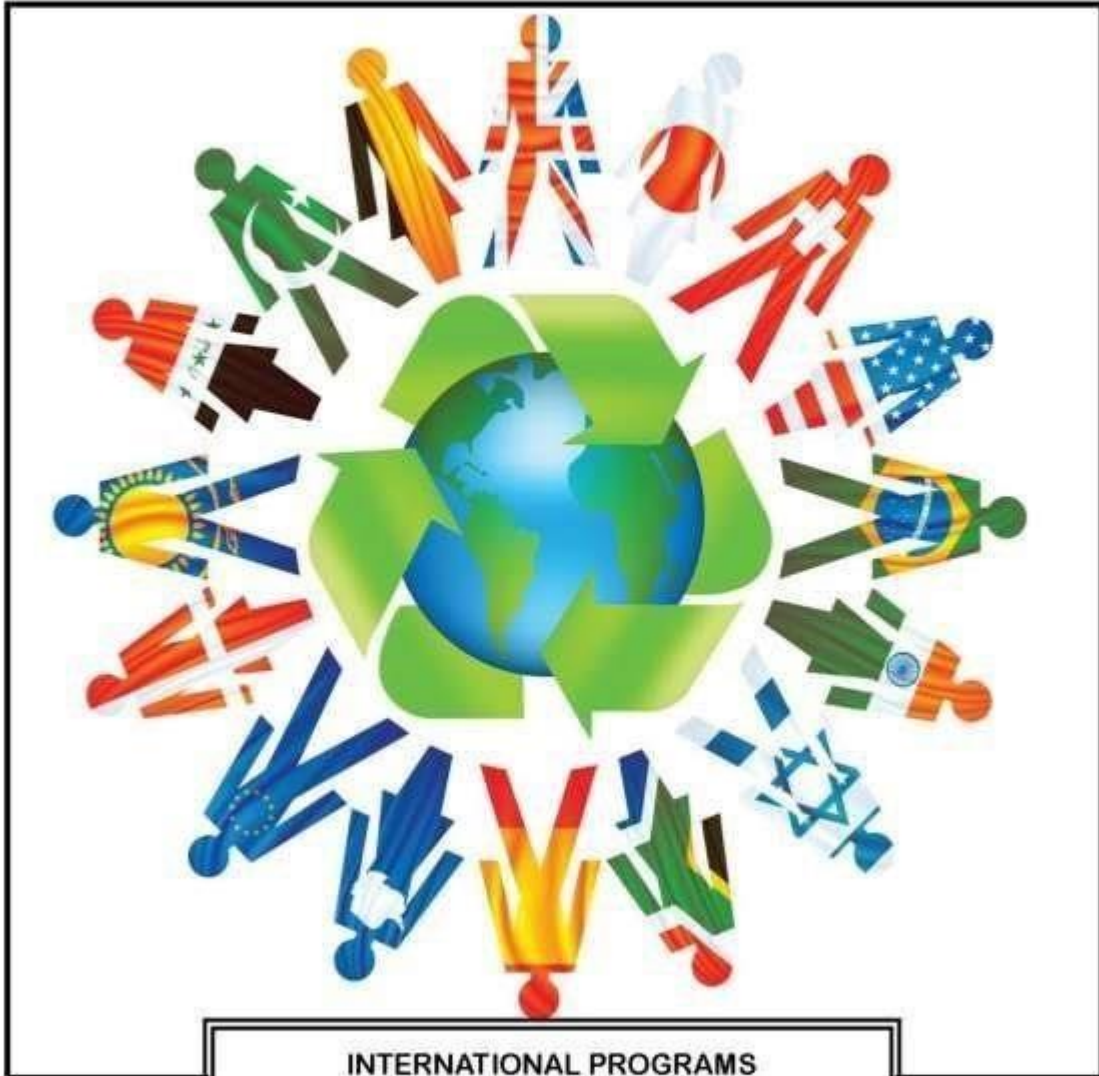

Intensive English Program

IEP Student Handbook



INTERNATIONAL PROGRAMS

North Seattle College



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Welcome:

Dear Students,

Welcome to the Intensive English Program (IEP) at North Seattle College (NSC). The IEP believes that within the context of learning English as a second language, it is important for the students to also be introduced to American academic culture. As such IEP abides by the academic standards set for college as a whole.



As a part of the NSC programs, the IEP also strives to meet these campus-wide Essential Learning Outcomes.

North Seattle College

Essential Learning Outcomes

North Seattle College serves a diverse student population with a wide variety of educational backgrounds and goals. As a learning community, we foster and promote the following outcomes:

Inquiry based on information accessed through ethical research

Problem Solving using critical and creative thinking, quantitative and qualitative reasoning, information literacy, and disciplinary and cross-disciplinary knowledge.

