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**Welcome**

Welcome to the English Language Program at Purdue University Northwest. Our highly experienced and dedicated teachers and staff, rigorous curriculum, modern computer labs, and enthusiastic mentors will help you to excel in your English studies and facilitate your transition into American culture and the American education system.

We take great pride in being part of the internationally renowned Purdue University system. We strive to provide our students with the best instruction possible, while also enhancing cultural awareness and adaptation through weekly educational and cultural events and activities.

We look forward to welcoming you and helping you meet your educational and professional goals at Purdue University Northwest. Welcome!

# **ELP Mission Statement**

The mission of the English Language Program (ELP) at Purdue University Northwest is to provide intensive academic English as a Second Language (ESL) instruction and cultural orientation for English language learners who plan to pursue degrees at Purdue University Northwest and other U.S. institutions, to serve as a resource to the university and the community on English language teaching and learning, and to provide its students with intercultural competence opportunities by connecting them with the university and the local community

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# **ELP Faculty and Staff**

|  |  |
| --- | --- |
| **Jennifer Talley**  *Director/*  *ELP Advisor*  [jtalleyr@pnw.edu](mailto:jtalleyr@pnw.edu)  Office: CLO 258  Telephone: (219) 989-4189 | I got my start in ESL as a volunteer at a local literacy council during my senior year of college. I loved the experience, scrapped my plans to pursue a career in advertising, and decided to follow my true passion. I enrolled in graduate school and have been teaching ESL since 2003 when I earned an M.A. in English Language and Linguistics from the University of Wisconsin-Milwaukee.  After graduation, I began teaching ESL at non-profit organizations and community colleges before becoming an IEP program administrator in 2006.  It was my interest in program management that brought me to Purdue University Northwest as Assistant Director of the ELP in 2012, and later as the Director in July, 2016.  I have also held positions in international student advising at universities in Illinois and Wisconsin and enjoy meeting students from all over the world and learning their stories. Welcome to Purdue Northwest! |
| **ELP Teachers** |  |
| **Mark Emmett**  *Continuing Lecturer*  *Reading Coordinator*  memmett@pnw.edu  Office: CLO 295  Telephone: (219) 989-2663 | I have been teaching English in various places around the world for nearly thirty years.  After a brief stint studying education in both Ireland and China, I received my state teaching credentials from Indiana University in 1984. Then, in 1987, I took what was to supposed to be a temporary job teaching EFL in Japan, and ended up staying in the Tokyo area for seven years.  From there, I moved on to teach in Queensland, Australia, where I earned an M.A. TESOL from Bond University, and, more recently, at Zayed University in the United Arab Emirates.  I am happy to have settled back here in Indiana, where the bulk of my family resides. In my free time, I still enjoy traveling, but now I mainly just stay around the Midwest. |
| **Katy Montgomery** *Continuing Lecturer*  *Listening/Speaking Coordinator* krmontgo@pnw.edu  Office: CLO 226  Telephone: (219) 989-2656  **Joy Perley**  *Continuing Lecturer*  *Writing Coordinator*  perley@pnw.edu  Office: CLO 289  Telephone: (219) 989-3124 | After finishing my undergraduate degree with a double major in English-Writing and Computer Science, I worked for a few years as a technical writer. I soon realized that teaching ESL would be an ideal career for me with its opportunities to focus on the English language, help students achieve their goals, and be creative when designing materials and activities. I completed my M.A. at University of Chicago in 2005, and since then have also taught at community colleges around Chicago and a university in Mexico. I especially love teaching grammar and observing the moment when a new pattern clicks with a student. Beyond teaching, I enjoy gardening, cross-country skiing, and otherwise being outdoors.  A native Floridian, I grew up in sunny Orlando going to Disney World and watching the space shuttle launch from my bedroom window.  I graduated Phi Beta Kappa with a degree in Spanish Linguistics from the University of Florida and have a Master’s in TESOL from Wheaton College.  I have been teaching for ten years, mainly in IEP and Adult Education programs, and was thrilled to start working at PNW in January 2014.  I have traveled to over 30 countries and enjoy spending my summers teaching overseas in places such as the Dominican Republic, Colombia, Lithuania and Oman.  When I am stateside, I enjoy exploring Chicago with my twin sister, baking and trying ethnic restaurants. |
| **Tatjana.BMP**  **Tatjana Mulina**  *Continuing Lecturer*  tmulina@pnw.edu  Office: CLO 297  Telephone: (219) 989-8059 | On one side, there’s an unwavering curiosity about how language works and how we learn it. On the other, there’s a love of English and a desire to work in a multicultural setting. As a way of merging these two worlds, I got a Master of Arts in Linguistics at Northeastern Illinois University. Ever since, I’ve been working with international students. International students are the most innovative architects in the landscape of language, the builders, the fearless risk-takers, and accompanying them on their journey of new linguistic and cultural discoveries has truly been a pleasure. |

**Arrival, Testing & Orientation**

## **Arrival**

New students must arrive 7 days before the first day of classes for orientation meetings and placement testing. The International Programs Office offers free pick-up from Chicago O’Hare International Airport (ORD) or Chicago Midway Airport (MDW) for new international students arriving before the semester start date. Airport pick-up requests can be made on this form:

<http://www.pnw.edu/international/ipo/pre-arrival/>.

## 

## **Placement Testing**

All new students must take a placement test to determine their correct level.

The placement testing schedule is as follows:

|  |  |
| --- | --- |
| 8:30-8:45 a.m. | Students arrive for check-in |
| 9:00-10:00 a.m. | Writing |
| 10:00 – 11:30 a.m. | Online placement test |
| 11:30-12:00 p.m. | Break |
| 12:00 –1:00 p.m. | Speaking interviews |
|  |  |

Teachers will use test results to determine each student’s level. Level assignments and class schedules are given to students in the ELP New Student Orientation on Friday. Classes and/or levels that do not have sufficient student enrollment may be cancelled.

## **Orientation**

There are two orientation meetings that all new students must attend:

1. **New International Student Orientation** – This meeting is held the Thursday before classes begin. The orientation gives students important information about campus services and resources, as well as immigration, campus life, health, safety, and technology resources.
2. **ELP New Student Orientation** – This meeting is held the Friday before classes begin. In this meeting, students meet their new teachers, review the *ELP Student Handbook*, receive additional information about the ELP, and receive their class assignments and schedules. They are also taken to the bookstore to buy textbooks.

## **Diagnostic Testing**

During the first week of class, students will be given diagnostic tests in each of their classes. The purpose of these tests is to confirm that new students have been placed into the correct level and to inform teachers of the strengths and weaknesses of the students in the class.

Students who are absent on the day of the diagnostic test may be asked to complete a make-up test at a date and time that is convenient for both the instructor and student.

Students who demonstrate superior understanding of the material on the diagnostic test may be promoted to the next level. Students must earn scores of 90% or above in all skill area diagnostics (writing, reading, and listening/speaking) in order for a change to be considered.

## **Registration & Tuition**

ELP students do not need to register themselves; instead, the ELP Director registers all ELP students after everyone is placed and put into their appropriate classes. Because of occasional level changes, official registration usually happens during Week 2, after which students will have access to their classes on the university’s Blackboard system. Please be patient.

