages you have left in your account.

Your printing allotted is shown as a dollar amount because the charge for printing changes with the type of page printed. Here are the costs per page for the most common type of printing.

- B&W letter (8.5x11) – Single-sided: 0.04 - ($12.00 would equal 300 pages)
- B&W letter (8.5x11) – Double-sided: 0.08 - ($12.00 would equal 150 pages)
- Color letter (8.5x11) – Single-sided: 0.25 - ($12.00 would equal 48 pages)
- Color letter (8.5x11) – Double-sided: 0.50 - ($12.00 would equal 24 pages)
Computing at Indiana University

How to Log On to an IU Computer (PC)
1. Press the Ctrl – Alt – Delete keys (all three at the same time)
2. In the “Logon” box, enter your username and passphrase.
3. Click OK (or press Enter)

How to change your passphrase
1. Go to One.IU (https://one.iu.edu/) and click Start in the Passphrase Reset window.
   -OR-
2. Go to https://one.iu.edu/task/iu/reset-my-passphrase.
3. Under the Do you know your current passphrase question, click yes.
4. If asked, log in with your IU username and passphrase.
5. Read the on-screen information and follow the directions.
6. In the "Current Network ID Passphrase" field, enter your current passphrase
7. In the two remaining fields, enter your new passphrase
8. Click Change Passphrase.

Note: It may take up to 20 minutes for all systems to recognize your new passphrase.

Do Not Forget Your Passphrase!
If you forget your passphrase, no one in the IEP can help you. You will have to go to the UITS help desk in the Main Library to have your passphrase reset. Take your IU ID card with you.

How to Log on to your IU Mail
You will automatically have an e-mail address at I.U. The address is your username@indiana.edu. You can check your mail from any computer with a web browser.
Here's how:
1. Log on to a computer
2. Open a web browser
3. Go to https://one.iu.edu/launch-task/iu/email-gmail
4. Enter your username and passphrase
Computing Guide – Dos and Don’ts

1. **DO READ your IU email every day.**
   Important announcements are sent to your IU e-mail from the IEP and other University offices. You are **required** by Indiana University to check your IU email account daily.

2. **DO NOT forward your IU mail to another account**
   Many students already have non-IU e-mail accounts. Even though you can set your IU account to automatically send your IU e-mail to your other account, you should **never** do this.

3. **DO NOT allow anyone else to use your account.**
   This could lead to identity theft, and can cause many problems with your IU online accounts, including your bursar account!

4. **DO NOT give anyone else your passphrase.**
   If someone knows your passphrase, they will have access to all of your personal information. Your grades, class schedule, and ID number are just a few examples of what is available to a person with your passphrase.

   If you have a computing problem, tell your coordinator or writing teacher. If your teachers can’t help you, they will find someone who can.

**Reasons to Read Your IU Email Daily**

You must check your IU email account daily. This is a university, as well as an IEP, requirement. Teachers and staff will use your email to inform you of class schedule changes, trip information, upcoming due dates, etc. You are held responsible for accessing this information.

IU email is the official means of communication from all university departments, including the IEP, the Office of the Bursar, Residential Programs and Services, and the Office of International Services (OIS). Email messages from OIS ([intlserv@indiana.edu](mailto:intlserv@indiana.edu)) are very important. Unread email from all these university offices may have a negative effect on your immigration and SEVIS status.
Academic Information

- Academic Information Permission Form
- General Academic Advice
- TOEFL Score Requirement for IU
- Testing information and Locations
If you want to have someone pick up your final evaluations, you need to fill out the Academic Access Information Permission Form in the IEP Office. All sponsored students must fill out this form.

**NOTE:** Because of the Family Educational Rights & Privacy Act (FERPA), we are not allowed to share academic or financial information about you with anyone (including spouses, parents, cousins, friends, or classmates) without your permission.
General Academic Advice

Students who want advice about studying at a college or university in the US should contact the IEP office.

University Applications

The Director is always available to help students with their questions concerning university or college admission.

To make an appointment:

Call: 812-855-6457

NOTE: Admission to the IEP does not guarantee admission to Indiana University degree programs.

IUB Admission

If you are an admitted student at Indiana University Bloomington, you have to show English proficiency to be able to study at IU. All new international students are required to take the Indiana Academic English Test (IAET) before beginning academic work.

If the Indiana Academic English Test (IAET) requires that you enroll in IEP classes, or if you register for IEP classes after being dismissed from Indiana University, then you will need to retake the IAET before returning to University Division (UD).

For more information about retaking the Indiana Academic English Test (IAET), and how to sign-up for the IAET, please contact the Office of First Year Experience Programs at 812-855-HELP (4357) or fye@indiana.edu.

For information about returning to IUB, contact the IEP Office at 812-855-6457 or iep@indiana.edu.
IU TOEFL Score Requirement

Indiana University Bloomington requires all non-native English speaking international undergraduate applicants to demonstrate English proficiency. Undergraduate applicants must obtain one of the following scores:

- Internet-Based TOEFL: 79
- MELAB: 79
- Paper-Based TOEFL: 550
- IELTS: 6.5

→ The testing service should report scores directly to IU Bloomington.
→ Applicants to the Jacobs School of Music MUST submit a TOEFL score.
→ Graduate departments have different requirements. Check with the department.

All admitted students also need to take the IAET (Indiana Academic English Test) and complete all classes indicated by IAET results.

Please note: If your TOEFL score is below 500 (71 iBT), you should expect to enroll in full-time English before you begin your academic coursework.

Where Can I Take the TOEFL (iBT), The GRE, and Other Tests?

Indiana University Bloomington (812) 856-0684
Computer-Based Testing Center Monday - Friday, 8:00 am - 5:00 pm
Eigenmann Hall 324 https://iubest.indiana.edu/services/testing/

IU Bloomington Evaluation Services and Testing (BEST) is a testing center for many standardized national exams. Some of the exams offered by BEST include:

- GRE (Graduate Record Examinations General Test)
- iBT TOEFL (Test of English as a Foreign Language)
- LSAT (Law School Admission Test)
- SAT

To schedule an exam:
Visit www.ets.org/toefl and choose Register for the Test

GMAT is also offered in Bloomington at an off-campus site. http://www.mba.com/us

IELTS: Visit https://www.ielts.org/ for information on test centers and dates.
Visa Information

- Office of International Services
- Types of Student Visas
- Common Immigration Terms
- International Student Service Fee
- Important Immigration Documents
- Travel information
- 5th Session Off
- Staying in Status
- Out of Status Information
- Tips on Staying in Status
Office of International Services (OIS)

OIS issues and maintains IEP students’ immigration records. Any questions about your visa, I-20, or SEVIS status should go to OIS.

Office Address:
Poplars 221
400 East Seventh Street
Bloomington, IN 47405

Office Hours:
Monday through Friday
9:00 a.m. – 12:00 p.m.
1:00 p.m. – 4:00 p.m.

Contact Information:
Phone Number: (812)855-9086
Fax: (812)855-4418 fax
Email: ois@indiana.edu
Internet: http://ois.indiana.edu

Student e-forms: http://istart.iu.edu
- Extension Request (I-20 or DS-2019)
- Insurance Waiver
- Travel Signature Request
- Transfer Out Request
- Next Session Plans

Types of Student Visas

F-1
This visa allows a person to enter the US for full-time study at an authorized institution.