Communication in oral, written, and artistic modes of expression, individually and in collaboration with others

Responsibility for understanding and integrating intercultural competence, practicing ethical reasoning and conduct, applying sustainability principles, and demonstrating respect for self and others.

Mission:

The Intensive English Program's mission at North Seattle College is to provide conversational and academic English language training to students whose native language is not English. The purpose of the program is to prepare English language learners to succeed in an academic environment.

1. To develop the English language and study skills of international students in preparation for academic study at college.
2. To facilitate intercultural awareness and understanding among students in IEP classes.
3. To assist international students in their transition to American culture and the American education system.

IEP's instruction, services, and practices are in compliance with the standards of the Northwest Commission on Colleges and Universities and the Code of Ethics of NAFSA: Association of International Educators.

Program Outcomes:

1. Read and understand passages critically.
2. Write a well-organized, coherent essay that summarizes, paraphrases, and/or synthesizes reading.
3. Apply critical thinking to research and incorporate appropriate research into writing.
4. Take notes effectively while listening to academic lectures, use lecture notes to create detailed outlines, and discuss detailed lectures.
5. Use speaking skills to respond appropriately to longer, detailed academic questions.
6. Use intercultural awareness and understanding to transition effectively into American culture and the American education system.

Goals:

1. To develop the English language and study skills of international students in preparation for academic study at college.
2. To facilitate intercultural awareness and understanding among students in IEP classes.
3. To assist international students in their transition to American culture and the American education system.

Program Overview:**Curriculum:**

The IEP classes at NSC are for non-native speakers of English who are international students. The program consists of six levels, 1-6. Each level consists of 20 weekly contact hours over three classes: Reading/Writing, Grammar, and Speaking & Listening.

Reading/Writing:

The Reading /Writing classes are 10 hours per week and begin with an emphasis on literacy, comprehension of simple texts, basic vocabulary, and simple sentence/question production, spelling awareness, writing mechanics and basic punctuation. In the higher level courses, the Reading and Writing classes are focusing on reading, reading strategies, and analyzing varied texts, higher level and academic vocabulary, essays, learning to perform and apply critical thinking to research, and incorporating appropriate research into essays, including summarizing, analyzing, and paraphrasing in order to avoid plagiarism. Previously covered grammar is also reviewed as required, with special attention to trouble spots.

Grammar:

The Grammar classes are 5 hours per week and begin by introducing and practicing basic grammatical structures. In the higher-level courses, the emphasis is on more advanced grammatical structures, including those commonly used in academic work.

Listening/Speaking:

The Listening/Speaking classes are also 5 hours per week. In these classes, the instruction begins with lessons on correct pronunciation of sounds and words, level-appropriate listening comprehension, and communicating in English. Throughout Levels 2-6, the focus is on practicing, developing, and improving listening and speaking skills. The students learn to listen to lectures and take basic notes and then progress to increasingly more advanced notes while listening to more detailed lectures. They use lecture notes to create detailed outlines and discussions of the lectures. Additionally, the students give oral presentations on a variety of topics. The presentations time and usage of visual aids progressively increases as the students move through the levels.

Class Syllabus:

Each teacher will give you a syllabus at the start of the quarter. Make sure you read it and follow all of the policies and procedures on the syllabus.

Textbook:

Your syllabus will state the textbook you need for that class. Bring your syllabus to the bookstore and show it to the bookstore salesperson in order to purchase your book. You cannot have a book with the answers already written in it. You must have your textbook with you in your class by the third class of the quarter. If you do not, the teacher can ask you to leave the class, and you will receive an absence for the day. You may not attend class again until you have your textbook.

Breaks during class:

You will be given a ten minute break for every sixty minutes of class time. Instructors have their own policy about bathroom breaks outside of the class break. Most instructors do not allow bathroom breaks during exams.

Academic Dishonesty:

Students are expected to be honest in taking their tests and doing their coursework. Here in the U.S., academic dishonesty is unacceptable and considered a serious academic crime. Academic dishonesty may cause you to fail your classes and/or be suspended from NSC. ALWAYS do your own work.

Cheating/Plagiarism:

Cheating/plagiarism is when you copy or memorize ideas/answers or text from a friend, relative, or classmate or from a book, magazine, newspaper, live/recorded lecture or the Internet and pretend it is your own work. It is also cheating if you use work you did for a previous class. It is easily discovered and will result with failure on the assignment and potentially failing the course. It can also result in failure and dismissal from the program. With all of your school work, both the choice of words and the grammatical structure must be your own.

