

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

**Intensive English *and*
Orientation Program**

Student Handbook

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Welcome

to the Intensive English and Orientation Program!

We offer you small classes, dedicated instructors, and a large university community in a small, friendly town setting.

All of these combine to give you a complete educational experience.

The faculty and staff at IEOP are glad you are here.

Let us help you become your best!

**A great place
to learn
English!**

GENERAL INFORMATION

The Intensive English and Orientation Program [IEOP] began in 1966 as a summer-only program. Since the 1970's it has been a year-round program. IEOP operates a 16-week session in fall and spring, and an additional 6-week session in spring and an 8-week session in summer. The Program offers various levels of instruction depending on what levels students test into. Because this is an intensive program, all students may have class up to 4 or 5 hours a day.

The IEOP curriculum follows the standards developed by the University and College Intensive English Programs [UCIEP], a national organization of which IEOP is a member. These standards ensure that IEOP uses fair practices of testing and up-to-date methods of teaching.

Registered IEOP students are also Iowa State University students and have full use of all campus facilities and services in the Thielen Student Health Center, Parks Library, university recreation services and computer labs [which provide access to E-mail and Internet access]. IEOP students also have access to all sporting and cultural events and the services of the International Students and Scholars [ISS] office (formerly called the Office of International Education Services [IES]).

Goals of IEOP

IEOP is a full-time program with a strong academic environment. Its purpose is to immerse students in spoken and written American English and the cultural environment in the United States. The curriculum emphasizes the academic skills necessary for international students to be successful in their undergraduate or graduate studies in the U.S. These skills include reading efficiently, writing clearly, taking notes from lectures, participating in classroom discussions [seminar skills] and communicating with people on and off campus.

IEOP also offers an orientation component in which students are introduced to a variety of topics on American culture and practices and to cross-cultural issues. As part of its cultural component, IEOP offers students a variety of extra-curricular activities: trips, parties and conversation groups with native English speaking leaders.

STUDENTS

Presently IEOP has an average of 25 to 30 students from 8 to 12 countries per session. Students study in IEOP for a number of reasons: to acquire enough English to get the TOEFL score necessary for admission to a university, to experience life in an English-speaking country, to spend a semester or a summer overseas before continuing study toward a degree at home, or to improve their international employment opportunities.

The length of time that a student studies in IEOP depends upon a number of factors: the amount of English studied before, the level of English as which the student begins, the student's reason for studying English, or the student's motivation. A student may study in IEOP for 1 or 2 sessions or longer. The motivation and goals of individual students determine when they leave IEOP.

STAFF

Administration

Dr. Barbara Schwarte is the current Director of IEOP. She plans and carries out program policy, employs teachers, plans class schedules, supervises the testing and placement of students and sends reports to other schools and sponsors. Students with questions or problems regarding academics should schedule an appointment with Dr. Schwarte in Room 101 Landscape Architecture Building.

Kristi Correia works in the IEOP Main Office located in Room 102 Landscape Architecture Building. Kristi supports IEOP in a variety of ways. She is available to assist students with non-academic issues including financial questions or problems relating to university fees or banking. Kristi also serves as the IEOP web master and distributes program news and announcements.

Larry Laursen works in the IEOP Applications and Orientation Office in room 103 Landscape Architecture Building. Larry is available to assist students with non-academic issues, including registration, university application or extension of your I-20. Larry also coordinates new student orientation and program activities.

Please let any staff person know if there is anything they can do to make sure you have a positive experience while in IEOP!

Instructors

IEOP has a core staff of 3-4 instructors. These teachers all have at least a Master's degree including special courses in teaching English to speakers of other languages. IEOP teachers have many years of experience teaching English in the United States and in other countries all over the world.

The core teachers are as follows:

Dr. Mary Barratt	A.B.	University of California, Berkeley
	M.A.	Ohio University
	Ph.D.	Iowa State University
Helen Schmidt	B.A.	Rollins University
	M.A.	Columbia University
Suzanne van der Valk	B.A.	University of Windsor
	M.A.	Iowa State University

IEOP also hires adjunct instructors to teach full-time or part-time when needed. These adjunct instructors always have at least a Master's degree in an area related to language teaching and experience in teaching English to speakers of other languages.

Each year, IEOP may employ 1 to 2 graduate students. These students are completing Master's degrees in Teaching English as a Second Language [TESL]. In most cases, they have studied languages, lived outside the United States and have had previous experience teaching English to speakers of other languages.