F-2
This visa allows spouses or children of F-1 students to enter the US.

J-1
There are several types of J-1 visas, also called exchange visitor visas. This visa may be used to allow a person to study.

J-2
This visa allows spouses or children of J-1 exchange visitors to enter the US.

There are many other types of visas with different requirements. If you are not sure about your visa status, please ask at the IEP Office or the Office of International Services.
Common Immigration Terms

**Visa**
- A visa is a stamp in your passport issued by an American Embassy or Consulate in your country.
- It allows you to get on a plane to the US and request entry to this country.
- The date of a visa does **not** affect how long you can stay in the country. Your visa can expire while you are in the US without affecting your status.

**USCIS**
- The United States Citizenship and Immigration Service is a part of the Department of Homeland Security. It controls the status of aliens who are in the U.S.

**SEVIS**
- SEVIS is a **government required** web-based system used to maintain accurate and current information on F-1 students, J-1 exchange visitors, and their dependents. SEVIS enables schools to produce visa documents and record information about a student’s stay in the United States.

**I-20**
- This document is used to apply for an F-1 visa.
- It shows the beginning and expected completion of studies, level of study, field of study, and funding. It is issued by the school the F-1 student plans to attend.

**DS-2019**
- This document is used to apply for J-1 exchange visitor.
- It shows the beginning and expected completion dates, level of study, field of study, and funding. The DS-2019 is issued by the program sponsoring the student.

**I-94**
- This important immigration document must be printed out from the U.S. Customs and Border Protection website at [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov). If you do not have this document, please see the Immigration Specialist in the IEP office in Ballantine Hall 804.
- Your visa status and D/S will be on the I-94 document.
- The official name of the I-94 is the **Departure Record**. When you leave, it is given to the airline so immigration can confirm that you are no longer in the US.
Immigration Terms (continued)

**D/S**
- I-94 documents for F and J students and dependents should be marked D/S, which means *duration of status*.
- This means that a student may remain in the US until the “completion of studies” date on the I-20 or DS-2019, as long as the student remains in status.

**OIS**
- The Office of International Services is located in room 221 in the Poplars building.
- OIS helps IEP students with visa problems or questions about their student immigration status.

**iStart**
- iStart provides on-line services for all Indiana University international students.
- Use iStart for e-form requests for travel signatures, extensions, transfers and other immigration-related requests.

**One.IU**
- Another Indiana University on-line service used by students to provide updates to the university, including address changes. [https://one.iu.edu/](https://one.iu.edu/)

**International Student Service Fee**

- All IEP students are billed for the Indiana University International Student Services fee.
- This fee is $45.90 per session.
- All international students pay this fee.
- The fee will be billed to your bursar’s account about three weeks after IEP classes start. You can check your bursar’s account online through One.IU.
- You can pay this bill online or at the Bursar’s Office on the first floor of the Poplars Building.
- NOTE: This fee is separate from IEP Tuition and must be paid, in addition to any past due Bursar bills, before you register for the next session or before you leave IU.
- If you are a sponsored student, please check with your sponsor. If your sponsor does not cover this fee, you will need to pay.
Example of an I-20 Document

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Immigration and Customs Enforcement</td>
<td>I-20, Certificate of Eligibility for Nonimmigrant Student Status</td>
</tr>
<tr>
<td>OMB NO. 1653-0063</td>
<td></td>
</tr>
</tbody>
</table>

| SEVIS ID: | N |
| Surname/Primary Name |  |
| Preferred Name |  |
| Country of Birth |  |
| Date of Birth |  |
| Form Issue Reason |  |
| Initial Attendance |  |

| Class | F-1 |
| SEVIS ID: | N |
| Surname/Primary Name |  |
| Preferred Name |  |
| Country of Birth |  |
| Date of Birth |  |
| Form Issue Reason |  |
| Initial Attendance |  |

| School Information |  |
| School Name | Indiana University |
| Center for English Language Training |  |
| School Official to Contact Upon Arrival | Lindsey Goss |
| Senior International Student Advisor |  |
| School Address | Indiana University - Bloomington, Bloomington, IN 47405 |
| School Code and Approval Date |  |

| Program of Study |  |
| Education Level |  |
| Language Training |  |
| Normal Program Length |  |
| 12 Months | Not Required |
| Program Start Date | 19 October 2015 |
| Program End Date | 11 December 2015 |

| Financials |  |
| Estimated Average Costs for 4 Months |  |
| Tuition and Fees | $ 4,818 |
| Living Expenses | $ 3,901 |
| Expenses of Dependents (3) | $ 5,382 |
| Insurance, Miscellaneous | $ 1,275 |
| Total | $ 15,976 |

| Financials |  |
| Student's Funding for 4 Months |  |
| Personal Funds | $ 0 |
| Funds From This School | $ |
| On-Campus Employment | $ 15,976 |
| Total | $ 15,976 |

| Financials |  |
| Remarks | Health and accident insurance is mandatory for the student and all accompanying dependents. |

| School Attestation |  |
| Certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study, as defined by 22 C.F.R. 24-440(d). I am a designated school official of the above named school and am authorized to issue this form |
| Signature | Lindsey Goss, Senior International Student Advisor |
| Date Issued | 28 August 2015 |
| Place Issued | Bloomington, IN |

| Student Attestation |  |
| I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study as the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 22 C.F.R. 214.4(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18. |
| Signature of: |  |
| Date |  |
| Name of Parent or Guardian |  |
| Address (city/state or province/country) |  |
| Date |  |

ICE Form I-20 (3/31/2018)
Example of a US Visa – (reference use only)

Example of an Electronic I-94 Document – (reference use only)
Travel Information

If you plan to travel outside the country and return to the IEP, you need to follow the procedures below:

1. Your I-20 and any dependent I-20s need to be signed by OIS for travel before you leave. Login to iStart and complete the Travel Signature Request e-form. OIS will email you with further directions. Make sure to tell the IEP Office your travel plans.

2. If your plans change while you are home and you will not be returning for the next session, contact IEP and OIS by email as soon as possible.

3. If you decide to return to the US to attend another school (including a degree program at IU Bloomington), you MUST enter the country using the I-20 from your new school. You will need to complete a transfer e-form in iStart (http://istart.iu.edu)

4. Your F-1 and F-2 visa stamps must be valid on the date of your return travel. If they are not, you will need to renew your visa while you are in your home country.

5. Your passport MUST be valid for at least 6 more months after your return date. If it is not, you will need to have it renewed while you are in your home country.

NOTE: If you plan to travel inside the US, you do not need to have your I-20 signed.
5th Session Off

A student who has studied four consecutive sessions in the IEP may take the 5th session off or study part-time and remain in the U.S. Students taking the 5th session off MUST register with the IEP for the next session.

To qualify for a 5th session off a student must:
1. study with the IEP for 4 consecutive sessions
2. request 5th session off from the IEP Office
3. purchase health insurance for the 5th session
4. fill out the 5th session off form on iStart

For Example:

<table>
<thead>
<tr>
<th>Fall 2 - Full-Time</th>
<th>Summer 1 – Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 1 – Full-time</td>
<td>Summer 2 – Session off</td>
</tr>
<tr>
<td>Spring 2 – Full-time</td>
<td>Fall 1 – Must study full-time in the IEP</td>
</tr>
</tbody>
</table>

NOTE: Sponsored students must have written permission from their sponsors sent to the IEP Office before the beginning of the 5th session.