Once students are officially registered, their accounts will show that they need to pay tuition. They can pay their tuition online or by going to the Student Accounts Office in Lawshe 130. For information on how to pay tuition, see <https://www.pnw.edu/bursar/payment-options/>.

# **Program Overview and Schedule**

## 

## **Program Structure**

There are four levels in the ELP:

Level 1 - Foundations\*

Level 2 - Low-intermediate

Level 3 - High-intermediate

Level 4 - Advanced

Note:Classes may not be offered during periods of low enrollment, which may be especially true during the Maymester or Summer session. Usually, there must be a minimum of eight students in order to offer a class.

## **Dates and Schedules**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester** | **Placement Testing** | **ELP Orientation** | **First Day of Classes** | **Midterm Exams** | **Final Exams** |
| Fall 2019  (15 weeks) | Tuesday  August 13 | Friday  August 16 | Monday  August 19 | Wednesday-Thursday  October 9-10 | Monday-Tuesday  December 2-3 |
| Spring 2020  (15 weeks) | Tuesday  January 7 | Friday  January 10 | Monday  January 13 | Wednesday-  Thursday  March 4-5 | Monday-Tuesday  April 27-28 |
| Maymester 2020  (4 weeks) | Tuesday  May 12 | Friday  May 15 | Monday  May 18 | Thursday  May 28 | Thursday  June 11 |
| Summer 2020  (8 weeks) | Tuesday  June 9 | Friday  June 12 | Monday  June 15 | Thursday  July 9 | Thursday  August 6 |
| Fall 2020 | Tuesday  August 18 | Friday  August 21 | Monday  August 24 | Wednesday-Thursday  October 14-15 | Monday-Tuesday  December 7-8 |

* The ELP calendar is different than the PNW university calendar. ELP classes start on the same day as PNW but end one week earlier during fall and spring. ELP Maymester and Summer session classes follow the same schedule as PNW classes.
* Students should only buy airline tickets for flights that leave AFTER the last Friday of final exam

## 

## **ELP Class Times/Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fall Semester**  **(15 weeks)** | **Spring Semester**  **(15 weeks)** | **Maymester**  **Session**  **(4 weeks)** | **Summer Session**  **(8 weeks)** |
| **Reading** | 6 hours / week | 6 hours / week | 24 hours/week  (Course offering varies, depending on enrollment) | -- |
| **Writing/Grammar** | 6 hours / week | 6 hours / week | 12 hours / week |
| **Listening/Speaking** | 6 hours / week | 6 hours / week | 12 hours / week |
| **Elective** | 3 hours / week | 3 hours / week | -- |
| **Total Hours/Week** | **21 hours / week** | **21 hours / week** | **24 hours/week** | **24 hours / week** |

## 

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## **Sample Daily Schedule**

Fall/Spring (15 weeks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| 9:30am – 12:20pm | Writing Class | Reading Class | Writing Class | Reading Class |
| 12:30-1:50pm | Lunch Break/ Study Time | | | |
| 2:00-3:20pm | Listening/Speaking Class | Elective Class | Listening/Speaking Class | Elective Class |
| 3:30-4:50pm |  |  |

Maymester (4 weeks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| 9:00 -11:50am | Listening/  Speaking | Listening/  Speaking | Listening/  Speaking | Listening/  Speaking |
| 12:00-1:20pm | Lunch Break/ Study Time | | | |
| 1:30- 4:20pm | Listening  /Speaking | Listening/  Speaking | Listening/  Speaking | Listening/  Speaking |

Summer (8 weeks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| 9:00 -11:50am | Listening/Speaking Class | Listening/Speaking Class | Listening/Speaking Class | Listening/Speaking Class |
| 12:00-1:20pm | Lunch Break/ Study Time | | | |
| 1:30- 4:20pm | Writing Class | Writing Class | Writing Class | Writing Class |

# **ELP Courses**

## **Reading**

Reading courses in the ELP help students develop skills required for academic success. Reading material in the ELP consists of articles, academic texts, stories, and novels. Students will learn and practice many different reading strategies, such as previewing, skimming, and scanning for information, in addition to learning new vocabulary. Discussion and small group work is used to help students develop critical thinking skills.

## 

## **Writing**

Writing courses focus on skills and strategies for effective academic writing. Throughout all levels, students will participate in discussion and small group work to develop and improve skills such as organization, idea development, grammar, and sentence structure. Students will focus on the process of writing: prewriting, writing, revising, and editing.

## **Listening/Speaking**

Listening/Speaking courses help students develop listening and speaking skills for both academic and social situations. Students listen to a variety of listening material, practicing skills such as listening for main ideas and details, and taking notes. After listening, students discuss the material in groups, give presentations, and work on grammar and pronunciation.

## **Electives**

In the fall and spring semesters, students choose one elective course. These classes give students extra practice with English in a fun and relaxed environment. Electives vary by semester, but examples of possible classes include: Introduction to Film, Vocaulary for STEM (Science, Technology, Engineering, and Math), Grammar, American Culture, and Podcasting. Students register for these classes during week 1 of the semester while in morning classes. If you are not in class on the day of registration, see the Director in CLO 258 to sign up. Students are not guaranteed their first choice of elective class.

## **Special Notice: Maymester Cancelation**

During summer months, students usually take one of their three core courses (Reading, Writing and Listening/Speaking) during Maymester session. Then, they take the other two courses during the eight-week Summer session. However, sometimes, Maymester may be cancelled if enrollment is low.

If this happens, students in the Summer session will be given an opportunity to take a final exam for the cancelled Maymester course. We realize that because Summer session is so intensive (24 hours per week), students may indirectly improve in their skills in all areas (including for the course that they aren’t taking). For example, if Maymester is canceled, and only Writing and Listening/Speaking are offered in Summer, students enrolled in the Summer Semester may still be able to improve their reading skills throughout the semester.

Students who are enrolled during the summer, and pass both of the summer classes that they're taking, they can take the final exam for the course that is not offered during the summer. If they pass this final exam, (at least 75% for undergraduate students), they will not need to take that course in the Fall. Students who do not pass this exam will need to take the course in the Fall.

For graduate students: passing the ELP Graduate Exit Exam will also waive the requirement to take the cancelled Maymester course.

The exam will be held during Final Exam Week of Summer session. We will tell you the exact time and date after the first week of summer classes. Students interested in taking this Maymester Exam need to sign up with the Director during Week 2 of summer classes.

## **Student Learning Objectives**

**Writing and Grammar Learning Objectives**

At the end of each level, students will be able to…

-Write 1.5 to 2-page essays on familiar and academic topics using rhetorical patters of compare/contrast and problem/solution

-Write effective thesis statements and supporting topic sentences in paragraphs and essays

-Incorporate appropriate details and examples as support in paragraphs and essays

-Organize ideas in a logical progression in paragraphs and essays

-Revise and edit for content and language between drafts to improve their writing

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in paragraphs and essays

level 3

-Write a 7 to 11 sentence paragraph on familiar and academic topics using a topic sentence, supporting detail sentences and a conclusion sentence

-Write effective topic sentences for paragraphs

-Incorporate appropriate transitions into paragraphs for better paragraph cohesion

-Identify and produce different parts of a paragraph

-Produce, revise, and edit for punctuation on drafts to improve their writing

-Revise and edit for content and language between drafts to improve their writing

- Write a 3 to 4 paragraph essay on familiar and academic topics including introductions with thesis statements, one to two body paragraphs, and conclusion paragraphs

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in paragraphs

Level 2

-Write coherent, focused essays of 2 pages using the target rhetorical mode

-Construct an essay with a clear thesis, cohesive and unified paragraphs, transparent organization, and an appropriate conclusion

-Create and sustain a logical thesis statement that lists key points that will be discussed in subsequent body paragraphs

-Make an assertion or argument with appropriate and adequate support, examples, explanation, statistics, quotes, etc.