POLICIES

Attendance

Regular attendance in all IEOP classes is required. There are NO excused absences. IEOP requires that students attend 75% of each class in order to maintain "good student status". This is especially important for students with F-1 status (see next section below).

Coming late to a class is counted as an absence. Students must come to each class on time. Be sure you understand the lateness policy from each of your instructors. That information is always included in each instructor's syllabus.

Students who wish to have a recommendation for admission to ISU must have excellent attendance and attend 90% of each class.

If a full-time student does not attend an activity for which IEOP classes have been cancelled (e.g., field trip, cross-cultural seminar, etc.), the student will be counted as absent in each of her/his classes. The student must attend the entire event to receive attendance credit.

For students who miss more than the allowed absences, the following policies are in effect:

Students who have less than 90% attendance in any class:

- will NOT receive a recommendation for admission to ISU.

Students who have less than 75% attendance in any class:

- will receive an automatic failing grade (i.e., "F")
- will NOT pass to the next level
- will NOT receive a recommendation for admission to ISU.

Maintaining F1 Visa Status/Visa Extensions

IEOP requires that students on an F-1 visa maintain a minimum overall attendance of 75%. This percentage is necessary to maintain "good student status". If a student's attendance falls below 75%, the director MUST report that student to the office of International Students and Scholars (ISS), who will inform Immigration that the student is out-of-status and is in violation of her/his F-1 visa status. Being in violation may result in deportation. Students with below 75% attendance may not receive visa extension letters.

Students who receive two consecutive failing grades will not be allowed to enroll again in IEOP.

Books and Supplies

Students are required to purchase all assigned textbooks and supplies. Used textbooks may be purchased as long as they do not have writing in them. Photocopies are NOT allowed.

Changing Classes or Levels

All students are placed according to the Placement Test results. Changes in classes or levels are rarely made. However, if you feel that you have been misplaced in any of your classes or your level, please talk with your teacher(s) during the first week of class. Changes are not made until after the first week of class. Remember, however, that the first week of classes is usually a review as each teacher tries to assess the level of each student in his/her class.

If you are allowed to change a class or a level, you will receive a letter from the Director informing you of the change at the end of the first week of classes. You will also receive a class schedule and a book list for the new class and will be responsible for purchasing any new, required textbooks for your new class(es).

Recommendation for ISU Admission

Students may request that a recommendation for admission to Iowa State be sent to the Iowa State University Office of Admissions. This recommendation will indicate if the student's English is good enough for university study or if the student needs more English study. A student will be recommended for ISU admission for the following semester session if they need a 500 TOEFL score and has achieved at least 490, is in the High level for all of their classes, has 90% attendance in each class, and has teacher recommendations. No university recommendation is made for a student with less than 90% attendance.

Health Requirements

The Student Health Center at Iowa State University has instituted a new policy in the Tuberculosis Prevention Program. According to their new policy, all new international students must undergo the tuberculosis testing upon arrival to the university. New students who do not complete the tuberculosis testing program by the 15th day of the semester will be considered as being in non-compliance with the policy.

Students who are considered in non-compliance will:

- Be removed from enrollment at Iowa State University,
- Be removed from University housing,
- Forfeit all tuition and fees.

Students who are removed from enrollment could possibly be in violation of their F-1 visa status and subject to action on part of Immigration and Naturalization Services [INS].

Work Permits

New students are not allowed to work on campus until they have completed at least eight (8) weeks of English study and have the approval of the Director. Students with poor attendance and students whose progress in English might be negatively affected will not be given work permits. If you feel that an exception should be made in your case, please see the Director.

Leaving the United States

If you plan to leave the U.S. during a vacation or semester break, please take your passport, visa and form I-20 to the International Students and Scholars Office in Room 250/252 of the Memorial Union. It may be necessary for them to check and/or update your visa or form I-20.

Vacation

Students on F-1 visas must be enrolled two consecutive semesters before they can take a vacation [ex. Fall/Spring, Spring/Summer, etc.]

CORE CURRICULUM

New students are placed into a level based on their placement test score, their timed essay and other diagnostic assessments. The actual levels available depend on the number of students enrolled and the assessment results. Returning students are placed according to teacher recommendations.

