



Student Handbook
English Language Institute
Henry Ford College

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Mission

The Mission of the English Language Institute at Henry Ford College is to foster a cooperative learning environment that supports English Language Learners as they strive to reach their academic, personal, and professional language goals in a culturally diverse and internationally-based community.

Description

Established in 2001, the English Language Institute (ELI) offers instruction in American English language and culture. The ELI serves a diverse population: international students and members of the community, those seeking academic degrees and those simply wanting to improve their English. At the ELI, enthusiastic and dedicated instructors help students meet their English language goals. Intensive English classes are offered during the day and evening in writing, grammar, reading, speaking, listening, and study skills. Additional classes in advanced grammar, pronunciation/conversation, and Test of English as a Foreign Language (TOEFL) preparation are also offered.

Program Goals

- Provide high-quality and affordable language instruction to English Language Learners (ELLs)
- Provide opportunities to develop language through small group and large-group interactions
- Provide opportunities to use language to inform, persuade, explain, or entertain others
- Develop proficient language skills that support a logical and sequential expression of ideas through clear speech
- Encourage ELLs to adjust their reading, writing, and language skills to suit particular purposes, audiences, and situations
- Introduce subject-specific vocabulary through speaking, reading, and writing activities
- Extend and support using American English conventions correctly
- Create an atmosphere promoting familiarity with American cultural norms
- Demonstrate the connection between spoken and written language
- Interpret, summarize, and evaluate a range of texts through structured activities
- Create an atmosphere supporting critical thinking
- Establish a language-rich environment presenting text in natural and meaningful contexts
- Provide ELLs the necessary language skills to continue their academic studies

Student Admission

Students are admitted for credit or non-credit study. Credit students enroll for classes under the “ELI” prefix. Non-credit students enroll for classes under the “NCELI” prefix.

Credit classes may qualify for financial aid.

International students admitted for English language study must enroll in non-credit ELI classes [NCELI]. Their program of study is ENGLISH LANGUAGE TRAINING—NON-DEGREE. Note: International students do not qualify for financial aid.

Placement tests are administered in HFC’s Welcome Center. Contact: assessment@hfcc.edu

ELI Placement Test Policy

If a student attended middle school in a non-English speaking country, that student must take the CaMLA English Placement Test. The CaMLA is a computerized, 60-minute timed test, consisting of 80 questions. There are four parts: Listening comprehension, grammatical knowledge, vocabulary range, and reading comprehension.

The ELI cannot accommodate students who have not mastered the English alphabet. If a student scores below a “7”, that student should be directed to a community education program like [ACCESS](#) or the [Dearborn Public Schools](#). (Exceptions can be made for International Students; please contact the ELI Director.)

Re-testing

- A student may retake the CaMLA a second time **after 30 days**. The higher of the two scores will be used for placement.
- A student may test a third and final time **AFTER three (3) months** have passed.
- A currently-enrolled student in the ELI or in an ELL course may **not** re-test until two (2) weeks before final exams. The placement test is not a substitute for course performance.
- **Test results expire after one calendar year**. If a student has not been enrolled for one academic year or longer, regardless of how many times that student has already taken the placement test, s/he must re-test and then enroll in the level indicated.

Student Placement Appeal

If a student has already taken the CaMLA twice, but still feels that the placement is inaccurate and does not want to wait the required three (3) months to re-test, they may appeal placement by providing a writing sample. Contact the ELI Director for details. Placement based on the writing sample is final.

International Students

International Students enroll in ELI classes under the “NCELI” prefix.

International students on I-20 visas are required to attend 18 hours of intensive English classes per semester in order to be in visa compliance. In addition to the 15 hours of classes required of full-time domestic students, international students must register for a 3-hour class in American Culture each semester.

The United States Department of Homeland Security requires students to be full-time and in good standing as a condition of their F-1 or J-1 visa. If an International Student stops attending class, the instructor(s) will inform the ELI Director and the International Office. Failure to attend classes will result in immediate termination of a student’s I-20, and the student is usually given 15 days to leave the country.

Additional information is located at the International (F1) Students <https://www.hfcc.edu/international/f1> section of HFC’s website.

New Student Orientation

All students new to the ELI must attend a New Student Orientation session. In addition, all students will be given a copy of this handbook and will take a tour of the HFC Campus.

Academic, Immigration, and Personal Advising

International Students will be advised through the International Student Office on Immigration regulations and Health Insurance.

ELI Attendance Policy

Students must attend and actively participate in at least 80% of all class sessions during the semester in order to be eligible to progress to the next level.

ELI Core Courses

The ELI's Academic English Program consists of three core co-requisite courses (Communication, Reading/Listening, and Writing/Grammar) that are offered at 6 different proficiency levels.

International (F1) students must also enroll in an American Culture class each semester.

Fall and winter sessions last 16 weeks; spring and summer classes last 12 weeks. Reading "R" and Writing "W" courses consist of 5 credit and 6 contact hours per week. Communication "C" and American Culture "A" courses are each 2-credit and 3-contact hours per week.