-Use a drafting process to edit papers for form and content as well as to identify global and/or local errors for revision in subsequent drafts

-Write a basic lab report using appropriate grammatical and rhetorical patterns

-Correctly quote, paraphrase, and cite outside sources according to MLA style

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in essays

level 4

-Produce informal paragraphs with at least 12 original sentences on a personal topic

-Follow basic formatting rules when writing paragraphs

-Produce a topic sentence

-Follow advice to write one paragraph following a revision process

-Correctly form and produce target sentence structures on focused quizzes and show application of this knowledge in their writing

-Correctly form and produce target grammar forms on focused quizzes and show application of this knowledge in their writing

Level 1

**Reading Learning Objectives** At the end of each level, students will be able to…

-Read, comprehend, and discuss academic texts and an unabridged novel using guided activities provided by the instructor

-Identify main idea of paragraphs and entire passages and to distinguish between main ideas and details

-Learn to identify details

-Use inference skills when reading academic texts and literature. They will be able to infer deeper or suggested meanings in a text

-Predict, skim and scan for key terms, main ideas, general ideas, etc.

-Recognize attitude, intent, tone, purpose, bias, voice, and implied ideas

-Identify pronoun referents in more complex college-level readings

-Locate prefixes, suffixes, and roots in more advanced vocabulary

-Know the word families and parts of speech of more advanced vocabulary

-Infer meanings of unknown words in more advanced texts by using context clues

- write a summary of an academic article

-Use and recognize 180-210 academic words

Level 4

-Follow directions through reading

-Recognize multiple choice, short answer, or true/false questions

-Read, comprehend, and discuss short English texts using guided activities provided by the instructor

-Correctly identify the main idea from a list of sentences

-Learn the meaning of inference and work on developing the skill

-Skim and scan for key terms, main idea, general ideas, etc.

-Preview and predict what a text will be about

-Complete basic referent questions

-Locate prefixes, suffixes, and roots of GSL and basic academic words

-Infer meanings of unknown words in level-appropriate texts by using context clues

-Understand what *part of speech* means and will know the POS of many GSL and basic academic vocabulary words by using context clues

Learn basic spelling patterns with vowel focus

-Use and recognize 200 General Service List (GSL) words

Level 1

-Read, comprehend, and discuss academic texts and an unabridged novel using guided activities provided by the instructor

-Identify the main ideas of paragraphs and entire passages and to distinguish between main ideas and details

-Learn to understand details

-Use inference skills when reading academic texts and literature. They will be able to infer deeper or suggested meanings in texts

-Skim and scan for key terms, main ideas, general ideas, etc.

-Recognize attitude, intent, tone, purpose, bias, voice, implied ideas, and distinguish fact from opinion

-Preview and predict what a text will be about

-Understand and identify pronoun referents in more complex, college-level readings

-Locate prefixes, suffixes, and roots in more advanced vocabulary

-Identify the word families and parts of speech of more advanced vocabulary

-Infer meanings of unknown words in more advanced texts by using context clues

-Use and recognize 150-180 academic words

Level 3

level 4

-Read, comprehend, and discuss English texts using guided activities provided by the instructor

-Correctly identify the main idea of paragraphs and entire passages and to distinguish between main ideas and details

-Skim and scan for key terms and details

-Make basic inferences

-Preview and predict what a text will be about

-Identify basic referents in the passage

-Locate prefixes, suffixes, and roots of basic academic words

-Infer meanings of unknown words in level-appropriate texts by using context clues

-Understand what *part of speech* means and will know the POS of many basic academic vocabulary words by using context clues

-Use and recognize 125-150 academic words

Level 2

-Choose the main idea of level-modified academic listening passages

-Answer questions about details in level-modified academic listening passages

-Complete outlines with main points and examples about level-modified lectures

-Identify the attitudes and opinions of speakers in academic listening passages

-Effectively participate in discussions on academic topics

-Use target conversational skills in discussions

-Successfully deliver a five-minute presentation

-Demonstrate knowledge of patterns by accurately marking speech. Students’ suprasegmental pronunciation patterns will not interfere with comprehension in speech

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in speech

level 3

**Listening/Speaking Student Learning Objectives**

At the end of each level, students will be able to…

-Choose the main idea of level-modified academic listening passages

-Answer questions about details in level-modified academic listening passages

-Complete outlines with main points and examples about level-modified lectures

-Identify the attitudes and opinions of speakers in academic listening passages

-Effectively participate in discussions on academic topics

-Use target conversational skills in discussions

-Successfully deliver a five-minute presentation

- Demonstrate knowledge of pronunciation patterns by accurately marking speech and applying them in speech to the extent that pronunciation doesn't interfere with intelligibility

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in speech

level 3

level 4

-Choose the main idea of level-modified academic listening passages

-Answer questions about details in level-modified academic listening passages

-Follow partially-completed outlines about short, level-modified lectures and complete missing segments about main points

-Identify individual words in cloze passages

-Effectively participate in discussions on personal and academic topics

-Use target conversational skills in discussions

-Follow instructions and give instructions to others

-Successfully deliver a two- to four- minute presentation on a personal topic

-Count the number of syllables in a word and identify which syllable is stressed when they hear a word

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in speech

level 2

***-***Choose the main idea of level-modified listening passages

-Answer questions about details in level-modified listening passages

-Understand main ideas and details in short level-modified lectures

-Identify individual words in cloze passages

-Effectively participate in discussions on personal topics

-Use target conversational skills in discussions

-Successfully deliver a two-minute presentation on a personal topic

-Count the number of syllables in a word and identify which syllable is stressed when they hear a word

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in speech

level 1

-Choose the main idea of academic listening passages

-Answer questions about details in academic listening passages

-Complete outlines with main points and examples lectures

-Using notes they have taken on a lecture, write a summary that demonstrates their comprehension of the main points of the lecture as well as its overall main idea

-Effectively participate in discussions on academic topics that require supporting opinions, identifying advantages and disadvantages, identifying causes and effects, finding solutions for problems, discussing data in graphic organizers, and/or applying information learned in lectures

-Use target conversation skills in discussions

-Successfully deliver a five- to ten-minute presentation

- Demonstrate knowledge of pronunciation patterns by accurately marking speech and applying them in speech to the extent that pronunciation doesn't interfere with intelligibility

-Correctly form and produce target grammatical structures on focused quizzes and show application of this knowledge in speech