Because the purpose of IEOP is to prepare students for academic success in a university, IEOP classes are designed to give students a review of the basics of English and to improve their skills. The skills covered are reading, writing, listening and note-taking as well as oral communication. The following information gives an overview of each of the classes and skills.

Reading and Writing

In this course, students work to become proficient in reading and writing. This course will help students read with greater comprehension and speed through practice with reading strategies. Students at the lower levels focus on basic reading strategies using both academic and non-academic materials. Students at the upper levels use strategies to recognize patterns of discourse and figurative language.

A study of dictionary skills is worked on at all levels, beginning with basic knowledge and use of monolingual dictionaries at the lowest level to a more sophisticated use of dictionaries, including the use of denotation and connotation at the upper levels.

The writing portion of the course works on all aspects of the writing process: pre-writing and brainstorming, writing first and second drafts and editing. Different classes focus on different rhetorical styles [types of writing]. In Basic Writing, for example, students begin with simple paragraphs and short essays of description and narration. In other classes, students focus on other types of writing such as essays of classification, comparison/contrast, analysis and argument. In some cases a limited research paper may be required. Your instructor's syllabus will inform you of the specific types of writing [rhetorical style] you will be working on.

Students enrolled in this course must also take the guided learning course (see below for description).

Listening and Speaking

This course provides students with skills for speaking and listening in the university and in the community. The course includes idiomatic usage, pronunciation and note-taking. Lower levels emphasize basic spoken English and conversation, while upper levels emphasize academic listening and note-taking and presentation skills. The Listening and Speaking class also functions as a forum for the sharing of cultural experiences and opinions and for learning about American opinions and practices.

Grammar

The grammar course teaches and reviews the structures of English so that students can use the language for oral and written communication. The lower levels emphasize grammar for spoken English. The upper levels emphasize grammar for academic purposes, including analyzing grammar in outside readings. The actual grammar structures that are studied in each level are based on the grammar curriculum guide. The syllabus that each of your instructors gives you is based on that curriculum guide.

Guided Learning

In this course students have the opportunity to work on their individual problem areas and to practice aspects of language that they would like to work more on.

Students who are taking the Reading and Writing course must also enroll in this course.

Special Topics Module—Early American History

This advanced course is an integrated skills course—it stimulates a university course on Early American History by focusing on a topic for a semester. In covering a topic, the course engages students in activities that allow students to focus on different language skills and strategies. Students have the opportunity to practice a variety of language skills simultaneously. It also works on developing study skills.

Only students with a higher level of proficiency may enroll in this course.

SPECIAL OFFERINGS

TOEFL Preparation

IEOP often offers a class on TOEFL preparation. The purpose of this class is to help students achieve the TOEFL score needed to begin their university studies. Diagnostic testing is used to determine strengths and weaknesses of students. All areas of the TOEFL are covered. This course is reserved for students with higher level proficiency.

Conversation Groups

Students are encouraged to participate in a conversation group. IEOP students have the opportunity to meet several times each week with a native English speaker (typically an ISU student) to discuss informal topics of their choice. Topics may include a comparison of cultures, sports, current events, etc. Conversation groups give IEOP students a chance not only to practice their spoken English but also to learn more about American culture.

There will be a conversation group meeting three times a week after class.

Monday	3:00 - 5:00 pm
Wednesday	3:00 - 5:00 pm
Thursday	3:30 - 5:00 pm

OTHER OPTIONS

University Classes

Students with a score of 490 on the TOEFL and who are in the High Reading/Writing and Listening/Speaking classes may enroll in one ISU course for credit. This class must meet during the time IEOP classes do not meet. You will receive information about taking a class during Orientation week. The tuition for the ISU class is in addition to your IEOP tuition.

LANGUAGE LEARNING CENTER

The IEOP Language Learning Center (LLC) is located in rooms 106 and 107 of the Landscape Architecture Building. Available to students are audio and visual players with many tapes and CD's for various lessons, such as listening comprehension, vocabulary, spelling and pronunciation.

The Center also has a computer lab with both Apple and PC's available, all with access to the Internet and E-mail. There are a number of CD ROM programs available so students can practice grammar, vocabulary, listening, pronunciation and TOEFL preparation.

IEOP teachers may require additional lessons to be completed in the LLC, but all the materials are available to all students. Some audio and video tapes are also available in the Media Center of the ISU Parks Library. If there are some materials that you would like added to the Media Center of the library, please contact your Listening/Speaking teacher or drop a note in the suggestion box.