The full-time daytime program consists of 12 credits and 15 contact hours per week. Daytime classes may meet mornings or afternoons for 2 days a week. Course descriptions can be found below.

ELL Communication 1

NC/ELI-101C is a non-transferable low-beginning-level language learning class that introduces basic college communication skills and interactions for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-102C. This course does not transfer nor count toward degree graduation requirements.

ELL Reading & Listening 1

NC/ELI-101R is a non-transferable language learning course that emphasizes basic college-preparatory reading and listening skills for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-102R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 1

NC/ELI-101W is a non-transferable language learning course that emphasizes basic language learning college-preparatory writing and grammar skills for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-102W. This course does not count toward degree graduation requirements.

ELL Communication 2

NC/ELI-102C is a non-transferable language learning course that emphasizes beginning-level college communication skills and interactions to non-native English speakers. Satisfactory completion qualifies students for NC/ELI-103C. This course does not transfer nor count toward degree graduation requirements.

ELL Reading & Listening 2

NC/ELI-102R is a non-transferable language learning course that emphasizes beginning-level college-preparatory reading and listening skills for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-103R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 2

NC/ELI-102W is a non-transferable language learning course that emphasizes beginning-level college-preparatory writing and grammar skills for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-103W. This course does not count toward degree graduation requirements.

ELL Communication 3

NC/ELI-103C is a non-transferable language learning course that emphasizes high-beginning college-preparatory pronunciation and conversation skills for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-104C. This course does not count toward degree graduation requirements.

ELL Reading & Listening 3

NC/ELI-103R is a non-transferable language learning course that emphasizes high-beginning college-preparatory reading and listening skills for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-104R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 3

NC/ELI-103W is a non-transferable language learning course that emphasizes high-beginning college-preparatory writing and grammar skills for non-native English speakers. Satisfactory completion qualifies students for NC/ELI-104W. This course does not count toward degree graduation requirements.

ELL Communication 4

NC/ELI-104 is a non-transferable language learning course that develops low-intermediate level college communication skills and conversation skills for non-native English speakers. Satisfactory completion, along with successful completion of NC/ELI-104R and NC/ELI-104W, qualifies students for NC/ELI-105C. This course does not count toward degree graduation requirements.

ELL Reading & Listening 4

NC/ELI-104R is a non-transferable language learning course that emphasizes low-intermediate level college-preparatory reading and listening skills for non-native English speakers. Satisfactory completion, along with successful completion of NC/ELI-104C and NC/ELI-104W, qualifies students for NC/ELI-105R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 4

NC/ELI-104W is a non-transferable language learning course that emphasizes low-intermediate college-preparatory writing and grammar skills for non-native English speakers. Satisfactory completion, along with successful completion of NC/ELI-104C and NC/ELI-104R, qualifies students for NC/ELI-105W. This course does not count toward degree graduation requirements.

ELL Communication 5

NC/ELI-105C is a non-transferable language learning course that develops intermediate-level college communication skills and interactions of non-native English speakers. Satisfactory completion qualifies students for NC/ELI-106C. This course does not transfer nor count toward degree graduation requirements.

ELL Reading & Study Skills 5

NC/ELI-105R is a non-transferable language learning course that develops intermediate college preparatory reading and study skills for non-native English speakers. Satisfactory completion, along with successful completion of NC/ELI-105C and NC/ELI-105W, qualifies students for NC/ELI-106R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 5

NC/ELI-105W is a non-transferable language learning course that develops intermediate college preparatory writing and grammar skills for non-native English speakers. Satisfactory completion, along with successful completion of NC/ELI-105C and NC/ELI-105R, qualifies students for NC/ELI-106W. This course does not count toward degree graduation requirements.

ELL Communication 6

NC/ELI-106C is a non-transferable language learning course that develops high-intermediate-level college communication skills and interactions of non-native English speakers. Satisfactory completion of this course, along with successful completion of NC/ELI 106R and NC/ELI-106, qualifies students for ELL-182. This course does not transfer nor count toward degree graduation requirements.

ELL Reading & Study Skills 6

NC/ELI-106R is a non-transferable language learning course that develops high-intermediate college-preparatory reading and study skills for non-native English speakers. Satisfactory completion of this course, along with successful completion of NC/ELI 106C and NC/ELI 106W, qualifies students for ELL-182. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 6

NC/ELI-106W is a non-transferable language learning course that develops high-intermediate college-preparatory writing and grammar skills for non-native English speakers. Satisfactory completion of this course, along with successful completion of NC/ELI 106C and NC/ELI 106R, qualifies students for ELL-192. This course does not count toward degree graduation requirements.

American Culture Courses for International Students

International students are required to attend 18 hours of intensive English classes per semester to ensure I-20 visa compliance. In addition to the 15 hours of classes required of full-time domestic students, international students must register for a 3-hour class in American Culture each semester. **NCELI 101A, NCELI 102A, NCELI 103A, NCELI 104A, NCELI 105A, and NCELI 106A** are offered fall and winter semesters.