5th Session Off

*FOR F-1 STUDENTS:*
If you change your mind and decide to go home or transfer to another school, you must do this within 60 days of the end of your 4th session, not at the end of your 5th session off.

*FOR J-1 STUDENTS:*
If you change your mind and decide to go home or transfer to another school, you must do this within 30 days of the end of your 4th session, NOT at the end of your 5th session off.

Remember: You can exit and re-enter the USA if you follow the correct procedures.

Students who do not wish to continue their studies may return home or leave the USA at the end of any IEP session, after informing the IEP and OIS of their decision.

You will receive information about re-entering the USA from OIS.
Staying in status

1. Your I-20 or DS-2019 must be valid.
2. You must be enrolled in the IEP.
3. You must attend classes.
4. You must add or edit your current local address in OneStart or in the IEP Office within ten (10) days of moving
5. You must maintain contact with the IEP.*

*Failure to maintain contact will require us to begin the termination process. You will be out of status if you are terminated in SEVIS.

You must be careful to stay in status. If you decide to stop studying in the IEP, make an appointment with the IEP Director to discuss the IEP’s withdrawal policy. Then, go to OIS talk about your options. Be sure to inform the IEP of your final decision.

What should I do with my status after the IEP?

- Students in F-1 status must transfer to a new program or leave the US within 60 days of the last day of IEP classes.

- Students in J-1 status must leave the US within 30 days of the last IEP class. J-1 students who wish to begin a new program in the US must speak with a representative of the program that issued the DS2019.

Out of Status Information

US immigration laws make staying in-status very important. Students who are out of status or have overstayed their study time may have trouble returning to the US.

You will be out of status if:
- You stop attending classes without permission before the end of a session.
- You are studying after the program end date on your I-20 or DS-2019.
- You are an F-1 and remain in the U.S. more than 60 days after your last IEP class.
- You are a J-1 and remain in the U.S. more than 30 days after your last IEP class.

If you are out of status:
- You cannot re-enter the US without a new I-20 or DS-2019
- You will have difficulty applying for a visa from a third country such as Canada or Mexico
Tips on Staying in Status

OIS Contact Information
Office of International Services (OIS)  OIS Hours
Poplars 221  Monday-Friday: 9:00 a.m. – 4:00 p.m.
Email: ois@iu.edu  Walk-in Advising: 1:00 p.m. – 3:30 p.m.
Phone: 812-855-9086  Phone calls accepted: 8:00 a.m. – 5:00 p.m.

Immigration Documents
- Passport (from your country)
- I-20/DS-2019
- Visa
- I-94 Document

SEVIS (Student & Exchange Visitor Information System)
All schools must tell immigration (using SEVIS) about each international student several times:
- when the student arrives at the school
- student enrollment for each session
- when a student transfers to a different school
- when a student changes to a new program of study
- when a student changes his/her address

Enrollment
You must be a full-time student while you are studying in the IEP if you are on an F-1 or J-1 visa. Attendance is very important for you to maintain your status as an enrolled student.

Transferring
If you transfer to IU from another school, you need to bring ALL your previous I-20s to the OIS in Poplars 221, even if you have submitted them to the IEP Office. This is VERY important.

Travel
- Request a signature for page 3 of your I-20 (page 1 of your DS-2019) online via iStart
- Inform the IEP Office of your travel plans
- Do not leave the U.S. without a signature if you plan to return to the IEP

Program Changes
Check the date of your I-20 (or DS-2019) expiration. OIS and the IEP work together to help students who want to:
- extend their studies in the IEP (past the I-20 expiration date)
- transfer to another school (including IU Bloomington)
Document Safety
- Passport (from your country)
- I-20/DS-2019
- Visa
- I-94 card
Your documents are your responsibility!
Keep them in a safe place.
Do not throw them away (even if you transfer to a different school).

Employment
- F-1 and J-1 students can work on campus for up to 20 hours per week.
- IEP Students need permission from the IEP and OIS before getting a job.
- J-1 students need additional authorization from OIS to work on campus.
- International students CANNOT work off campus.

Address Updates
- All international students must report address changes within 10 days!
- Change your address in One.IU or bring your address to the IEP Office.

IU Email
You have to check your IU email account EVERY DAY (Indiana University Policy). OIS and IEP send important messages to your IU email. Look for messages from these addresses:
- ois@iu.edu
- sevisiu@iu.edu
- iep@indiana.edu
- qp@indiana.edu
Your email address is the only place you will receive important messages from the IEP, OIS, and your IU billing account from the bursar.

IEP Students must:
- Maintain full time enrollment
- Attend IEP classes
- Get a travel signature
- Know your I-20 expiration
- Transfer through SEVIS
- Leave after finishing the IEP
- Keep the I-20 or DS-2019 valid
- Work only on campus with permission
- Update your address within 10 days
- Read all messages sent to your IU email

Remember, OIS Staff and IEP Office Staff are here to help IEP students and give good advice.
Have a great session and welcome to Bloomington!
Healthcare

- TB Testing Policy
- Health Insurance Requirements
- IU Student Health Insurance
- Health Insurance Waiver
- Medical Facilities
- Bloomington and IU Services
**TB Testing**

Intensive English Program Students (IEP) must be tested for Tuberculosis (TB) by Quantiferon Blood Test (QFT). Testing for TB is required by the State of Indiana, Indiana University and the IEP unless you are a citizen or permanent resident of the United States. This test is a blood sample. It is a highly accurate blood test for TB infection that replaces the tuberculin skin test (PPD, Mantoux Test, Tine Test). This test will be done in a single visit. This blood test does not react to BCG vaccine for TB.

**The cost of the test is $85.00.** You must pay at the time the test is given. You should mail the receipt to your health insurance company for reimbursement.

**RESULTS:** You will receive a written notice via your IEP coordinator with your test results within two weeks. Keep this notice with your health records.

*If you test negative,* no further action needs to be taken.

*If you test positive,* you will be required to take a chest x-ray within one week for an additional charge. This is MANDATORY and failure to get the chest x-ray could result in penalties. After the chest x-ray, you will receive another letter with the results and further instructions.

*Indeterminate:*  
This means that your TB status could not be determined. You will be required to take the test again in 4 weeks. This is MANDATORY and failure to repeat the test could result in penalties. If the second blood test remains indeterminate or is positive, a chest x-ray will be required for additional charge.

**Health Insurance Requirements**

The U.S. Department of State requires all international students and their accompanying family members to have health insurance. This insurance must provide each student and family member (spouse/children) to have minimum coverage levels of:

1. $100,000 coverage per accident or injury  
2. $100,000 coverage per sickness or illness (including maternity/pregnancy benefits)  
3. $50,000 coverage for medical evacuation  
4. $25,500 coverage for repatriation  
5. Deductible of not more than $500  
6. This coverage must be in force throughout a student's stay in the U.S.
Indiana University’s international student health insurance policy is administered by Aetna Student Health, a full service insurance company. The IU insurance plan provides coverage that meets or exceeds the minimum requirements. Students registered in the IEP are automatically enrolled in IU’s International Student Health Insurance.