Computer Lab Guidelines

The computer lab is a wonderful resource for our students. IEOP follows the computer ethics standards established by Iowa State University. These standards can be found online at: <http://policy.iastate.edu/it/ethics>.

In addition to the computer ethics standards established by Iowa State University, IEOP has guidelines for all students using the IEOP computer lab in 106 Landscape Architecture Building.

The following statements tell you the DOs and DON'Ts for lab usage:

- DO use the computer lab to complete class assignments or homework.
- DO use the language resources on the Internet to practice and improve your English skills.
- DO use the language software often.
- DO use the lab to check E-mail, especially to find out about IEOP news and activities.
- DO use the lab to look at the IEOP web site: www.ieop.iastate.edu

- DO NOT remove computers, pieces of a computer [mouse, keyboard, etc.] or printers from the lab.
- DO NOT remove software from the lab. This includes TOEFL CD-ROMs.
- DO NOT change the preferences or settings on any computer.
- DO NOT save information permanently to the computer's desktop, documents folder or folder that you create. These files will be deleted from the computer at the end of each semester.
Save to the network space to ensure your documents aren't deleted.
- DO NOT create a personal folder on the computer's desktop or hard drive.
- DO NOT add menu items or program applications to the start up or apple menu.
- DO NOT download programs without the direct permission of your instructor or a lab assistant.
- DO NOT download MSN Messenger, ICQ, or other instant messaging programs in your native language.
- DO NOT print E-mail messages.
- DO NOT print multiple pages from the Internet.
- DO NOT remove programs from any computer.
- DO NOT use the computer lab to view sexually explicit material [pornographic web sites, E-mail, web sites with nudity, etc ¹]

Registered IEOP students who have paid their fees have access to additional computer labs across campus. The following web site can direct you to the public labs on campus:
www.public.iastate.edu/~cac_info/openlabs/openlabs.html

[¹ This guideline follows the ISU standard on sexual and ethnic harassment. This guideline is part of creating and maintaining a learning environment free from sexual and ethnic harassment]

TESTING

Placement Test

Every student entering IEOP is given a placement test to determine her/his level of proficiency. A similar test is given at the end of each term. This provides the program with information about the student's progress in English. This information is important for the student, teachers and the university (which a student may attend later).

Class Tests and Quizzes

Teachers often give tests and quizzes in their classes to measure the progress of their students. The results of these tests show both the teacher and the student how much the student has learned from recent lessons in that class and what the student may still need to work on.

Final Test

At the end of each term, all students are required to take the Final Test. The Final Test is similar to the test students take at the beginning of the term. Comparing the score of the Final Test with the score of the Placement Test can be one way to determine the amount of progress a student has made that term. The score of the Final Test can also be used to determine which higher level a student can be promoted to.

Institutional TOEFL

At the end of each term, for an additional fee, students may take an Institutional TOEFL in place of the Final Test. A score report is prepared for each student and also sent to the ISU Admissions Office. Official scores are sent to IEOP several weeks after the test. The IEOP uses scores to assess your English proficiency. You will receive registration information for the TOEFL during the semester.

For information about the International [computer-based] TOEFL, check with Testing Services at the Student Services Building, 2nd floor, Room 2030, 515-294-5058.

EVALUATIONS

Student Progress

Students are evaluated every eight (8) weeks in class. Evaluations are based on attendance, participation in class, the mastery of skills and any tests and homework. Halfway through the fall and spring terms, each student has a conference with one of her/his teachers to review the progress of the first eight (8) weeks and to discuss problems or concerns. This conference is also a good time for students to do a self-evaluation of their own progress in their classes and to ask any questions they might have about the program in general or about a teacher, class or textbook.

Students are also welcome to visit with instructors during their open office hours any time throughout the semester or make an appointment with the IEOP Director to discuss academic issues.

Mid-semester Class Evaluations

About the middle of each fall and spring semester, students will be asked to complete an evaluation of their classes. The purpose of this evaluation is for the instructors and the Director to learn how the classes are going. We would like to know which activities you like best or which activities you would like your instructors to consider adding to the class for the remainder of the semester. It is very important that you give specific information about what you liked or didn't like in your classes.

All evaluations are anonymous. This means that you do not have to write your name on the evaluation form.