Giving false information or failing to provide correct information is when a teacher, advisor or other college employee asks you about something or makes a request for information and you do not tell the truth when responding or you tell only part of the truth. Examples of giving false information include the following: saying you missed class because of illness when you were not sick or telling an advisor or other school employee that a teacher said or did something that they, in fact, did not say or do. Submission of forged or altered documents or furnishing false information are all serious crimes and can result in disciplinary action, including immediate suspension from the program.

To avoid giving false information, follow these basic rules:

1. Submit only documents that are true, real and authentic.
2. Never change anything on a doctor's note, identity card, bank statement, transcript or any other official document.
3. Tell the truth about reasons you have missed class or did not complete an assignment.
4. Always be honest when responding to a college employee's request for information.

Student Responsibilities, Behavioral Expectations, and Consequences of Noncompliance:

NSC expects all students to be respectful. When an instructor talks to a student about a behavior problem, the student is expected to comply without argument.

- If the student argues or refuses to comply, he/she will be asked to leave the class and he/she will receive an absence for that day.
- If a teacher has to talk to the student during a class session about any disruptive issue and the student complies each time, but then repeats the action, that student will be asked to leave and will receive an absence for the day.

Specific rules of compliance:

1. You must have your textbook by the third day of class. Bring your textbook every day. Not purchasing your books or not bringing your books to class will hurt your grades and limit your ability to fully participate, learn, and make academic progress in your classes. Please do NOT bring a photocopy of any textbook to class. Photocopying books is illegal and a violation of international copyright laws.

Noncompliance: If you do not have your textbook by the third day of class, you will be asked to leave class, you will receive an absence, and you will not be permitted in class until you have your textbook. If you come to class three times without your required text, your teacher may ask you to leave the class and not return until you have a textbook. Each time you are asked to leave, it will count as an absence.

2. While in class, you need to do your work and participate.

Noncompliance: When a teacher has told you to do your work or participate and you refuse to comply or you comply each time, but then repeat the action, you will be asked to leave and you will receive an absence for the day.

3. Show respect to those around you while in class. This means the following:

- a. Do not use an electronic device without permission. Cell phones and other electronic devices may only be used during class time with instructor permission. Using the phone during class without permission is disruptive and considered extremely rude. During a test, no electronic device is allowed on your desk without teacher permission.
 - b. Do not sleep in class, talk while the teacher or another student is talking, or laugh at/criticize other students when they make mistakes.
 - c. Do not bring food or drinks to class unless your instructor approves it.
- Noncompliance:** When a teacher has talked to you about any of the above and you refuse to comply or you comply each time, but then repeat the action, you will be asked to leave and you will receive an absence for the day.

Note: Failure to comply with any program rules can result in suspension from IEP.

Campus rule: No tobacco products are allowed on campus. You cannot smoke on campus.

Tuition:

IEP tuition is due for returning students by the Friday before the quarter begins. It is due for new students by the Friday of the first week of the quarter. Students who do not pay their tuition and do not come to class (no-show) by day four of the quarter, will be dropped. Note if you are taking a college class, make sure you pay within seven business days or by the Friday before the quarter begins, whichever comes first.

IEP tuition as of Winter 2018

Reading/Writing 10 credits = \$1,485

Grammar 5 credits = \$742.50

Listening/Speaking 5 credits = \$742.50

Total: \$2,970.00 (not including college fees + insurance)

IEP Class Refund Policy: Note this policy is different from the college policy.

Withdrawal from IEP class prior to the first day of class = 100% refund

Withdrawal from IEP class within first five calendar days = 80% refund

Withdrawal from IEP class within sixth - fourteenth calendar days = 50% refund

Withdrawal from IEP class after fourteenth calendar day = 0 (no refund)

*Any registered college classes, follow the college refund policy

College Class Refund Policy

College classes dropped by Sept 28 = 100% refund

College classes dropped by Oct 13 = 50% refund

College classes dropped AFTER Oct 13= 0 (no refund)

IEP Level Placements:

All international students are given the College Success test. If the scores are high enough, they will also take the Wonderlic English test. The IEP Placement Team will use these scores along with a writing prompt test and five-minute conversation test to place students into the proper level (levels 1-6).