**Insurance Costs**

Insurance premiums (costs) for Summer 2017 are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Summer 1 2017</th>
<th>Summer 2 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>$231</td>
<td>$207</td>
</tr>
<tr>
<td>Spouse</td>
<td>$231</td>
<td>$207</td>
</tr>
<tr>
<td>1 Child</td>
<td>$231</td>
<td>$207</td>
</tr>
<tr>
<td>Children 2+</td>
<td>$462</td>
<td>$414</td>
</tr>
<tr>
<td>TOTAL Student + Spouse + Children</td>
<td>$924</td>
<td>$828</td>
</tr>
</tbody>
</table>

Your dependents are eligible for IU health insurance if you are enrolled in the IU international student health plan, but your dependents are not automatically enrolled in the plan. To insure your dependents, you must fill out an application form and pay separately for the coverage. Insurance costs for dependents cannot be billed through the bursar. The application form for dependents is available by going to:


Remember any dependent here with you during your studies must be insured.

For more information, contact:

**University Human Resource Services**
Poplars E165
400 E. 7th St.
Bloomington, IN 47405
(812) 855-2172

Student Health Insurance: [studenhc@iu.edu](mailto:studenhc@iu.edu)
Insurance Waiver Request

If you already have health insurance that meets the minimum requirements, you may submit an Insurance Waiver Request through iStart – https://istart.iu.edu.

To complete the waiver request you must have the following information:
1. The name of your insurance company
2. The address of your insurance company
3. The phone number of your insurance company
4. Your policy ID number
5. Description of coverage
6. The coverage dates

You will receive an email when your request is either approved or denied. If your request is denied, you will be required to purchase insurance through IU.

All Waiver Requests must be completed by Friday of week 1 of each IEP session. If approved, the waiver must be renewed every session. Students who miss the waiver deadline or who do not renew an approved waiver will be enrolled in the IU Insurance plan and will be responsible for paying the premiums.

If you have trouble completing the waiver request, please bring your insurance information to the IEP office and someone will help you.

To File a Health Insurance Claim

Insurance claim forms can be printed from the following Website:

http://hr.iu.edu/benefits/students.html

The IU Health Center Claim form and the Aetna claim forms for medical services and prescriptions can be found at the top right side of this webpage.

Remember to make copies of all your documents and send the forms to the address printed on the back of your insurance card.
Medical Emergency Treatment Locations

Let’s say you’re playing soccer and sprain your ankle. Your ankle requires medical attention. Here are your options.

<table>
<thead>
<tr>
<th>I.U. Health Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 N. Jordan St.</td>
</tr>
<tr>
<td>Hours: 8AM-4:30, M-F</td>
</tr>
<tr>
<td>812-855-4011</td>
</tr>
</tbody>
</table>

With the Student Health Insurance Plan, you can minimize your out-of-pocket expenses by using the IUB Student Health Center. When using the IU Health Center the deductible is waived and students pay only a $15.00 co-pay per office visit. After the co-pay, insurance pays 100%. The Health Center is the best option for medical treatment.

<table>
<thead>
<tr>
<th>IU Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>East: (Closest to campus)</td>
</tr>
<tr>
<td>326 Woodcrest Road</td>
</tr>
<tr>
<td>812-352-6888</td>
</tr>
<tr>
<td>Hours: 8am – 8pm Daily</td>
</tr>
<tr>
<td>West:</td>
</tr>
<tr>
<td>3443 W. 3rd Street</td>
</tr>
<tr>
<td>812-353-3443</td>
</tr>
<tr>
<td>Hours: 8am – 8pm, Mon-Sat</td>
</tr>
</tbody>
</table>

IU Health clinics are more expensive than the Health Center on campus, but they are also open longer. IU Health clinics are open during the evening hours and accept patients with the IU student insurance. The co-pay per office visit is $25.00.

<table>
<thead>
<tr>
<th>IU Health Bloomington Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>601 W. 2nd St.</td>
</tr>
<tr>
<td>Hours: 24 hours a day, every day</td>
</tr>
<tr>
<td>812-353-9515</td>
</tr>
</tbody>
</table>

IU Health Bloomington Hospital should only be used in case of emergency. Student insurance pays less for medical services done at IU Health Bloomington Hospital than at the Campus Health Center or IU Health Clinics. The co-pay for IU Health Bloomington Hospital is $100.00 (paid by insurance only if student is admitted).
Bloomington & IU Services Available

IUSA Safety Escort – 812-855-SAFE
IUSA safety escort is a proactive transportation/escort service, which is available for IU students and staff as an alternative to walking alone at night. Safety escort provides rides for individuals (men and women) within the IU campus and the Bloomington community. You must have your IU ID card with you when you ride. The service does not run during school breaks or holidays.

Bloomington Hospital Community Health Services – 812-353-2901
Bloomington Health Services offers adult immunizations and booster shots, well child physical exams and free immunizations for children

Sexual Assault Crisis Services (free) - 4th floor of the Health Center
The Sexual Assault Crisis Services is staffed by professional counselors 24 hours a day, seven days a week. This service is free to all students, faculty, and staff. If you have been sexually assaulted and need assistance, information, or someone to talk to, call the crisis service. Hours by appointment, 812-855-5711. Crisis calls on a 24-hour basis at 812-855-8900.

Counseling and Psychological Services (CAPS) - 4th floor of the Health Center
Counseling and Psychological Services offers IU students individual counseling, group counseling, couples counseling, and psychiatric consultation. CAPS is open weekdays from 8:00am to 5:00pm. Call for a counseling appointments at 812-855-5711. Walk-in service is available weekdays from 8:00am to 4:30pm for immediate emergency care.

GLBT (Gay, Lesbian, Bisexual, and Transgender) Student Support Services
The Office of GLBT Student Support Services is part of the Division of Student Affairs and is a resource for IU students, staff, faculty, and the Bloomington community who would like more information on GLBT issues. For more information, go to: http://studentaffairs.iub.edu/glbt/.

Harassing Phone Calls
If you experience harassing, threatening, or obscene phone calls, contact the Indiana University Police Department (IUPD) by dialing 812-855-4111 or 812-857-4111. IUPD will advise you of options and procedures to follow. Important: If you experience calls of a racial, sexual, or threatening nature, contact IUPD immediately.

Campus Emergency Web Site
For news about IUB during times of crisis call 1-877-IU-BLGTN or go to http://emergency.service.indiana.edu/ for the latest news and campus-wide alerts.
Free Time on Campus

- IEP Extras
- Campus Events
- Recreational Facilities
- Residential Services & Programs - RPS
- Employment
- No-Smoking Policy
IEP Extras!

The IEP provides many extracurricular activities to help students improve their English quickly. These activities are not required, but they are free and a good way to interact with other IEP students, IEP teachers, and IU students.

1. Connect Online
   - [http://twitter.com/IUIEP](http://twitter.com/IUIEP)
   - [http://facebook.com/#!/iuiep](http://facebook.com/#!/iuiep)

2. IEP Session Events
   a. Spring 1- Indianapolis Trip
   b. Spring 2- Bryan Park Picnic
   c. Summer 1- Holiday World
   d. Summer 2- Kings Island
   e. Fall 1- Brown County Park Picnic
   f. Fall 2- IEP Holiday Reception

3. Other Trips & Activities
   Teachers and staff organize other events each session, such as trips to see sporting events or local points of interest (museums, concerts, etc.)