End-of-Semester Program Evaluations

Towards the end of each IEOP session, students will be asked to fill out an evaluation of the program. It is helpful if you can be as specific as possible about what you liked or didn't like about the classes, the language lab, the conversation groups and the out-of-class activities.

End-of-Semester Class/Teacher Evaluations

Your teacher(s) will also ask you to fill out an evaluation of his/her class near the end of each IEOP session.

GRADING

Passing to the Next Level

In order to pass to the next class at the next level, students must meet a set of general criteria.

Students must get a minimum percentage in each of the following aspects:

- 75% attendance in that class,
- 70% on all tests and quizzes,
- 70% completion of homework and class work assignments.

In addition, each course may have other specific requirements that students must meet in order to pass to the next level. Please check your instructor's syllabus for this information.

Sometimes a student completes all the requirements for the level but does not go to the next level. This is generally because the instructor feels that the student is not ready for the next level.

Reports

At the end of each semester, students receive an IEOP Final Grade Report, which outlines progress in meeting the goals outlined here and indicates the final course grade.

Registered IEOP students will also receive a grade report from the ISU Office of the Registrar (available through AccessPlus). These grades are based on the final grade reports. It is especially important that students have good attendance because those with less than 75% will receive a Failing (F) grade.

At the student's or sponsor's request, the Director of IEOP will send a report of her/his scores to another institution or to the sponsor. In the report the Director will comment on the student's progress based on his/her class evaluations and the teachers' opinion as to whether or not the student is ready for university work. If you want IEOP to send a report somewhere, please go to the IEOP Main Office, 102 Landscape Architecture Building for a request form.

ACTIVITIES

All IEOP students have opportunity to participate in a variety of social activities. Some of these activities are free, such as the Welcome Luncheon, coffees and lunches and the Closing Ceremony. Other activities take place off campus and require a fee.

Registered IEOP students are also charged an ISU activity and service fee, which is a mandatory fee that supports a variety of activities and services for all students. It is not based on whether or not a student uses an individual activity or service. This fee provides several benefits such as student admission rates to concerts and athletic events and, unlimited use of CyRide, the Ames bus system. In addition, the fee provides support for campus recreation facilities, the Memorial Union, and campus organizations and services as allocated by the Government of the Student Body.

Listed below are some of the activities and events IEOP has offered to its students.

Campus Tours

- Reiman Gardens
- Iowa State Center
- Virtual Reality Center
- Art on Campus
- Farm House Museum

Educational & Cultural Tours

- Des Moines Capital Building
- Ames Main Street District - farmers market, evening concerts

Traditions and Customs Recognition

- Spring Celebration
- St. Patrick's Day
- Independence Day - parade & fireworks
- Thanksgiving potluck

Miscellaneous Activities

- Movies
- Bowling
- ...and many more!*

HELPFUL HINTS

To help you get the most out of your experience in IEOP, here are some suggestions:

Participate

IEOP classes are kept small so that each student has the opportunity to participate. You need every opportunity to use your new language. Your teachers will give you many opportunities to speak and write. Don't be shy! Practice your English as much as possible both in class and outside of class. Remember English is the only language permitted in IEOP classes.

Take Homework and Tests Seriously

Homework is a very important part of your English study. It gives you the opportunity to practice and review the material that you studied in class. Do your homework carefully and on time.

Tests and quizzes are also very important. They tell you how much of the material you have learned and what you still need to study or review. Take all tests and quizzes on time. If you are going to be absent, be sure to contact the teacher as soon as possible to find out if you can take the test another time.

Speak English Often

You cannot learn a new language well if you do not practice it. Speak English at every opportunity – in the classroom, on campus, and off campus. The IEOP activities and conversation groups provide you with additional opportunities to practice your English.

Remember

The purpose of IEOP is to help you learn English. All of us are interested in you as students and we would like to help you whenever possible. Please let one of us know if you are having any problems or difficulties.

Suggestions or Complaints

If you have a suggestion or a complaint about any part of the IEOP Program, complete a Suggestion/Complaint form. You will find a copy in the appendix of this handbook and additional copies in the Language Learning Center, Room 107 Landscape Architecture Building.

You are also free to talk to the Director, who will listen and make a recommendation or suggest a course of action. If you are not happy with the recommendation or suggested course of action, please ask the Director to suggest another action. If you are still not happy, you can take your suggestion or complaint to the Dean of the College of Liberal Arts and Sciences. The Director will give you his name and office location.

Appendix

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