## **Textbooks**

* Students should buy their own textbooks, which are available at the PNW bookstore, located on the first floor of the SULB (Student Union Library Building)-check with bookstore to ensure there has been no change in textbooks for the current semester
* Textbooks must be new with no writing in them
* Students should have their textbooks on the first day of classes

|  |  |  |  |
| --- | --- | --- | --- |
| **Level 1** | **ENGL 030**  **Listening/Speaking** | **ENGL 040**  **Reading** | **ENGL 026**  **Writing** |
| *Listen to Me!*  *ISBN: 978-1424003785*  *Grammar Express Basic*  *ISBN: 978-013152-3586* | *Basic Reading Power 1*  *ISBN: 978-0-13-814389-3* | *Writers at Work: From Sentence to Paragraph*  *ISBN: 978-0-521-12030-2*  *Grammar Express Basic*  *ISBN: 978-013152-3586* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Level 2** | **ENGL 031**  **Low-Intermediate Listening/Speaking** | **ENGL 041**  **Low-Intermediate**  **Reading** | **ENGL 021**  **Low-Intermediate**  **Writing** |
| *Pathways 2*  *Second Edition with Online Workbook*  *ISBN: 978-1-337-56252-2*  *Grammar Sense 1*  *ISBN: 978-0-19-448910-2* | *Q Skills for Reading and Writing 2*  *ISBN: 978-0-19-481870-4* | *Writers at Work: The Paragraph*  *ISBN: 978-0-52-154522-8*  *Grammar Sense 1*  *ISBN: 978-0-19-448910-2* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Level 3** | **ENGL 032**  **High-intermediate**  **Listening/Speaking** | **ENGL 042**  **High-intermediate**  **Reading** | **ENGL 022**  **High-intermediate**  **Writing** |
| *Pathways 3*  *Second Edition with Online Workbook*  *ISBN: 978—1-337-56253-9*  *Understanding and Using English Grammar:Fifth Edition with Essential Online Resources*  *ISBN: 978-013-426882-8* | *Interactions 2*  *Sixth Edition*  *ISBN: 978-0-07-759510-4* | *Great Writing 3: From Great Paragraphs to Great Essays*  *ISBN: 978-035-702084-5*  *Understanding and Using English Grammar:Fifth Edition with Essential Online Resources*  *ISBN: 978-013-426882-8* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Level 4** | **ENGL 033**  **Advanced**  **Listening/Speaking** | **ENGL 043**  **Advanced**  **Reading** | **ENGL 023**  **Advanced**  **Writing** |
| *Pathways 4*  *Second Edition with Online Workbook*  *ISBN: 978-1-337-56254-6* | *Mosaic 1*  *Sixth Edition*  *ISBN: 978-0-07-759511-1* | *Longman Academic Writing Series 4 with Essential Online Resources access code: Fifth Edition*  *ISBN: 978-0134663319* |

**Grade Information**

## **Midterm and Final Course Grades**

Course grades are based on assignments such as quizzes, writing assignments, presentations, and exams that measure students’ language ability. Students will have access to their grades at all times on Blackboard and are encouraged to track their own progress. Students receive a Midterm Progress Report after midterm exams and a Final Grade Evaluation Report at the end of the semester. The ELP keeps copies of all reports for every current and former ELP student.

MIDTERM PROGRESS REPORTS

After midterm exams, students will receive midterm grades along with comments from their teachers to help students see their progress in meeting student learning objectives. There are three possible midterm grades for each class:

**S (Satisfactory)** 80% or higher overall grade

**NI (Need Improvement)** 75-79% or higher overall grade

**U (Unsatisfactory)** 74% or lower overall grade

FINAL GRADES

The Final Grade Evaluation Report at the end of the semester lists the students’ final grades in each class and gives comments from their teachers. Students will also receive a list of students learning objectives, showing which objectives were met and which were not. There are two possible final grades for each class:

**S (Satisfactory)** 75% or higher overall grade

**U (Unsatisfactory)**  74% or lower overall grade

**Note for Graduate Students:**

**Graduate Students are required to complete Level 4 with an overall grade of 80% or above**. Students receiving 79% or lower will have to repeat the class, and they will not be eligible to take the Exit Exam at the end of the semester.

Students who gets a U grade in Reading, Writing, or Listening/Speaking will repeat the class(es) the next semester. Although failing an elective class will not prevent a student from moving to the next level, the U grade for that elective will appear on the student’s permanent transcript.

Students can pick up their Final Grade Evaluation Reports on the Tuesday following final exams. These reports can only be given to the students themselves, not to family members or friends.  Final grade information will not be emailed, faxed, or given to students over the phone; students must physically pick up grade reports or view grades online.

Students who have questions about their final class grades and/or final exams should visit their teacher on during their final office hours (usually on the Friday of final exam week). Students who would like feedback or want to have their teacher review their scores must visit their teacher on this day. Following the conference, all of the teachers’ grade decisions are final.

|  |
| --- |
| **University Transcript** (separate from the Final Grade Evaluation Report)  If you only need an **unofficial** transcript that can be downloaded and printed, you can access this through the following steps:   * In myPNW, click on Registration tab. * In the Registration Shortcuts box, click on “View Your Unofficial Transcript”. * On the Display Transcript page, print transcripts by right clicking and select Print, or from the menu, select File and Print.   If you need an **official** transcript, they have a request form that you can fill out and scan.  <http://www.purdue.edu/registrar/documents/currentStudents/students/requestTranscriptForm.pdf> |

## **Moving Through the Levels, TOEFL & Exiting the ELP**

### 

### **Finishing Each Level**

Students who receive an S (Satisfactory) grade in all of their classes can advance to the next level. Level 4 students who receive an S (Satisfactory) grade in each of their classes do not need to take the TOEFL or IELTS to begin undergraduate studies at PNW.

### **Repeating Courses**

Students who receive a U (Unsatisfactory) grade at the end of a session must repeat the course(s) they did not pass. For example, students who pass their Listening/Speaking class with an S grade, but fail their Reading and Writing classes will need to repeat only Reading and Writing. The next semester, they will be “split-level” students and will have classes in two different levels.

Note:failing the same class(es) twice may result in expulsion from the program. This means that a student will not be allowed to continue studying in the ELP. The student will either have to transfer to another school or return home.

### **Bridge Students**

Level 4 students who fail one or two ELP courses can take one or two mainstream university classes the following semester in addition to repeating their Level 4 ELP course(s). These students are called Bridge Students.

Bridge students must take a minimum of 9 hours in the ELP in order to comply with immigration laws.  If a student fails one ELP class (6 hours) in Level 4, he/she will also have to take an elective class (3 hours) in order to maintain full-time status. Bridge students can take one university course in the summer (3 credits) and up to two classes in the fall or spring (up to 6 credits) and the fees will be covered by ELP tuition.

Potential Bridge Student Workshop must attend the Transition Workshop. This workshop presents important information such as credit limit rules, information regarding the ALEKS math placement test, and the process of meeting with an academic advisor. At this meeting, students will also receive their Conditional Registration Letter which is required to register for academic classes.

# **Direct Admission into the Pathway Program**

The Pathway Program is a one-semester program for advanced English students who wish to take ELP classes and academic major classes in the same semester and intend to go on to earn a PNW degree.

Students who wish to apply for direct admission into the ELP Pathway to Graduate Study or ELP Pathway to Undergraduate Study must satisfy the following requirements:

1. Provide minimum test scores as part of the application for admission as shown in the chart below.
2. Provide an official score of TOEFL or IELTS.
3. Take the ELP Placement Test upon arrival to Purdue University Northwest in order to:
   1. ensure that the test scores obtained are legitimate, and
   2. advise the applicants on the best course of study to pursue in order to maximize their success.