IEP Level Change: Changing Classes (Add/Drop)

- **Class Changes:** Students may not make changes to their class schedule. We may not be able to make changes in order for you to have a specific teacher, a certain class time, to be with friends/family, or for any other reason. Our priority is to have classes balanced in size. If you repeat a class, you will be placed with a different teacher whenever possible unless working with that teacher again will be the best fit for the student's growth.
- **Level changes for students:** Level changes are done ONLY by teacher recommendation based on the results of an in-class diagnostic test given on the first day or two of the quarter. *The teacher must initiate the change.* Because placement levels are based on test results and instructors' assessments of English language proficiency, student requests to change levels cannot be considered. If a student misses the diagnostic assessments, they cannot be made up and the student cannot change levels.

IELTS/TOEFL Classes:

IEP sometimes will offer a TOEFL Advanced Grammar 5 and IELTS Listening/Speaking 4 test prep classes. The IELTS Listening/Speaking 4 class can be taken by any student who has passed Listening/Speaking 3. The TOEFL Advanced Grammar 5 class can be taken by any student who has passed Reading/Writing and Grammar 4. This class counts as the student's regular Grammar or Listening/Speaking class at their designated level. If they pass the Grammar class and their Reading/Writing class, the student goes to their next designated level in Grammar/Reading/Writing. If the student passes Listening/Speaking, they go to the next designated level of this class. If they fail, they repeat their designated level for Reading/Writing and Grammar or Listening/Speaking.

Academic Progress:

Students are required to make satisfactory academic progress. Your academic progress is based on your English proficiency. Proficiency is how well you understand and communicate in English without any preparation beforehand and without outside help from a book, the Internet, tutor, friend, family, etc.

Your English proficiency will be assessed in class through the use of quizzes, proficiency tests, assignments, and/or essays.

Level Advancement:

To advance to the next level of Reading/Writing and Grammar classes, students must receive a GPA of at least 2.0 (75%) in **both** Reading/Writing & Grammar classes. For Reading and Writing, you need to pass each component (reading and writing) at 75% or above. For Grammar, you need to pass with a total grade of 75% or above. To advance to the next level of Listening/Speaking class, students must pass at 75% or above in only this class. For Listening and Speaking, you need to pass each component (listening and speaking) at 75% or above.

Failure to Maintain Satisfactory Academic Progress:

Students need to check their grade (either on Canvas or ask the instructor) to find out if they are maintaining satisfactory academic progress. If they are not making satisfactory progress, they should request to meet with the instructor and email the IP Associate Dean, Anne Forester, at anne.forester@seattlecolleges.edu .

Class failure Outcomes:

- If students do not pass a class (Reading/Writing, Grammar, or Listening/Speaking) the first time, you will be placed on Academic Monitoring (AM).
- If you do not pass that same class a second time or any class a third time, you will be placed on Academic Probation. The student will meet with the IP Associate Dean and may have an Individual Learning Plan (ILP). If you continue not to progress or do not follow the contract, you will be suspended and their I-20 will be terminated.
- If the IP Associate Dean approves an appeal due to extenuating circumstances, the student will be placed Academic Probation 3 (AP3) and will not be in danger of suspension and termination.

Suspension from IEP

- Students can be suspended from IEP if you are on academic probation and fail to comply with your Individual Learning Plan and/or continue not to progress; if you transferred in out of status, failed any class, and decide to transfer out; or if you have excessive absences (see

attendance policy). Students may also be suspended in the third week of the quarter if you are absent for 4 or more classes (Grammar and Listening/Speaking classes) or 5 or more classes (Reading/Writing classes) at the end of the second week of the quarter. In all cases, when students are suspended you cannot reapply to the program for one academic year. Your I-20 is terminated. If you are suspended for academic reasons, you can apply to the college program using TOEFL or IELTS scores. If you are suspended for attendance reasons, you cannot apply to the college program for one academic year.

- If a student was suspended from the program and enrolls again after one academic year, you start the program in good standing.

Early withdrawal and suspension: Early withdrawal from classes will not prevent students from being suspended from the program. Class grades are evaluated at the time of departure. If students have a record of poor attendance and low grades and drop your classes and go home before a quarter is over, you may not be allowed to repeat a class and you may be suspended from the program, especially if you are on academic probation.

Student health insurance and suspension: If you are suspended from the program and have student health insurance purchased through North Seattle College, your health insurance policy will no longer be effective.

Eligibility for college classes (not English):

IEP students who are in Reading/Writing 5 or Reading/Writing 6 can take college classes with IP Associate Dean's approval. If you do not pass all of your level 4 classes the previous quarter, you cannot take a college class in level 5. If you fail one class in level 5, you must take that class in the next quarter.

Level 5 Reading/Writing students:

Reading/Writing 5 (required) + grammar OR listening/speaking (required to choose one) + one 2-5 credit college class.