**English Table—Conversation Dinners**
Enjoy a meal and casual conversation with IEP teachers and students.
**Tuesdays:** See calendar for dates and locations.

**Coffee Hour Socials**
Casual weekly gathering to practice English, to meet IEP students and teachers, and to eat doughnuts, bagels & coffee.
**Wednesdays:** See calendar for times and locations.

**Grammar Circle**
An informal meeting where students can ask questions about grammar topics that they find difficult. Typical TOEFL grammar questions are used for practice to supplement the Q & A period.
**Mondays:** See calendar for times and locations.

**Saturday Morning Classes**
Conversation Circle and TOEFL Practice
**Saturdays:** 9:00 a.m. – 12:00 p.m.
See calendar for dates and locations. Availability varies per session
Indiana University Events

In addition to events organized by the IEP, you are strongly encouraged to participate in all activities organized by Indiana University. Take advantage of your time here and get involved! Indiana University hosts thousands of lectures, exhibitions, film series, sporting events, and music concerts each year. Students often pay nothing or a reduced ticket fee for these events. Indiana University’s event calendar is available at [events.iu.edu](http://events.iu.edu/)

Student Organizations

Indiana University has over 750 student organizations. IU has student organizations in the following areas of interest.

- Academic and Professional
- Arts and Entertainment
- International and Multicultural
- Sport and Recreation

To find out more about student organizations go to [https://myinvolvement.indiana.edu](https://myinvolvement.indiana.edu)

Free IEP Mug

All new students get an official IEP coffee [or tea] mug for FREE when they register for classes.

- The IEP is going green!
- Bring this mug with you to coffee hour.
- The IEP is helping IU become a little greener – more environmentally friendly.
- We’re counting on you to help us make IU a more environmentally friendly place for everyone!

Did You Know?

- The average college student uses 500 paper cups, lids, and straws every year. That’s 21,173,500 each year for IU alone.
- Recycling just two aluminum cans can save the equivalent energy required to power a computer for a workday.
- Recycling 5 plastic soda bottles is enough to make the fiberfill to insulate a ski jacket.
- Every Saturday morning during the Spring, Summer and Fall, Bloomington hosts a farmer’s market at 401 N. Morton St. (City Hall).
Recreational Facilities

IEP students can exercise at:
- The Student Recreation Sports Center - **(SRSC)**
- The Wildermuth Intramural Center - **(WM)**

All students need to pay a fee to gain entry to these facilities. You can pay this fee at SRSC 115 or WM 290. Please have your student ID card with you at the time of purchase.

**Cost:**
- Entire semester (2 sessions) $70.52
- One session (7 weeks) $35.26

If you are interested in club sports, intramurals, or swimming pools at Indiana University, please visit [http://recsports.indiana.edu/](http://recsports.indiana.edu/)

**Residential Programs & Services (RPS)**

If you live in a dormitory, you will have to inform RPS each session whether you want to stay for the next IEP session or leave the dormitory. For questions about your housing rates or meal plans, please contact RPS directly.

Division of Residential Programs & Services (RPS)
801 North Jordan Avenue
Administrative Offices: 812-855-1764
Residence Hall Assignments: 812-855-5601
Dining Services: 812-855-1764
RPS - [http://www.rps.indiana.edu](http://www.rps.indiana.edu)
Room Assignments - housing@indiana.edu

**Apartment Housing**

Apartment Housing Office,
800 N. Union Street, Room 119,
Bloomington, IN 47408
Apartment Assignments: 812-855-6600
apthouse@indiana.edu
Employment

F-1 students are eligible to work on campus after registering for IEP classes. F-1 Students may work only on-campus and only for a maximum 20 hours per week.

You can make an account on the Career Development website: www.indiana.edu/~career/ with your IU username and passphrase. This account can help you find jobs and career events.

Students can also check with Residential Programs and Services, the IMU food courts, and the Well’s Library for possible employment.

Remember!
IU is smoke-free.
Students, teachers, and staff may not smoke on campus.

Exception:
- Privately owned vehicles
Bloomington

- Entertainment & Dining in Bloomington
- Volunteering
- Movie Theatres in Bloomington
- Bloomington Transportation
- Important Places in Bloomington
- Bloomington Weather
- Severe Weather Information
- Renter’s Insurance Information
- Travel Outside Bloomington
Entertainment and Dining

There are over 100 restaurants in the Bloomington downtown area just a short walk from campus. Bloomington offers a wide array of international and regional-American cuisines and cultural events. For example, 4th Street has Tibetan, Indian, Moroccan, Italian, and Korean restaurants.

Bloomington’s calendar of events and dining guide are available at www.visitbloomington.com

Volunteering Opportunities

Volunteering is a great way to meet new people, connect with the community, practice English, and help those in need.

Many organizations welcome elementary and intermediate English learners. Volunteer opportunities are available at schools, hospitals, animal shelters, soup kitchens, and women’s shelters.

For information for international student volunteers, please contact:

City of Bloomington Volunteer Network
812-349-3433
volunteer@bloomington.in.gov

Bloomington Movie Theatres

(812) 856-2463
AMC Showplace East 11
www.kerasotes.com
812-331-2032
1351 S. College Mall Road
Bloomington, IN 47401

The Ryder
www.theryder.com
812-339-2002
1316 E. 3rd Street
Bloomington, IN 47401

AMC Showplace West 12
www.kerasotes.com
812-323-0884
2929 W. 3rd Street
Bloomington, IN 47403

Indiana University Cinema
www.cinema.indiana.edu
Bloomington Transportation

There are two bus systems in Bloomington, IN: IU campus buses and public (city) buses. The IU campus buses are free to ride without an IU photo ID. The public city buses are free to IU students with their IU photo IDs. If you do not have your ID, the public buses cost $1 per ride.

Bus Tracking: To track where a city bus or campus bus is, go to https://bloomington.doublemap.com/map/ or download the DoubleMap app. Once on the website or app, pick a bus route and begin viewing where the bus is currently located.

IU Campus Buses that Stop Near Ballantine Hall

Learn more about the campus bus system at http://www.iubus.indiana.edu/campus_bus/
City Buses that Stop Close to Ballantine Hall

- **College Mall/Bradford Place bus:** Runs by Campus Corner apartments, Covenanter Gardens, the Woods at Latimer, and Hunter Ridge apartments, College Mall, Eastland Plaza, Jackson Creek shopping centers and K Mart east. This bus runs every 30 minutes, Monday through Saturday.

- **No. 3 Highland Village/Curry Pike bus:** Runs by Whitehall Crossing shopping center (TJ Maxx, Lowe’s), K Mart west, Sam’s Club (on request only), Aldi’s and Walmart. Also serves the Highland Village area, Kirkwood apartments, and parts of Curry Pike and Liberty Drive. Runs every 30 minutes, Monday through Friday. Runs every 60 minutes on Saturday.

- **High Street/ Sherwood Oaks bus:** Runs by Sherwood Oaks, Acadia Court apartments, Winslow Ridge apartments, Heritage apartments, and Maxwell Terrace apartments. This is also a good route to get to the YMCA. Runs every 60 minutes, Monday through Saturday.