**Undergraduate**

|  |  |  |
| --- | --- | --- |
| **Academic Courses Permitted** | **TOEFL iBT** | **IELTS** |
| 1 | 61 to 68 | 5.5 |
| 2 | 69 to 78 | 6.0 |

|  |  |  |
| --- | --- | --- |
| **Academic Courses Permitted** | **TOEFL iBT** | **IELTS** |
| 1 | 61 to 79 | 5.5-6.0 |

**Graduate**

All applicants should be aware that:

1. students are required to pass all ELP classes with a grade of S (Satisfactory) before transitioning into full-time classes in an academic major,
2. the English Language Program reserves the right to deny admission into the ELP Pathway Program to any student whose placement exam scores are significantly lower than the submitted test score,
3. Pathway students cannot enter PNW undergraduate or graduate programs without first applying for admission and meeting all of the international admissions requirements of those programs,
4. undergraduate students applying for the Pathway Program should complete the Course Request Form and choose classes in coordination with an academic advisor,
5. graduate students will be directed to their Department Chair or Department Advisor for course registration,
6. students are admitted into the Pathway Program only for Fall and Spring semesters,
7. undergraduate students approved for one academic course must take 3 credit hours in addition to 12 ELP hours,
8. undergraduate students approved for two academic courses must take two, 3-credit classes in addition to 9 ELP hours, graduate students are limited to one academic course,
9. additional courses are not permitted, and additional credit hours will result in additional charges. Students will be responsible for any non-tuition fees associated with their courses, such as lab fees or late registration fees,
10. the structure of the Pathway Program is, in part, determined by immigration regulations; this model is subject to change whenever changes in such regulations require it.

Visiting students who plan to transfer credits to their home institution should meet with faculty or advisors to ensure that PNW classes will transfer and that the courses are appropriate for the student’s course of study.

After placement testing (Tuesday before classes begin) and placement into ELP classes, students will meet with an advisor to register for academic classes.

**Visiting and exchange students who do not intend to earn a degree at PNW may be eligible to enroll in ELP and academic classes by providing official scores of EIKEN, TOEIC, or CET.**

**Undergraduate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Courses Permitted** | **EIKEN (Japan only)** | **TOEIC**  **(Korea only)** | **CET**  **(China Only)** |
| 1 | 2A | 650-700 | CET 4/6 400-440 |
| 2 | 700-750 | CET 4/6 450-490 |

**Graduate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Courses Permitted** | **EIKEN (Japan only)** | **TOEIC**  **(Korea only)** | **CET**  **(China Only)** |
| 1 | 2A | 650-750 | CET 4/6 400-490 |

### 

### **Transitioning out of the ELP**

All undergraduate and graduate students who are in their final semester of the ELP and/or students who have successfully passed the TOEFL or IELTS are required to attend a Transitioning Students Workshop. This workshop includes important information about applying to degree programs and changing educational programs, I-20s, Registrar drop dates, and other vital information. At this meeting, students will also receive their Conditional Registration Letter which is required to register for academic classes.

**Graduate students:** During the first weeks of classes, a Graduate Workshop will be held for graduate students in Level 4. This workshop will review the graduate school application process and provide program-specific information to each student in attendance.

**TOEFL/IELTS**

ELP students may take the TOEFL or IELTS exam at any time.  In order to leave the ELP and begin taking university classes, Level 3 or 4 students must:

1. Achieve a passing TOEFL or IELTS score (79 on TOEFL or 6.5 on IELTS)
2. Pass their ELP classes that semester with an S grade. The admission application for a student with a passing TOEFL or IELTS score may not be processed until ELP final grades for that semester are released.  If the student with a passing TOEFL or IELTS score fails one or more ELP class(es), he or she will not be admitted to PNW and will not be allowed to take full-time undergraduate coursework. Instead, the student will have to retake the failed ELP course(s).

Note:ELP students currently taking levels 1 and 2 classes will not be admitted to an undergraduate program at PNW based on a TOEFL or IELTS score. They may apply to an undergraduate program at PNW only once they have successfully completed Level 2 and have progressed to Level 3 of the ELP.

### **ELP Graduate Exit Test**

The TOEFL and IELTS are no longer required for admission to the Graduate School at Purdue University Northwest for ELP students as long as they are able to complete Level 4 and satisfy two other requirements:

1. Obtain an average of 80% in all core ELP courses. Students must be enrolled full-time in the ELP in the semester during which they intend to take the exit exam. Part-time or bridge students are ineligible for the exam.
2. Pass the ELP Graduate Exit Test.  This test consists of:
   * a writing sample based on a reading passage
   * an oral assessment in the form of an interview

The Graduate Exit Test is usually given the Friday after ELP final exams. More information about the test schedule is given to graduate students two to three weeks before final exams.

ELP graduate students who do not achieve the minimum of 80% in each class and/or do not pass the Graduate Exit Test can take the TOEFL or IELTS test and submit it for admission.  In this case, students must score 6.5 overall on the IELTS with sub-score requirements: Reading 6.5, Listening 6.0, Speaking 6.0, and Writing 5.5, or obtain a minimum combined score of 80 on the TOEFL internet-based test (iBT) as well as specific sub-scores: Writing 18, Speaking 18, Listening 14, Reading 19. The Pearson Test of English (PTE) will no longer be accepted as of Spring 2019. Students must meet all other requirements for their graduate degree program/college, which may require higher TOEFL scores, and/or additional exam scores such as the GRE and GMAT exams. Students are encouraged to confirm the admissions requirements of their individual departments and attend the Graduate Workshop for additional information.

**Post-ELP Courses**

### **ENGL 100 – English Composition**

All ELP students must take English 100 in order to earn a PNW undergraduate degree.

### **Maymester**

ELP Bridge students are not allowed to take a non-ELP course during the Maymester. Only those who have passed all of their Level 4 ELP classes and have left the ELP can take a university course during the Maymester. Maymester classes are strongly discouraged, however, as they are very demanding and intensive.

### **Math Placement Test**

All students beginning their university studies must take the ALEKS math placement test. Students can take the test multiple times (up to three times) in the Testing Center or on any computer with internet access. It is important that students meet the minimum math score for their degree program, so plan to take the exam more than once. A fee of $25 must be paid online before taking the exam. If a student plans to enroll in a math class during his/her first semester in university classes, it is best to take the ALEKS exam before meeting with an academic advisor to register for university classes.

Tutoring for the ALEKS test is available for ELP students through the Student Academic Support in the Center for Learning & Academic Success. Please email [sas@pnw.edu](mailto:sas@pnw.edu), call (219) 989-3227, or visit <https://academics.pnw.edu/exploratory-advising/walk-in-tutoring-hammond-campus/> to view the current tutoring schedule.

Below are additional online resources for preparing for the Math Placement Test:

* <http://www.coolmath.com>

* <https://secure.aleks.com/alekscgi/x/lsl.exe/home/guest/LP/login>
* <http://www.khanacademy.org>
* http://www.varsitytutors.com/practice-tests

**ELP Policies**

### **English Policy**

Students are required and expected to use only English in their classes. This will help them to develop English skills as well as show respect for teachers and classmates who may speak different languages.

### **HOMEWORK POLICY**

ELP students can expect to have between 10-20 hours of ELP course homework each week. If you must be absent, contact your teacher to find out what assignment you must complete for the next class. Always hand in assignments on time, even if you cannot attend class on the due date.

