

STUDENT HANDBOOK

INTERNATIONAL LANGUAGE INSTITUTE (ILI)



TEXAS A&M INTERNATIONAL UNIVERSITY

Office of Global Initiatives

International Language Institute

5201 University Boulevard

Laredo, Texas 78041-1900

956-326-2136

ILI@TAMIU.EDU

www.tamiu.edu/binationalcenter/ILI





Welcome to the International Language Institute (**ILI**), a part of the Office of Global Initiatives at Texas A&M International University (**TAMU**). Thank you for selecting the ILI as your English as a Second Language (**ESL**) destination. We hope to make your language learning experience pleasant and fruitful.

The ESL program provides you with various course options, including intensive and semi-intensive courses in 6 levels designed for academic and professional purposes.

In this handbook you will find course descriptions, program outcomes, student responsibilities, and course regulations. If you do not understand something or would like further clarification, we will gladly help you at the ILI office.

Please let us know how we might serve you by contacting us:

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Laredo, Texas 78041-1900

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English as a Second Language

Listening/Speaking/Grammar/Reading/Writing

The International Language Institute (ILI) offers six levels of English as a Second Language (ESL). (Level placement is based on the results of the required CAMLA exam taken before registration.) Each level consists of two courses including additional lab hours. The courses are "Listening, Speaking, and Grammar" and "Reading/Writing", and they are offered in the intensive 8-week format.

Beginning: Levels 101

This course is designed for students who have had minimal contact with the English language. Students develop listening and speaking skills while using a basic vocabulary of approximately 500 words. They practice introductory reading and basic writing skills, focusing on sentence structure and brief descriptive paragraphs.

Beginning: Level 102

This course is designed for students who have finished the beginning ESL 101 course or who, as a result of testing, demonstrate their readiness for this course. Students develop communication skills that facilitate their use of oral language in daily conversations and practical tasks. The Reading/Writing component covers diverse reading topics that generate writing assignments. Students can expect to increase their vocabulary, cover a broad range of reading topics, and complete writing assignments that emphasize the development and editing of descriptive paragraphs.

Intermediate: Level 103

This low-intermediate ESL level is designed to develop students' oral communication skills (ESL 103L) as well as integrated reading and writing skills (ESL 103R). Students study grammatical form and function including verb tenses, verbal aspect, nouns, pronouns, and interrogatives. The course covers reading comprehension, critical thinking skills, and the use of vocabulary in context. Writing practice occurs at the paragraph level and includes the development of topic sentences, supporting sentences, and editing skills.

Prerequisite: test placement or completion of ESL Level 2.

High Intermediate: ESL Level 4, Listening, Speaking, and Grammar

This high-intermediate ESL course is designed to develop students' oral communication skills for the academic environment. Students will interact in group work, class discussions, and debates. Fluency, pronunciation, and English grammar are emphasized.

Prerequisite: test placement or completion of ESL Level 3.

High Intermediate: ESL Level 4, Reading and Writing

This high-intermediate class is designed to develop students' academic reading and writing skills. Students can expect to learn about essay types, explore Western rhetorical styles, and apply grammatical knowledge to writing. Reading selections include authentic material to help prepare students for the academic classroom. Students increase reading proficiency by using skimming and scanning techniques, context clues, and vocabulary analysis.

Prerequisite: test placement or completion of ESL Level 3.

Advanced: ESL Level 5, Listening, Speaking, and Grammar

Students practice strategies to listen and speak English in a variety of academic situations through the use of multimedia material, in-class discussions, and presentations. Pronunciation skills are addressed as needed, and successful aural comprehension and oral production of targeted grammar points are assessed. Students review and expand their English grammar knowledge as they also perfect their knowledge of language use in diverse contexts and social domains.

Prerequisite: test placement or completion of ESL Level 4.

Advanced: ESL Level 5, Reading and Writing

This course is designed to help students express their ideas and opinions effectively in academic and professional writing styles as they develop various essay types.