- **Sare Road:** Steeplechase apartments, the Gardens, Oaklawn townhomes, Woodlands, and Maxwell Terrace apartments. It also provides service to Jackson Creek Middle School and Child’s Elementary. It runs every 60 minutes, Monday through Saturday.

- **Henderson/Walnut Express bus:** Hoosier Court at Henderson, Summitt Pointe, Timber Ridge, or Brandon Court. This is also a great way to get from the Winslow Farms area to campus and downtown. Frequency of this route is every 15-20 minutes, Monday through Friday.

- **IU Campus/College Mall/Campus Corner bus:** Campus Corner, Covenanter Gardens, the Woods at Latimer, the Fields, Hunter Ridge, Park Doral, Tulip Tree, and Eigenmann Hall to get to the IU Library, Kelley Business School, Music School, Jordan Hall, Memorial Hall, Sample Gates, Geology, Psychology, and most areas of campus on or south of 10th Street. Runs every 10-20 minutes, Monday through Friday. Runs every 40 minutes on Saturday and Sundays.

Information about Bloomington’s city buses is available at [www.bloomingtontransit.com](http://www.bloomingtontransit.com)
Important Places in Bloomington

Public Library

Hours:  
Monday – Thursday: 9:00 a.m. - 9:00 p.m.  
Friday: 9:00 a.m. - 6:00 p.m.  
Saturday: 9:00 a.m. - 5:00 p.m.  
Sunday: 1:00 p.m. - 5:00 p.m.  

Address: 303 E. Kirkwood  
Phone: 349-3228  
Cards: - Picture ID  
- Document with current address in Bloomington (housing contract, rental agreement, Bursar’s bill, or mail sent to student at Bloomington address)

Driver’s License Bureau (BMV)

Hours:  
Monday: CLOSED  
Tuesday: 8:30 a.m. – 6:30 p.m.  
Wednesday: 8:30 a.m. - 5:00 p.m.  
Thursday: 8:30 a.m. - 5:00 p.m.  
Friday: 8:30 a.m. - 5:00 p.m.  
Saturday: 8:30 a.m. - 12:30 p.m.  

Address: 1612 LIBERTY WAY Suite #A  
Phone: 336-3018  
Webpage: http://www.in.gov/bmv/  

Cost for Indiana Driver’s license: $12.00

Automobile Insurance

1. Examples of companies and addresses  
   A) ISU The May Agency: 334-2400 1327 N. Walnut  
   B) Bill Reisch Insurance: 336-6838 1612 Liberty Dr., #B  
   C) Woodward Insurance: 332-2131 320 E. 3rd Street

2. Examples of insurance costs:  
   Basic Coverage: Liability  
   Other possibilities: Bodily injury, property damage, uninsured motorist

   Male: 25 years old  
   6 months: $400-500  
   Male: 18 years old  
   6 months: $600-700
### Bloomington Temperatures and Precipitation

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<th>Low (°F)</th>
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### Conversion from Fahrenheit to Centigrade

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</tr>
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Weather Emergencies

If there is a weather emergency, it is unlikely that classes will be canceled. If you think classes might be canceled, please check your IU email and one or more of the following mediums:

Radio
- WTTS 92.3 FM (primary Emergency Alert System [EAS] station)
- WFIU 103.7 FM
- WBWB 96.7 FM
- WGCL 1370 AM
- WQRK 105.5 FM
- WIBC 1070 AM

Television
- WTTV (Channel 4) CBS
- WRTV (Channel 6) ABC
- WTHR (Channel 13) NBC
- WTIU (Channel 30) PBS
- WXIN (Channel 59) FOX
- Campus Cable Channel 2

Websites
- http://www.iub.edu/~prepare/
- http://www.indiana.edu/~wfiu/ (look for the snowy school bus)

In case of a snow emergency, you should stay inside your home until roads are clear. During the winter, you should keep your car’s gasoline level near full in case you slide off the road or are stopped for long periods of time. You can keep the engine running to stay warm. If your power goes out, use blankets to keep warm, and call your local power provider.
Thunderstorm/Tornado definitions

Severe Thunderstorm Watch:
Severe thunderstorms are possible - continue activities but have someone monitor the situation.

Severe Thunderstorm Warning:
Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.
- Stay indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter.
- Report injuries and damage to the University Police, or call 911.

Tornado Watch:
Tornado and severe thunderstorms are possible - continue normal activities but turn on a local radio or TV station and check on it every few minutes.

Tornado Warning:
A tornado is occurring in the area!
- If in the warning area, seek shelter immediately.
- If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
- Do not open windows. Stay away from windows and exterior doors.
- Go to interior rooms or hallways and close the doors.
- Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- Listen to local radio or television station.
- Report injuries, entrapment and damage to the University Police, 911. Notify your departmental administrative office.
- After the "all clear", leave badly damaged buildings and do not attempt to return to the building unless directed to do so by University Police. Do not attempt to turn utilities or equipment on or off.
Renter’s Insurance

If you rent an apartment, either on campus or off campus, it is a good idea to purchase renter’s insurance. Renter’s insurance will pay for damage to your apartment, as well as help replace damaged furniture and electronics. The average renter’s insurance policy will cover $30,000 to $35,000 worth of damage caused by the following:

- Fire or lightning
- Windstorm or hail
- Explosion
- Riot or civil commotion
- Aircraft
- Vehicles
- Smoke
- Vandalism or malicious mischief
- Theft
- Damage by glass or safety-glazing material that is part of a building
- Volcanic eruption
- Falling objects
- Weight of ice, snow, or sleet
- Water-related damage from home utilities
- Electrical surge damage

Most policies also cover living expenses if your apartment becomes unlivable.

The average cost for renter’s insurance is $150 - $350 per year, or $12.50 - $30.00 per month. All people living in the apartment will be covered, as long as their names are included on the application.

Most insurance companies offer renter’s insurance. A few examples are:

- State Farm Insurance (812) 333-1322 (www.statefarm.com)
- Allstate (812) 339-5939 (www.allstate.com)
- ISU the May Agency (812) 334-2400 (www.mayagency.com)
- Farm Bureau Insurance (812) 336-0174 (www.infarmbureau.com)
- American Family Insurance (800) 692-6326 (www.amfam.com)

It is a good idea to have your insurance agent help you fill out the application. There are many other local insurance agencies in Bloomington. You can find more agencies by searching the web.
Travel Outside Bloomington

Local transportation in Bloomington is very good.

If you want to go outside of Bloomington, it is a bit more difficult.

You have to use a private company to get to the Indianapolis International Airport (IND). There are three companies, which provide transportation from IU Bloomington to Indianapolis International Airport.

Bloomington Shuttle  www.bloomingtonshuttle.com
Classic Touch Limousine Service www.classictouchlimo.com
Star of America  www.starofamerica.com

From the airport, you can ride a shuttle downtown.
The IndyGo shuttle runs every 20 minutes from the airport to Indianapolis downtown: http://www.indygo.net/green_line.htm

From downtown, you can take either a bus (www.greyhound.com) or a train (www.amtrak.com).