### **Communication Policy**

Students in the ELP must check their PNW email account every day (see pages 31-32 for instructions about how to set up and check PNW email accounts). The ELP does not communicate through non-PNW emails due to privacy issues. Also, the ELP cannot give grade information about students to anyone except the student making the request (such as family members or friends). Grade information must be picked up in person and will not be given over the phone or through email. Students in the ELP are expected to conduct meetings with teachers and advisors by themselves. Spouses and/or family members will not be allowed to enter faculty or staff offices during student meetings.

### **Grievances (Complaint) Policy**

Students who are concerned about any aspect of the program should follow the appropriate steps

to ensure that their issues are resolved in a timely manner. Any student with a complaint should

follow the grievance process:

***Step One***

First, talk to the teacher. If there is still a problem or if the student does not feel comfortable addressing the issue with the teacher, then

***Step Two***

Talk to the ELP Director who will take steps to resolve the issue. If the issue cannot be resolved, the ELP Director will help the student to complete a Student Grievance form. Then,

***Step Three***

A meeting with the Executive Director of the Office of Global Engagement will be arranged. This meeting will be within 10 days of the date of the Student Grievance Form. After the meeting, the student will be given a written statement detailing any decisions made. If the student is not satisfied with the decision,

***Step Four***

The student may request a meeting with the Dean of Students.

## 

## **Attendance Policy**

Regular attendance is mandatory.  In order to learn English, students must attend all classes, arrive on time, and be prepared and pay attention.  If students are absent, it is their responsibility to make up missed work. It is a student’s responsibility to ask other students or email teachers for any assignments and/or missed work.  “I was absent” is not an excuse for not doing assignments or for handing in late work.

**Late:** Students who come late to class disrupt their teacher and classmates. They also miss important information and activities. Arriving 20 minutes after class has started, either at the beginning of class or after a break, will result in one absence. Arriving late three times will also result in one absence.

**Absence:** During the fall and spring semesters as well as the summer session, students are allowed to miss three classes without any formal consequences. These absences are allowed in case a student is sick or has personal business. Students who will be absent for any reason must contact their instructors before class begins as well as send instructors any assignment that is due that day. During the Maymester sessions, students who miss nine hours of instruction (three class sessions) are referred to the Director to sign an attendance agreement. Students who reach 12 hours of absences (four class sessions) will receive a U (unsatisfactory) in the class.

**For students who miss more than three class sessions during fall, spring, and summer:**

**Step Two**

ELP Director will send a meeting request to the student via e-mail.

The student will meet with the Director for advising and will sign a form stating that he/she understands and will abide by the attendance policy.

**Step One**

4 absences in a class result in a verbal warning from the instructor.

3 lates will equal one absence.

Instructor will send an Advising Referral notice to ELP Director on the day of the 4th absence.

**Step Four**

ELP Director will send a meeting request to the student via e-mail

The student will meet with the Director for advising and a decision will be made in conjunction with the student’s instructor regarding the student’s future in the ELP

**Step Three**

The instructor will send a second Advising Referral notice to ELP Director on the day of the 6th absence.

Note that the student will automatically fail the class and may be dismissed from the ELP if he or she accumulates 6 absences.

**\*Step Six**

If the student does not attempt to contact the ELP within 7 business days, the student will be withdrawn from classes, the I-20 will be terminated, and the student will be out of status

**\*Step Five**

In the case that a student has stopped attending classes, does not respond to requests for meetings with the Director, and has not provided the ELP with information regarding the absences, the ELP will attempt to contact the student via e-mail, phone, and a letter sent via the US Post Office to the student’s US mailing address

### 

### **Plagiarism Policy**

Plagiarism is presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged or cited. Plagiarism also includes copying another student’s presentation, copying pieces of other student’s essays, and copying assignments from other students.

Plagiarism is taken very seriously in American universities, and ELP students will learn about plagiarism in order to prepare them for their university courses. University students can be expelled due to plagiarism.

Any ELP students who plagiarizes will be penalized in the following ways:

* **First Offense:** Students will receive a zero on the assignment.
* **Second Offense:** Students will also be sent to meet with the ELP Director and may fail their ELP class.

### **Midterm and Final Testing Policy**

Students must take midterm and final examinations on the scheduled dates as determined each semester by ELP faculty.

### **Testing Rules**

All students must read and sign a contract stating that they agree to the following rules and accept the consequences of breaking these rules. The contract reads:

**Rule 1:** Students cannot look at another student’s paper.

**Rule 2:** Students cannot talk to another student during the test.

**Rule 3:** Students cannot share erasers, pens, or pencils.

**Rule 4:** Students must give the teacher their paper when the test time is over.

**Rule 5:** Students cannot ask any questions unless there is something wrong with the test packet (for example, there is a page msising).

**Rule 6:** Students cannot carry or use cell phones or any other electronic device for any reason.

**Rule 7:** Students cannot carry or use any notes, papers, or books unless the teacher gives

permission.

**Rule 8:** Students cannot discuss the test with anyone who has not yet taken it.

|  |
| --- |
| Breaking rules #1-5 will result in a warning from the teacher.  After 1 warning, breaking additional rules results in failing the test.  If you break Rules 6-8, you will get no warning and you will fail the test. |

### 

### **Photo Policy**

Students in the ELP will occasionally be photographed during field trips, events, and for the newsletter. These photographs are sometimes also displayed on the ELP website and other published materials. However, if for personal or religious reasons students do not wish to have their photos taken, it is their responsibility to do two things:

1. Submit a written note to the ELP secretary stating that the student does not wish to be photographed. Include the student’s full name and student ID number.
2. Inform the teacher, mentor, or other students before they attempt to take a picture.

### **Pregnancy Policy**

Pregnant students in the ELP who are expected to give birth during the semester should notify their teachers and the Director as soon as possible.  These students can use their five allowed absences (two and a half weeks during fall and spring semesters) during the hospital stay and for the days following the birth.  Before taking the leave, students should create a plan with their teachers regarding work missed during time off.  Additional time off beyond the five absences allowed for all ELP students is only permissible in the case of emergency pregnancy-related complications.  To document the medical emergency, the student must submit a note from her OB/GYN physician or psychiatrist to Marsha Gordon, stating the period that she is unable to attend classes as well as that the reason for the absences is due to complications of childbirth or medical emergency.

**In general, pregnancy and child birth does not allow a leave of absence or a Reduced Course Load before or after the birth, unless there is a medical complication/emergency.**

**Student Services**

## **ELP Advising**

Jennifer Talley, the ELP Director, also serves as the program’s advisor and will assist students with academic and other concerns. ELP students can talk to the Director about any question, challenge, issue or concern they have, such as schedules, examinations, attendance, class issues, or ELP policies. Teachers will also send students to the Director for attendance, academic, and behavioral problems.

Students may speak with the Director at any time in CLO 258 or email [jtalleyr@pnw.edu](mailto:jtalleyr@pnw.edu) for an appointment.

## **ELP Mentoring Program**

ELP mentors are assigned to each Listening/Speaking and Writing class. Mentors are usually American undergraduate students at PNW whose responsibility it is to help ELP students with their English studies both in and out of class.

Mentors spend up to 10 hours per week in class helping ELP students and outside of class in organized, educational, and cultural activities, which help ELP students practice their English skills and learn about American culture. ELP mentors are also available to provide one-on-one tutoring and assistance to ELP students in addition to providing conversation practice.