Students increase their use of reading strategies such as pre-reading, implying and inferring concepts, using context clues, drawing conclusions, and analyzing academic vocabulary. Diverse, multicultural perspectives of the American culture are covered through academic readings.

Prerequisite: test placement or completion of ESL Level 5.

High Advanced: ESL Level 6, Listening, Speaking, and Grammar

This course prepares students for academic course work through the study of communication strategies used in academic and professional domains. Students analyze advanced English grammar: auxiliary verbs, phrasal verbs, gerunds, infinitives, adverb and noun clauses/phrases, discourse connectors, unreal conditionals, and the subjunctive. Guided discussions, advanced listening, and public speaking techniques are emphasized. As an exit requirement for this course, students must successfully produce and deliver a 10 - 15 minute academic oral presentation (based on a research paper written in ESL106R).

Prerequisite: test placement or completion of ESL Level 5.

High Advanced: ESL Level 6, Reading and Writing

Students can expect to refine academic essay writing skills and apply reading strategies to improve comprehension of college level readings. Students gain advanced composition and library skills to secure appropriate document sources for research purposes. Academic and professional language skills are emphasized. As an exit requirement, students must research and write a 3 to 5 page academic paper.

Prerequisite: test placement or completion of ESL Level 5.

COURSE REGULATIONS

I. Course Requirements

To advance to the next level students must:

1. Complete all class work and take all quizzes on the designated quiz dates. The instructor reserves the right to **not** retest students who are absent on any given test day.
2. Pass an intensive or semi-intensive course with a 75%
3. Complete a minimum of 10 hours of LAB work (LEVELS 1—6) per class
(LAB includes MANGO, writing, and other documented activities)
4. LSG 101-105 — present an in-class speech
LSG 106 — present a 10 - 15 minute public speech (persuasive, critical review, informative)
RW 106 — complete a well written persuasive, critical review or informative essay
5. Demonstrate competencies in the required coursework for each level.
6. All ILI students must take the MTELP exam after each level and demonstrate numeric growth. Students will **not be able to register** to the next level if they have not taken the MTELP exam.

International Students:

- All International Students are required to take the additional course of Basic English Language Arts Lab – levels 1-3; or the Advanced English Language Arts Lab — levels 4-6, depending on the current level of the student.
- The course should be taken only once during the semester.
- The course has a cost of \$50.00 dollars.

When course competencies are successfully completed, the student are presented with a Certificate of Completion and is promoted to the next level.

Note: Any student who chooses to take only half (of the intensive course will be required to take the second half before progressing to the next level. If a student does not achieve competency in all skill areas, he or she will have the option of retaking the portion of the course where competency is lacking.

TOEFL Waiver

After completing level 6 and obtaining a grade of B or better, students may qualify for a TOEFL waiver that is accepted for admission at some TAMIU degree programs ONLY (not accepted at other Universities or Colleges). The TOEFL waiver is valid for one year* after completing level 6 at the ILI.

*Disclaimer: Exceptions may apply in special circumstances.



STUDENT CODE of CONDUCT



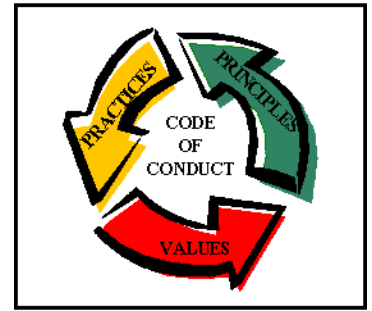
The International Language Institute is an integral part of Texas A&M International University. As such, ILI students must follow the Student Conduct Code as described by the Handbook for Texas A&M International University Students. In addition, ILI students are expected to follow standards of behavior in the classroom as explained below:

1. **Students are responsible** for their course work and final grade. Quizzes, homework assignments and presentations are an important part of the grading system at the International Language Institute. Grades are not based solely on ex- am grades, but also include **class participation** and **course work**; therefore, **you will need to contact your instructor to inform him/her of any absences**. You can contact your instructors by visiting them during office hours, by sending email or by calling on the phone. We encourage students to communicate with their instructors as this shows that they are interested in learning and in successfully completing course requirements.
2. ESL classes are taught with a **communicative methodology**, and students are expected to participate. This participation includes **actively listening** to both the instructor and other students and speaking in English at all times.
 - a. **Active listening** means that students should not talk when others are speaking.
 1. Listening skills are learned by understanding other speakers and this is an integral part of ESL learning and instruction.
 - b. To take advantage of your language learning experience, **only English is spoken in class** at all times, including while socializing with friends and speaking to classmates during exercises. We hope you carry out this practice while you are on campus and beyond.
3. **Students are expected** to attend class regularly and to arrive on time. Only **5 absences** are allowed per session. Furthermore, 3 tardies equal 1 absence. Leaving early from class will be considered an absence unless special arrangements are made with instructor or ILI office. After 5 absences a meeting will be set up with the ILI Administration Office.
4. **During class time, electronic devices** such as cell phones or tablets should be put on silent mode and not be visible during class time unless your instructor is utilizing the technology for learning purposes.
5. **Behavior and activities** that disturb the class, fellow students, or the operations of the classroom/lab are NOT allowed.
6. **ONLY Registered students are allowed to be present in class**. Students may not bring visitors to class unless they receive prior approval from instructor and ILI administration office ONLY in special circumstances.

VIRTUAL CLASS PROTOCOL

- Camera MUST to be **ON** during the entire class session.
- Microphone **should be muted** during class time unless you are asking a question or if the instructor has asked you to unmute to participate in class.
- Being away from the screen or having the **screen off for more than 15 minutes** will be considered as an **absence**.

STUDENT CODE of CONDUCT



7. **Academic Dishonesty**, where a student knowingly furnishing false information to the university, cheats, or *plagiarizes, is **punishable by expulsion.**

* Plagiarism is defined as: (A.) Failing to credit sources used in a work product in an attempt to pass off the work as one's own. This includes those cited from the internet. (B.) Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.

8. **Theft or damage to property** of the University or of a member of the university community or campus advisor is punishable by expulsion.

Students have the right to undergo a due process to defend their innocence; however, if found guilty of academic dishonesty or theft/damage to property, the consequences for actions stipulated in items #5 & #6 may be reduced to:

- A. **a verbal and written warning**
- B. **suspension for a determined time**
- C. **dismissal/ expulsion any student**

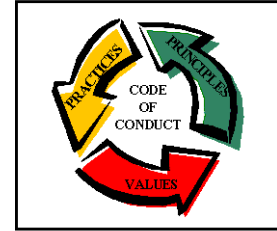
PUNCTUALITY NOTICE

People think about time differently in other countries and from one person to another. In some countries, being on time is not very important. In the United States, most things are done on a strict time schedule (T.V., radio, jobs, etc.). During class time, let us show our respect for one another by being punctual. This will make for a better atmosphere of learning, willingness and commitment in class.

FAMILY LEAVE

As a courtesy to other students, small children should not attend class with their parents. If a student must be absent due to a family member's illness or unforeseen circumstances, the absence will be excused, but student must notify the instructor and/or ILI staff.

STUDENT GRIEVANCE PROCEDURE



The following process applies to complaints about an ILI instructor or university staff. Students are encouraged to discuss concerns and complaints with university personnel and should expect a timely and appropriate response. **When possible, students should first address their concerns through informal conferences with those immediately involved.** Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

STEP 1: First meeting with Instructor

Try to resolve the complaint immediately with the person directly involved, in a meeting outside of the classroom environment. Bring materials pertaining to the complaint. Each individual should take notes of the meeting for mutual clarification. There may be instances when you cannot meet with the individual; if this is the case, proceed to step 2. Note: This step can take place by telephone conference.