Using websites such as www.kayak.com to compare rates or student discount websites such as www.studentuniverse.com will allow you to book travel around the United States or to other international destinations.
Appendix
Appendix

**Goals and Student Learning Outcomes**

**Level 1**

_**Course Goal:** The overall goal of Level 1 is to develop students’ fundamental fluency to meet the basic needs of everyday student life._

**Reading and Writing**

Textbook: *(supplemental) All New Very Easy True Stories, All New Easy True Stories  
Writers at Work: From Sentence to Paragraph*

**Reading and Writing SLOs**

By the end of Level 1 Reading and Writing, successful students will be able to:

1. Comprehend descriptive texts and announcement flyers at the 350-500 lexile level with a Flesch reading ease of 90-100
2. Write a description of at least 10 sentences in 10 minutes, using appropriate capitalization, periods and page formatting.
3. (Fall and Spring sessions only) Identify and produce appropriate American English spelling for a variety of basic vocabulary words, with special attention to the spelling of long vowels and beginning consonants.

**Communication**

Textbooks: *Touchstone Student’s Book 1  
(supplemental) Touchstone Workbook 1*

**Communication SLOs**

By the end of Level 1 Communication, successful students will be able to:

1. Comprehend low beginning level descriptions and conversations in everyday student life in slow careful speech
2. Describe a person or a place for 2 min. using simple sentences
3. Participate in simple exchanges in everyday student life (time, place, greetings and introductions, among others)
4. (Fall and Spring sessions only) Distinguish in listening and pronunciation between different long vowel and beginning consonant sounds

**Grammar**

Textbook: *Grammar Dimensions 1, 4th ed. (Units 1-8, 15)*

**Grammar SLOs**

By the end of Level 1 Grammar, successful students will be able to:

1. Use the simple present
2. Use the present progressive
3. Use correct prepositions of place and time
4. Use possessive nouns and adjectives and demonstrative pronouns

**Phonics (class offered in summer only)**

Textbooks: *ESL Phonics for All Ages, Book 4: Vowels, Part 1  
ESL Phonics for All Ages, Book 1: Beginning Consonants*

**Phonics SLOs**

By the end of Level 1 Phonics, successful students will be able to:

1. Recognize the correspondence between American English long vowel sounds (in listening and pronunciation) and their variations of spelling (in reading and writing).
2. Recognize the correspondence between American English beginning consonant sounds (in listening and pronunciation) and their variations of spelling (in reading and writing)
Appendix

Level 2

Course Goal: The overall goal of Level 2 is to develop student’s basic fluency to communicate in routine social and classroom situations.

Reading and Writing
Textbook: All About the USA 2, 2nd Ed.

Reading and Writing SLOs
By the end of Level 2 Reading and Writing, successful students will be able to:
1. Comprehend descriptive and narrative texts at the 500-650 lexile level with a Flesch reading ease of 80-90.
2. Write 2 paragraphs on a topic, using basic page format and punctuation.
3. (Fall and Spring sessions only) Identify and produce appropriate American English spelling for a variety of basic vocabulary words, with special attention to short vowels and ending consonants

Communication
Textbooks: Teacher selected texts

Communication SLOs
By the end of Level 2 Communication, successful students will be able to:
1. Comprehend beginning level descriptions, narratives, and conversations in slow careful speech
2. Give and follow directions
3. Sustain an interpersonal conversation for 2-3 min.
4. Describe themselves and their environment for 2-3 min. using compound sentences
5. (Fall and Spring sessions only) Distinguish in listening and pronunciation between different short vowel and ending consonant sounds

Grammar
Textbook: Grammar Dimensions 1, 4th ed. (Units 9-10, 13-14, 17-18, 20)

Grammar SLOs
By the end of Level 2 Grammar, successful students will be able to:
1. Use the simple past
2. Use the future
3. Use nouns and pronouns with appropriate number and gender
4. Use modality to express ability and possibility
5. Use imperatives

Phonics (class offered in summer only)
Textbooks: ESL Phonics for All Ages, Book 5: Vowels, Part 2
ESL Phonics for All Ages, Book 2: Ending Consonants

Phonics SLOs
By the end of Level 2 Phonics, successful students will be able to:
1. Recognize the correlation between American English short vowel sounds (in listening and pronunciation) and their variations of spelling (in reading and writing).
2. Recognize the correlation between American English ending consonant sounds (in listening and pronunciation) and their variations of spelling (in reading and writing)
Level 3

Course Goal: The overall goal of Level 3 is to begin to develop students’ ability to understand and clearly express complex ideas. Focus is given to expository texts with basic academic structure and vocabulary.

Reading and Writing
Textbooks: *Academic Encounters 1, 2nd Ed.*

**Reading and Writing SLOs**

By the end of Level 3 Reading and Writing, successful students will be able to:

1. Comprehend expository texts at the 650-800 lexile level with a Flesch reading ease of 70-80.
2. Distinguish between main ideas and details and identify text structure in expository texts.
3. Write a simple essay with an introduction, body, and conclusion using basic transitions (4-5 paragraphs), using basic computer paragraph and page format.

Communication
Textbook: *Academic Encounters 1, 2nd Ed.*

**Communication SLOs**

By the end of Level 3 Communication, successful students will be able to:

1. Comprehend low intermediate level expository lectures/talks, and conversations in moderately paced speech.
2. Distinguish between main ideas and details and identify text structure in expository texts.
3. Participate in 3-5 minute conversations
4. Give a 5 minute talk on an academic topic

Grammar
Textbook: *Fundamentals of English Grammar, 4th Ed. (Chapters 6 - 9) Review:

**Grammar SLOs**

By the end of Level 3 Grammar, successful students will be able to:

1. Use correct basic sentence structure with appropriate subject-verb agreement
2. Use conjunctions and simple cause and contrast subordinate clauses
3. Use comparatives and superlatives
4. Use modality for polite requests and suggestions

TOEFL Prep (class offered in summer only)
Textbook: *Longman Introductory Course for the TOEFL Test – The Paper Test*

**TOEFL Prep SLOs**

By the end of Level 3 TOEFL, successful students will be able to:

1. Answer main idea, and detail questions in reading and listening TOEFL questions and “easy” questions in TOEFL grammar
Appendix

Level 4

Course Goal: The overall goal of Level 4 is to develop students' ability to understand, respond to, and clearly express complex ideas. Focus is given to refining the expression of supported opinions using academic structure and vocabulary.

Reading and Writing
Textbook: Academic Encounters 2, 2nd Ed.

Reading and Writing SLOs
By the end of Level 4 Reading and Writing, successful students will be able to:
1. Comprehend expository texts at the 800-950 lexile level with a Flesch reading ease of 60-70, and information in graphs/charts/tables.
2. Summarize and reproduce text structure of expository texts
3. Write a medium-length (at least 5 paragraphs) essay responding to a reading

Communication
Textbook: Academic Encounters 2, 2nd Ed.

Communication SLOs
By the end of Level 4 Communication, successful students will be able to:
1. Comprehend intermediate level expository lectures/talks, and conversations in moderately paced speech.
2. Summarize and reproduce text structure of expository lectures/talks.
3. Participate in small group discussions
4. Present a 5-7 minute, organized formal presentation

Grammar
Textbook: Understanding and Using English Grammar, 4th Ed. (Chapters 3, 7, 8, 9, 11)

Grammar SLOs
By the end of Level 4 Grammar, successful students will be able to:
1. Use nouns with expressions of quantity
2. Use personal, reflexive, and impersonal pronouns
3. Use modality to express permission, advisability, and necessity
4. Use the passive in a variety of forms
5. Use the present-perfect

Extensive Reading
Textbook: Student-selected texts

No SLOs (see Overview of IEP Curriculum)
Appendix

Level 5

Course Goal: The overall goal of Level 5 is to begin to develop students’ ability to understand authentic academic texts and use academic language with fluency, clarity, and an increased focus on accuracy. Focus is on persuasive communication with support from multiple sources.