## 

## **Tutoring**

Student academic success is a high priority in the ELP. If a teacher is concerned about a student’s progress, the student will be referred to the ELP Advisor. Students should also ensure their own academic success and may request tutoring or assistance from the following sources:

**ELP Teachers**

ELP teachers hold regular office hours during the lunch break from 12:30 p.m. to 1:45 p.m. Mondays through Thursdays and are available during those times (or other times by appointment) to provide help and answer questions. When students have questions about class material, they should visit their teacher and ask for help. During select semesters, a faculty tutor will be available for one-on-one instruction and academic assistance during the lunch break. Please ask your teacher for instructions on how to make an appointment.

**ELP Mentors**

ELP mentors are available to provide one-on-one tutoring and assistance to ELP students. Please speak with your mentor in class or email him/her to arrange a meeting time. ELP students can work with any ELP mentor; they are not restricted to working with the mentor assigned to their class. However, please keep in mind that mentors will not do a student’s work for him/her in person or via email.

**Writing Center**

ELP students are encouraged to visit the Writing Center in CLO 265 for assistance with writing assignments. To make an appointment with a tutor, email [writingcenter@pnw.edu](mailto:writingcenter@pnw.edu) or call 219-989-2200. Please visit <http://academics.pnw.edu/english/current-students/the-writing-center-2/> for additional information.

## **ELP Newsletter**

Once per semester, the ELP will distribute a fun and informative newsletter. Students will work in class on newsletter submissions. Additional submissions such as articles, jokes, editorials, classifieds, pictures, etc. may be given to teachers for inclusion in the newsletter.

## **Facebook & Instagram**

All current and former ELP students are invited to join the ELP on Facebook. The ELP on Facebook is a place for students to connect with other students, their mentors, and their teachers. Students can start discussions, share pictures, and share links and videos.

<https://www.facebook.com/ELPPNW/>

# <https://www.instagram.com/elp.purdue.northwest/>

# **Computer & Lab Access**

### **Computer Access**

All new students at Purdue University Northwest, including ELP students, receive a Purdue University Northwest e-mail account. Once the account is activated, students will be able to:

1. Log onto any university computer
2. Access their personal H:/Student drive
3. Add money to their student ID cards and print using a university computer
4. Log into the MyPNW portal

**The MyPNW Portal allows students to:**

* **Access PNW email**
* **View financial information and registration holds**
* **Register for classes through PNW Star**
* **Print class schedules**
* **View Final Grades**

# **BoilerKey Authentication**

It is important that all students, including ELP students, set up their BoilerKey. Full directions are available at <https://www.pnw.edu/information-services/boilerkey/> .

**Why do I need to do this?**

If you don’t do this, you will not be able to access Blackboard or MyPNW. Your grades are available on Blackboard and MyPNW, and many classes use Blackboard for homework or other activities.

**Do I need any special equipment?**

If you have a smartphone, you will need to download an app called DUO Mobile. If you don’t have a smartphone, you need to request a special device called a BoilerKey token. By following links given on the webpage above, you will be able to request this.

**Where are directions for setting up your BoilerKey?**

Go to <https://www.pnw.edu/information-services/boilerkey/>. You will see an overview of instructions on this page. To complete the steps, you need to login to the portal by clicking this link:

**Once I set this up, how do I use it?**

For login screens where you are prompted to use your BoilerKey, you will need to use the BoilerKey pin you chose with the passcode generated in the Duo Mobile app (separating the two with a comma).

Example:

* Your BoilerKey PIN: 1234 *(don’t choose this – it’s not very secure)*
* You go to Duo mobile and get a passcode of 723 049
* As a password, you should use your **PIN** then **, (comma)** then the **passcode from the DUO app**.
* You will enter, for example: 1234,723049

### **SETTING UP YOUR PNW EMAIL ACCOUNT**

### **Step One: Create a password**

1. Find your letter of admission; your Purdue University Northwest ID number is in this letter.

Access the student password site at: <https://password.pnw.edu/public/ActivateUser>.

Your Purdue University Northwest ID number and birthday are required to set up a new password.

Students can visit Powers 216 for help with passwords or other computer problems.

### **Step Two: Activate your Student PNW Email Account**

Look on the admission letter again to find your Purdue Career Account. Your email address is your Purdue Career Account@pnw.edu. (example: jsmith@pnw.edu)

1. Go to Purdue University Northwest’s homepage, <http://www.pnw.edu/>
2. Click on “MyPNW” or go directly to http://www.pnw.edu/mypnw
3. Enter your Purdue Career Account and your new password

If you have problems, visit Powers 216 for help.

### **CHECKING YOUR PNW EMAIL ACCOUNT**

All students must check their PNW e-mail account every day for important information and updates. Teachers and university staff communicate with students only through this account. To check email:

1. Go to Purdue University Northwest’s homepage, <http://www.pnw.edu/>
2. Next, click “MyPNW” on the top right of the page
3. Enter the login and password that was created in Step Two

The MyPNW portal allows students to access email, view financial information and holds, register for classes, print schedules, and find other academic information such as final grades.

### **Registering for Text Notificatoins**

Remind is a system that the ELP uses to communicate with students via text. By joining this service, students will receive important program information via text message. This convenient service is not mandatory, but is a helpful to receive updates and messages quickly and effectively.

Students’ personal phone numbers will not be shared in sent or received messages or with any students in the ELP- all personal information is private and cannot be seen by your classmates or instructors. If you would like to learn more about Remind, see the website here: [https://www.remind.com/.](https://www.remind.com/)

**Note: This service does not replace PNW email. All ELP students are still responsible for checking their PNW email accounts daily.**

To join Remind from your smartphone:



**Step One: Text the school code (@elppnw) to phone number 81010**

**Step Two: Receive a welcome message confirming your enrollment**

**Step Three: Download the Remind app. from the app. store**

**Step Four: Check all texts from the ELP as soon as you get the notification for important information like class cancelations, event updates, and meeting reminders**

## **CLO 237 Open Lab**

The computer lab in CLO 237 is available daily to all ELP students and mentors during the lunch break. Students are encouraged to use this lab to meet with groups, do assignments and/or extra practice, or work with their mentors. All computers in the lab are equipped with software that will help students improve their English skills, especially in listening and speaking.

# **International Programs Office and ELP Field Trips**

The International Programs Office (IPO) offers a wide variety of activities each semester for Purdue Northwest students, both on and off campus.  On-campus programs include:

World on Wednesdays (WOW), International Coffee Corner, Language Circles, as well as other social and special seasonal events. In addition, IPO organizes weekly field trips to local destinations, which are designed exclusively for students enrolled in the English Language Program. These trips help students gain a better understanding of American culture and encourage practice of the English language in real-life situations outside of the classroom. The activity fee is charged to all full-time ELP students regardless of the student’s level of participation in IPO-organized events and excursions.

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### **Field Trip Basics**

### Field Trip Forms

Any student interested in attending an ELP field trip is required to complete the Field Trip Form before the first trip attended. These forms are provided during ELP Orientation and are also available in CLO 176.  Students who attend IPO/ELP field trips must adhere to university policies and follow the instructions of the IPO mentors who supervise the trips.