Level 6 Reading/Writing students:

Reading/Writing 6 (required) + grammar OR listening/speaking (either are optional) + one (2-5 credit) or two (2-5 credit) college classes.



Eligibility for precollege and college level English classes:

To register for an English precollege/college level class, students must pass IEP Level 6. The students will then be placed into an English class based on their GPA along with other factors (see note below).

IEP/ENGLISH PATHWAY:

Pass IEP Level 6 to English 98 = 2.0-2.9 (75-84%) Pass IEP Level 6 to English 99/101 = 3.0-3.4 (85-89%)

Pass IEP Level 6 to English 101 = 3.5-4.0 (90% +)

Note: GPA scores above reflect the GPA guideline for placement and may be used in conjunction with the student’s work portfolio, cumulative IEP GPA, and test scores. IEP ‘Exit class’ teachers, the IEP Associate Dean, and English faculty will work together as a placement team to evaluate for best placement of every student. If a student doesn’t pass level 6, you can choose to repeat IEP level 6 again or to register for English 097.

Students can also use TOEFL or IELTS scores to place into English 97/level 5 IEP, English 98/level 6 IEP, English 99/101, or English 101:

Placement Type	ENGL 097/IEP level 5	ENGL 098/IEP level 6	ENGL 099+ ENGL&101	ENGL&101
TOEFL IBT	Combined Score of 56-63; Minimum 14 on all sections	Combined Score of 64-71; Minimum 15 on all sections	Combined Score of 64-71: Minimum 17 on all sections	Combined Score of 72-73; Minimum 18 on all sections
IELTS	Score of 5.5. Minimum 4.5 on all sections.	Score of 5.5; Minimum 5.0 on all sections.	Score of 6.0; Minimum 5.0 on all sections.	Score of 6.0; Minimum 5.5 on all sections

Note: If a student chooses IEP level 5 using TOEFL/IELTS scores and passes, but then wants to choose 098 instead of IEP level 6, he/she may do so.

TOEFL and IELTS Testing: Do not schedule the TOEFL or IELTS test during class time. Absences are not excused for TOEFL or IELTS testing. IEP has a level 4 Listening/Speaking IELTS preparation class and a level 5 Grammar TOEFL preparation class. A TOEFL/IELTS testing class is also offered by NSC Continuing Education. The TOEFL test is offered at North through the Testing Center: <https://northseattle.edu/testing>.

Letters of Completion & Completion Certification:

Students may request a Letter of Completion for levels 1-5. Completion Certificates are only issued for students who move through the program and complete Level 6 IEP Classes. You may request a certificate through <https://ip.northseattle.edu/letter-requests>.

Transcripts:

For information on official and unofficial transcripts, please go to

<https://northseattle.edu/transcripts>

Computer Labs

Open Computer Lab IB 3303 is located in the Instructional Building, NW corner, 3rd floor. The Open Computer Lab is your best place to start with computer-related problems. For NetID-related problems, be prepared to show picture ID and SID number.

Library

- The library at North Seattle has a section for learners of English, which includes books, DVDs, and CDs
- The English as a Second Language (ESL) librarian is Zola Mumford
- 61 PC computers in the Library located in 2236B
- For library information, go to <http://libguides.northseattle.edu/welcome>

Students with infants

- A breast feeding/pumping room is located on the north 2nd floor entrance to the HSSR building.
- The unit is safe, secure, and has easy access.

Meditation/Prayer Space:

In the Library, there is a peaceful space in the SW corner third floor, furnished by the Student Fee Board, dedicated towards the practice of quiet contemplation and open to all.

Medical Insurance:

- Medical insurance is mandatory for all international students (F-1 visa holders) while in the U.S. Students must purchase their medical insurance policy through North Seattle College.
- As an international student, you are automatically charged for medical insurance when you register for classes each quarter. NSC cannot waive the quarterly medical insurance fee, even if you maintain a separate policy from your home country.
- **Access your account or view policy information through the [North Seattle College Medical Resources](#).**

(This link includes information for "Insurance Options for Your Spouse and Children.")

Medical Insurance does not pay for Dental services. Students may purchase [Dental and/or Vision Policies](#) directly through the providers.

Get Answers to Medical Questions

- You can get help with medical issues through My Nurse 24/7. Your personal Nurseline Number is 1-866-549-5076. Both the phone call and the service are FREE.
- Friendly, experienced, registered nurses will answer your medical questions and help you make your best health choices. There are translation services and information about general health and wellness. You can call toll free 24 hours a day, 365 days a year. Or visit the [My Nurse 24/7 Web site](#).
- In case of emergency, **call 911**.

College Map:

Room Finder: <https://northseattle.edu/map>