STEP 2: Meeting with Instructor Supervisor**

If unable to resolve the complaint with the individual involved, you must request a meeting with the individual's supervisor within 10 business days after Step 1. The supervisor will respond to the request by scheduling a meeting within 10 business days to discuss the issue with you and, if desired, with the individual involved. All parties should make every effort to resolve the complaint at this level. Note: This step can take place by telephone conference.

FORMAL PROCESS

STEP 3: Complaint Form

If you cannot resolve the complaint through Step 1 and/or 2, submit a signed Complaint Form to the Office of Global Initiatives within 10 business days. Write the complaint briefly and succinctly as possible. Submit your signed Complaint Form to LBV 301 or electronically to binationalcenter@tamiu.edu. We will acknowledge receipt via email.

STEP 4: Determination

The grievance committee will make a decision concerning the complaint and notify you via email of the decision/resolution in writing within 10 days of receiving the complaint. The decision of the grievance committee is final. By appointment, you may request a printed copy of the resolution at LBV 301.

****The International Language Institute Supervisor is Mariana Barberena. Her office is located in Lamar Bruni Vergara Science Center #301. She can be reached at 956-326-2831, Monday- Fridays 8:30 – 4:00 pm.**

TUITION AND FEES



Students are expected to pay all financial obligations to the International Language Institute when due. Failure to meet such obligations will result in a student's record being placed on "hold" status which will prevent the student from requesting grades, certificates, and enrolling for future semesters.

Payment Options:

1. Cash or Check
2. Visa, MasterCard, American Express, Discover are accepted subject to verification with the BankCard Center.
3. Installment Payment Plan
Students may pay tuition and fees in two payments. There is a \$20.00 charge for enrolling in the payment plan. First payment must be made at time of registration. **NOTE: In the event of dropping the course(s), students on the payment plan are NOT eligible for reimbursement.**

Students who select an installment payment plan are subject to the following provisions:

1. A late payment penalty of \$25.00 will be assessed for each deferred payment not made on or before the due date.
2. A Student who fails to make full payment of tuition and fees, including incidental fees, by the due date may be prohibited from registering for future classes until full payment is made.

Schedule Changes

Class Level Change - A student may change his/her level of English (to a lower level only) within the first week of class. To do this, the student should talk with the ILI Director first and fill out an add/drop form.

NOTE: The International Language Institute at Texas A&M International University anticipates offering the courses as indicated in this Schedule of Classes; however, the International Language Institute reserves the right to change the schedule, including cancelling or combining classes, if enrollment resources warrant such actions.

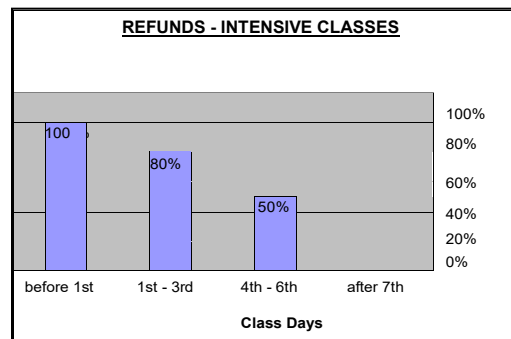
ADD/DROP PROCEDURE

If you choose to drop a course, you must fill out an add/drop form at the ILI office. All tuition and fees become due immediately upon dropping a course. This includes payment plan agreements.

REFUND POLICY

An ILI student who officially drops/withdraws may request a tuition fee refund. Please see table: Refunds are subject to university rules and policies and can only be done during the first week of class. Granted refunds are issued within 4 - 6 weeks.

Please note: Refunds are based on University class days, not on the number of days a particular class has met.



University FEES

Computer Access Fee

The fee provides for maintenance and expansion of academic facilities on campus.



Identification Card Fee

Every student is REQUIRED to have a student ID card. The ID card is used for library and computer privileges. University IDs (TAMIU OneCard) may be obtained at the OneCard Center in ZSSC131.

Library Access Fee

Payment of this fee allows students access to all library services.