Post-ELI Bridge Semester

After successfully completing NC/ELI 106R, NC/ELI 106W, and NC/ELI 106C, students may register for ELL 182 (a 3-credit ELL reading course) and ELL 192 (a 3-credit ELL writing course). This allows full-time students to sign up for an additional 6 credits of college classes other than English/ELL (provided, of course, that the student has met the prerequisites). Students can find ELL 182 and 192 listed in HFC Self-service under the “ELL” prefix.

Concurrent Enrollment

Once students have successfully completed Level 4 Communication, Reading, and Writing classes, they are eligible to enroll in college classes concurrently with ELI Level 5 or 6 classes. Students who place into or are enrolled in Levels 1-4 of the English Language Institute cannot concurrently enroll in college classes at HFC.

Textbooks

Students must buy their own textbooks/access codes for each class. Textbooks and codes may be purchased in the college bookstore or online.

Computers and Computer Lab

- Each class will spend one hour at least every other week in a computer lab.
- Most classes have an online component and students are expected to do online exercises/homework.

Student Expectations and Responsibilities

- Attend class regularly.
- Arrive on time.
- Participate actively.
- Practice speaking English every day.
- Do your homework.
- Do your OWN homework.
- Be honest.
- Be courteous.
- Study hard.
- Do not use any electronic devices (unless asked to do so by your instructor).
- Meet with an HFC Academic Advisor at least once every year for help with class selection.

ELI Policy on Academic Integrity

Acts of academic dishonesty (cheating) are serious offenses. These include:

- Committing plagiarism (copying information without giving credit to the source)
- Copying another student's homework or written work
- Copying another student's test or quiz answers
- Using a cell phone or other electronic device during a test
- Having another person rewrite or revise a written assignment
- Using notes, books, or other prohibited materials for graded in-class assignments or tests

For the first incident of academic dishonesty, the student receives no credit for the assignment and a warning from the instructor. The student may be allowed, at the instructor's discretion, to redo the assignment.

If there is a second incident of academic dishonesty, the student receives no credit for the assignment, and the instructor reports the incident to the ELI Director. The student cannot redo the assignment.

If there is a third incident of academic dishonesty, the student fails the class, and the instructor informs the student in writing of the failure and reports the incident to the ELI Director, the Associate Dean, and the Registrar.

For more information on the HFC Policy on Academic Integrity, refer to www.hfcc.edu/current-students/student-policies

Assessment

At the end of the many of the ELI courses, there is a level-wide assessment--a reading/listening assessment at the end of levels 3 and 5; a writing assessment at the end of levels 4 and 6, and a vocabulary assessment at the end of levels 1, 3, and 5. The reading/listening assessments are loosely textbook-based and consist of a combination of vocabulary definitions, cloze passages, and short answers based on readings. For the writing/grammar assessment, Level 4 students write paragraphs; level 6 students write essays. Both assessments are graded by a group of ELI and ENG instructors using rubrics. For the vocabulary assessments, students take pre- and post-semester exams. Each assessment constitutes for 25% of the student's final grade.

Moodle

HFC uses Moodle as its online learning management system. All NC/ELI classes have a Moodle page so students can monitor their own grades and attendance online as well as receive information and assignments in a timely manner.

Grading

All ELI classes are graded on a pass/fail basis. Credit (ELI) students are assigned either an “S” (satisfactory) or a “U” (Unsatisfactory) grade. Non-credit (NCELI) students are assigned either an “OJM” (Objectives Met) or an “ONM” (Objectives Not Met).

To obtain a passing grade, a student must:

1. Attend and actively participate in at least 80% of all class sessions during the semester
2. Average 75% or higher on all in-class, lab, and homework assignments as well as on all quizzes and tests

All students are required to take an in-class exit assessment at the end of the semester. This assessment will count for 25% of the final class grade.

Student Evaluations and Suggestion Box

At the end of each semester, students are formally asked to evaluate their instructors. These evaluations are anonymous, providing students the freedom to give their honest opinions and recommendations for improvement.

Less formally, there is a suggestion box located in the Computer Lab. Students are encouraged to submit suggestions to improve the ELI at any time.

ELI Class Repeat Policy

A student may repeat a course as many times as s/he would like. However after the 3rd repeat attempt s/he is asked to see a counselor and the ELI Director to discuss this.

The best grade of the repeated courses is included in the cumulative GPA. You will see an "R" next to repeated courses on a student's transcript.

Financial aid may only be used once to pay for a repeated course.

Student Complaint Procedure

What should a student do if s/he has a problem or issue in the ELI?

Informal Complaint Procedure:

- If the problem is in class or with your instructor, FIRST talk to your instructor. If the problem is not solved, then talk to either the ELI Director, the School of Liberal Arts (SoLA) Associate Dean, or the SoLA Dean.

If the problem is with something else in the ELI, talk to the Instructor.

Formal Complaint Procedure:

- If you still have a problem AFTER following the procedures above and are not satisfied, you may fill out a formal complaint form—which you can get in K-201.