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### What to Bring

Students should bring their PNW ID on all trips.  It is also a good idea for students to bring extra spending money to buy souvenirs and snacks.

### Sign-up

Trip sign-up is available on a weekly basis in CLO 176. Students are required to sign up in order to reserve a spot on each trip.

### ELP Spouses and Non-ELP Students

IPO/ELP field trips are only for students in the English Language Program. However, there may be a few opportunities for the spouses of ELP students and for non-ELP students to attend. If there are any field trips available to ELP spouses and non-ELP students, an e-mail announcement will be sent by IPO mentors. Small children may not participate in IPO/ELP field trips.

## “No Show” (Missed Trip) Policy

If a student has signed up for a trip but cannot come, he/she must contact IPO to cancel the reservation before the day of the trip.

Students who have signed up for a trip but do not cancel with IPO are called “no-shows.” No-shows will get a warning the first and second time they sign up for a trip and do not come. The third time, no-shows will be required to meet with the International Programs Coordinator and may not be allowed to attend future trips.

# **Immigration Policy/Information**

It is important for international students to understand the United States Citizenship and Immigration Services (USCIS) regulations relating to their nonimmigrant status. Students must always follow immigration rules, university rules, as well as the rules of their sponsoring agency (if applicable).

The International Student and Scholar Services Office (ISS) helps students with immigration rules and paperwork. Students can visit the ISS in CLO 176 with questions.

Marsha Gordon, Director of Immigration Services

[mkgordon@pnw.edu](mailto:mkgordon@pnw.edu)

April Valentine, Immigration Advisor

[avalent@pnw.edu](mailto:avalent@pnw.edu)

Janice Novosel, Immigration Assistant

[novosel@pnw.edu](mailto:novosel@pnw.edu)

Students studying in the ELP Program with an F-1 visa must maintain full-time student status, by enrolling in a minimum of 21 hours of study during the fall and spring semesters and 24 hours during the Maymester and Summer sessions. Students must follow all ELP attendance and grade policies to remain in the ELP. Students who are expelled from the ELP program will not be in good immigration status and could lose their opportunity to study in the United States. It is not difficult to follow the simple rules required for good immigration and university status, but it is difficult to repair an immigration record that has been violated.

## **Passport and I-20**

All passports have an expiration date and must never be allowed to expire. ISS suggests starting the renewal process at least six months before the expiration date. If necessary, passports can be renewed in the U.S., but they can take several months to process.

Note: Students should never let their I-20 expire by not knowing the program end date. The I-20 should always be kept in a safe location.

## **Full Course of Study for Fall and Spring Semesters**

Students must enroll in:

* 21 hours of ELP courses including three core classes (Reading, Writing, and Listening/Speaking) and one elective class
* 15 hours for ELP courses for Bridge students (at least 9 hours must be within the ELP)
* 12 credits for undergraduates (Bachelor’s)
* 8 credits for graduate/professional students
* 6 credits for graduate/professional students with assistantships

Students who have not yet completed one full year of study should enroll in summer courses to include a minimum of 24 credit hours during the 8-week summer session. They may also choose to enroll in an additional 24 credit hours during the 4-week Maymester session if they wish to complete an entire level over the vacation period.

Note: There are rare exceptions to credit hour limits (such as severe illness), which must be pre-approved by an ISS immigration advisor.

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## **Change of Address**

Students are required to report any change of address or residence directly to the Office of International Students and Scholars (ISS) within 10 days of the change.

## **Employment**

ELP students are not allowed to work in the U.S. After leaving the ELP, students may work part-time jobs on-campus. International students may only work up to 20 hours per week on campus while school is in session. Full-time employment is allowed during vacation periods and during summer months.

## **Traveling Outside the USA**

For travel outside the U.S., the I-20 must be signed to confirm that the student is in good immigration standing at the university. This document should be brought to ISS (CLO room 176) for the travel signature at least two weeks before the trip for a signature.When traveling within the United States, students should always take their passports, school IDs, and I-20s.

## **Online Classes**

ELP students cannot enroll in any online or distance learning classes. Once students leave the ELP and become degree-seeking students, they may only enroll in one (3 credit hour) PNW online or distance learning class per semester that counts toward the minimum required credit hours per semester.

## **Change of Education Level**

After completing the ELP, students are required to get a new I-20 to show that they have changed from ELP to a degree-seeking program of study. This will require submitting a new admission application for the new program of study along with a new financial support document with up-to-date financial funding information. There will be a Transitioning Students Workshop to learn what must be done in order to get a new I-20 during the student’s last semester in the ELP.

Students must know and understand the immigration regulations relating to their program. The immigration requirements and university requirements may change depending on the degree level and program of study.

Note: Students are required to take full-time credit load during the first semester of a new program of study. Even if beginning in the Summer Session, students must start their new program with full-time credit load.

## **Vacation**

An ELP student who has not completed one academic year (10 months including a fall and a spring semester) has two options during the summer:

1) Depart the U.S. for the summer session.

OR

2) Remain in the U.S. and enroll in at least 24 credit hours during the 8 week summer session.

Sessions offered during the summer include a 4-week Maymester session as well as an 8-week summer school session. All ELP students who have not completed 10 months of study are strongly encouraged to remain in the U.S. for summer study.

## **Extension**

If more time is needed to complete the ELP program, students must apply for an extension of their program before the expiration date on the I-20. Students should see the ISS advisors for questions about extensions before the expiration date.

## **Transferring from PNW**

Students must apply and be admitted to another college or university before a transfer can be considered. Approval from an immigration advisor in ISS must be obtained in order to transfer I-20s to other colleges or universities. Students must be able to start at the new school during the next available semester, which must be within 5 months following the transfer of SEVIS records to the new school.

## **Medical Insurance Policy**

ELP students studying on an F-1 visa are required to have proof of valid medical insurance while enrolled in the ELP. Students on an F-1 visa who do not have medical insurance will have medical insurance coverage purchased for them through the university.

If a student does not provide valid proof of medical insurance by week 3 of the fall or spring semesters (week 2 for summer), he or she will be billed and held responsible for full payment of medical insurance costs. The cost of medical insurance coverage is $400 for fall and spring semesters and $290 for the summer. This is a non-refundable charge. All students will be automatically signed up for medical insurance unless you provide proof that you already have a medical insurance plan.

Note for Saudi Arabian Students: Students with valid Saudi Arabian Cultural Mission (SACM) Scholarship or coverage through Saudi Aramco Company will have medical insurance charges waived as long as they have a copy of financial guarantee on file in the International Students

and Scholars Office, CLO 176.

# **campus map**

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# **Important Contacts**

**International Affairs Office**

**International Programs Office**

**ELP Secretary**

CLO 176

(219) 989-2944

<http://www.pnw.edu/international/>

**Counseling Center**

Gyte 005

(219)-989-2366

<http://www.pnw.edu/counseling/>

**Student Health Services Center**

Gyte 034

(219) 989-1235

<http://www.pnw.edu/international/health-center/>

**Housing and Residential Education**  
University Village, 2440 173rd Street

(219) 989-4150

<http://www.pnw.edu/housing/>

**University Library**

SULB 2nd floor Room 200

(219) 989-2224

<http://www.pnw.edu/library/>

**Police**

University Police Building

**EMERGENCY: (219) 989-2911**

**Non-Emergency: (219) 989-2220**

<http://www.pnw.edu/police/>