EXPLANATION OF OTHER CHARGES

Health Insurance

Health Insurance is required of all International students on an F or J visa. It must be purchased with TAMIU if employer provided insurance does not meet TAMIU System required coverage. Additional non-tuition costs for International students include I-20 SEVIS fee to ICE (U.S. Immigration and Customs Enforcement), VISA fee to U.S. Consulate, and living expenses.

Textbooks

The cost of textbooks varies depending upon the course and the level. All ILI textbooks can be purchased at TAMIU's bookstore (please discuss with instructor before purchasing textbooks).



Lab Requirement

- ◆ **Mango Languages** is the computerized language program that ILI students use in the dedicated Language Lab (Lamar Bruni Vergara Center 205). The program includes all skill areas (listening, pronunciation, grammar, reading and writing).
- ◆ **Crossroads Café** is a series of videos used for studying English while entertaining the viewer. The videos also help students understand North American culture and use that understanding to live and work in the culture more successfully.

Advantages to authentic languages:

- ◇ Helps prepare learners for the 'real' world of communication;
- ◇ Guides learners toward the language they need for their particular context;
- ◇ Motivates learners to communicate, because they help make communication 'real'.

◆ **Other activities:**

- Watch movies
- Play board games
- Attend concerts
- Attend plays
- Attend University hosted events and activities
- Attend conferences & lectures
- Volunteer
- Listen to podcasts

NOTE: -These activities require a journal entry.
 -Students are responsible for keeping track of their own lab activities.

LABORATORY REQUIREMENT

NAME: _____ STUDENT ID: **A** _____

Lab Activity	Date	Start	TIME		Total	Signature
			End			
MANGO lab	1/12	2pm	4pm		2	
Movie: Forest Gump	1/24	3pm	5pm		2	
EXAMPLE						

Basic English Language Arts Lab Requirement

Advanced English Language Arts Lab Requirement

- ◆ **Mango Languages** is the computerized language program that ILI students use in the dedicated Language Lab (Lamar Bruni Vergara Center 205). The program includes all skill areas (listening, pronunciation, grammar, reading and writing).
- ◆ **Crossroads Café** is a series of videos used for studying English while entertaining the viewer. The videos also help students understand North American culture and use that understanding to live and work in the culture more successfully.
- ◆ Kanopy.com
- ◆ TAMIU Events / Community Events

Advantages to authentic languages:

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- ◆ **Other activities:**
 - Watch movies
 - Play board games
 - Attend concerts
 - Attend plays
 - Attend University hosted events and activities
 - Attend conferences & lectures
 - Volunteer
 - Listen to podcasts

NOTE: -These activities require a journal entry.
 -Students are responsible for keeping track of their own lab activities.

ACTIVITY LOG SHEET

NAME: _____ STUDENT ID: **A** _____

Lab Activity	Date	Start	TIME End	Total	Signature
MANGO lab	1/12	2pm	4pm	2	
Movie: Forest Gump	1/24	3pm	5pm	2	
EXAMPLE					



TEXAS A&M INTERNATIONAL UNIVERSITY

International Language Institute STUDENT COMPLAINT FORM

Student Complaints may include (but are not limited to) issues regarding instruction, college services, and offices. A student that has a complaint should first attempt to resolve the problem immediately with the person directly involved. Completion of this form assumes that you have been unable to resolve the complaint directly with the person involved. Submit this signed complaint form to the Office of Global Initiatives at LBV 301 or electronically at binationalcenter@tamiu.edu. Refer to class syllabus or student handbook for more information.

Please Print

PERSON FILING THE COMPLAINT

Name _____ Student ID _____

Address _____ City: _____ State _____

E-mail _____ Phone number: _____

COMPLAINT

Faculty/Staff Name: _____ Department: _____

Briefly state the nature of your complaint and the resolution you are seeking. You may attach additional pages or relevant documents.

Student Signature _____ Date _____

Administrative Use Only

Disposition of Complaint: Resolved Not Resolved

Date Received: _____ Date Resolved: _____

Signature: _____ Name/Title: _____