Reading and Writing
Textbooks: Academic Encounters 3: Life and Society, 2nd Ed. (supplemental) Sourcework

Reading and Writing SLOs
By the end of Level 5 Reading and Writing, successful students will be able to:
1. Comprehend expository and persuasive texts at the 950-1100 lexile level with a Flesch reading ease of 60-70.
2. Summarize expository and persuasive texts, and information in graphs/charts/tables
3. Analyze persuasive texts
4. Write a persuasive multi-sourced paper supporting a thesis with credible, appropriate sources, using appropriate conventions of academic writing (quotes, paraphrases, citations)

Communication
Textbook: Contemporary Topics 3

Communication SLOs
By the end of Level 5 Communication, successful students will be able to:
1. Comprehend intermediate level expository and persuasive lectures/speeches, and conversations in moderately paced speech.
2. Summarize and outline expository and persuasive lectures/speeches
3. Analyze persuasive lectures/speeches
4. Lead a group discussion on an academic topic for 10 minutes
5. Present a 10 minute persuasive talk expressing a position with support from multiple sources

Grammar
Textbook: Understanding and Using English Grammar, 4th Ed. (Chapters 10, 12-14)

Grammar SLOs
By the end of Level 5 Grammar, successful students will be able to:
1. Use noun clauses
2. Use adjective clauses
3. Use gerunds and infinitives as subjects and objects
4. Use modality to express degrees of certainty

Academic Skills (summer only)
By the end of Level 5 Academic Skills, successful students will be able to:
1. Locate sources using academic search engines
2. Evaluate sources
3. Use appropriate conventions of academic writing to incorporate sources (quotes, paraphrases, citations, APA formatting)
Appendix

Level 6
Course Goal: The overall goal of Level 6 is to develop students’ ability to understand authentic academic texts and use academic language with fluency, clarity, and accuracy. Focus is on evaluating and refuting arguments.

Reading and Writing
Textbook:  
*Academic Encounters 4: Human Behavior, 2nd Ed.*  

Reading and Writing SLOs
By the end of Level 6 Reading and Writing, successful students will be able to:
1. Comprehend expository, persuasive, and argumentative texts at the 1100-1250 lexile level with a Flesch reading ease of 50-60.
2. Analyze and critique persuasive and argumentative texts
3. Write an argumentative multi-sourced academic paper supporting a thesis (with credible, appropriate, accurate, and sufficient sources) and responding to a counterargument

Communication
Textbook:  
*Raise the Issues, 3rd Ed.*

Communication SLOs
By the end of Level 6 Communication, successful students will be able to:
1. Comprehend low advanced expository, persuasive, and argumentative lectures/speeches and conversations/debates
2. Analyze and critique persuasive and argumentative lectures/speeches
3. Participate in an argumentative discussion or debate by presenting and refuting arguments

Grammar
Textbook:  
*Understanding and Using English Grammar, 4th Ed.* (Chapters 16-20)

Grammar SLOs
By the end of Level 6 Grammar, successful students will be able to:
1. Use coordinating conjunctions in parallel structures and independent clauses
2. Use adverb clauses
3. Use adverb phrases
4. Use a variety of connectives to express cause and effect, contrast, and conditions
5. Use conditionals

Level 7
Course Goal: The overall goal of Level 7 is to develop students’ ability to understand authentic unadapted texts and use academic language with fluency, clarity, and accuracy. Focus is on evaluating and synthesizing sources.

Reading and Writing
Textbook:  
*Teacher-selected texts*

Reading and Writing SLOs
By the end of Level 7 Reading and Writing, successful students will be able to:
1. Comprehend a variety of text types at the 1200-1300 lexile level with a reading ease of 50-60.
2. Critically evaluate a source of information using multiple criteria (reliability, significance, and usefulness, among others)
3. Synthesize multiple sources of information in writing using conventions of format, structure, and language appropriate to the purpose of academic writing
Appendix

Content Electives
*Course Goal:* The overall goal of content electives is to provide advanced students with an experience approximating as much as possible what is regularly required in an American undergraduate university classroom, while still providing English language support. More specifically, in this class students will acquire a basic knowledge of class content, using integrated English reading, writing, listening, and speaking skills.

Textbook: *Teacher-selected texts*

**Core Content SLOs** (Each class will focus on 2)
By the end of this content elective, successful students will be able to:
1. Demonstrate basic knowledge of [content area]
2. Connect [information presented in class] to personal experience and/or background knowledge
3. Compare and contrast [information presented in class]
4. Critically evaluate [information]
5. Synthesize [information] from multiple sources

**Core Skill SLOs for Content Electives.** (Each class may focus on 1)
By the end of this content elective, successful students will be able to:
1. Apply advanced strategies to improve their speaking skills (presentations and/or class discussions)
2. Apply advanced strategies to improve their academic writing skills and/or test-taking skills
3. Apply advanced strategies to improve their reading skills
4. Apply advanced strategies to improve their listening skills

Skill Electives
*Course Goal:* The overall goal of skill electives is to provide high intermediate and advanced students (levels 6 and 7) the opportunity to improve specific skills for academic success.

Textbook: *Teacher-selected texts*

**Advanced Grammar**
By the end of this skill elective, successful students will be able to:
1. Use a variety of subject-verb inversion structures
2. Use a variety of non-agentive constructions appropriately, including the passive.
3. Demonstrate improvement in targeted grammar points as determined by diagnostic tests and practice exercises

**Debate**
By the end of this skill elective, successful students will be able to:
1. Produce a good argument
2. Rebut an argument
3. Open or close a debate using a variety of rhetorical techniques

**Pronunciation**
By the end of this skill elective, successful students will be able to:
1. Demonstrate improvement in the production of targeted segmental features
2. Demonstrate improvement in the production of targeted suprasegmental features
3. Demonstrate knowledge of the system of English pronunciation and the features of speech that could aid in intelligibility
Appendix

**SAT Prep**
By the end of this skill elective, successful students will be able to:
1. Demonstrate improvement in SAT practice test scores
2. Write analytical essays on authentic SAT prompts

**TOEFL – Overview**
By the end of this skill elective, successful students will be able to:
1. Demonstrate improvement in TOEFL test scores
2. Identify different types of TOEFL questions
3. Apply strategies to answer different types of TOEFL questions

**Vocabulary**
By the end of this skill elective, successful students will be able to:
1. Demonstrate knowledge of meaning and usage of a select set of words from the Academic Word List
2. Distinguish between vocabulary used for formal and informal register
3. Apply a variety of strategies, including knowledge of Latin and Greek roots, prefixes and suffixes, to infer meaning of new vocabulary

**Extensive Reading**
No SLOs (see Curriculum Overview)

**Extensive Listening**
No SLOs (see Curriculum Overview)