Student Handbook

English Language Institute

Henry Ford College

Contents

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.

Students who have not graduated from an American middle school are given the ESL Compass Test. Based on their test scores, they are placed accordingly.

ELI Placement Test Policy

Upon initial registration, students may only take the placement test once. If a student wishes to re-test, he or she must follow the appeal process or wait until the registration period for the following semester. A student may take the placement test a maximum of three times.

If a student has not been actively enrolled in any class for one academic year or longer, he or she must re-take the placement test regardless of how many times he or she has already taken the test. The student must enroll in the level indicated by this most recent placement test.

If a student places into two different levels for reading and writing, the ELI Director or the Associate Dean must be contacted.

Student Placement Appeal

The ELI is confident that the placement test accurately places students in the appropriate level. After taking the initial placement test, and prior to the end of the first week of class, a student may appeal his/her placement in writing for permission to take the placement test a second time. Placement is final based on the results of the second assessment.

International Students

International Students enroll in ELI classes under the "NCELI" prefix.

In order to maintain their I-20 visa status, International Students need to be enrolled in 18 contact (12 credit) hours in the ELI (one "R" Reading/Listening/Speaking course and one "W" Writing/Grammar course).

During the Bridge semester(s), International Students may maintain their visa status by enrolling in NCELI 106W, ENG 082, and an additional 3-credit college course for which they meet the prerequisites.

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.

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 2 core courses (Writing/Grammar and Reading/Listening/Speaking) that are offered at 6 different proficiency levels. Fall and winter sessions last 16 weeks; spring and summer classes last 8 weeks each.   Occasionally a combined spring/summer class of 12 weeks is also offered. Both day and evening classes are offered. Each course consists of 6 credits and 9 contact hours per week. One hour of the 9 is spent in a computer lab. A description of each course can be found below.

The full-time daytime program consists of 12 credits and 18 contact hours per week. Daytime classes may meet morning or evening for 2 or 3 days a week. Evening classes are 6 credits and 9 contact hours per week. All evening classes are scheduled 4 evenings [M-T-W-R] a week.

"R" courses focus on Reading, Listening and Speaking (and for levels 5 and 6, Study Skills). "W" courses focus on Writing and Grammar.

ELL Reading & Listening/Speaking 1
ELI-101R is a non-transferable developmental course that emphasizes beginning college-preparatory reading and listening/speaking skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-102R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 1
ELI-101W is a non-transferable developmental course that emphasizes beginning college-preparatory writing and grammar skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion will qualify students for ELI-102W. This course does not count toward degree graduation requirements.

ELL Reading & Listening/Speaking 2
ELI-102R is a non-transferable developmental course that emphasizes basic college-preparatory reading and listening/speaking skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-103R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 2
ELI-102W is a non-transferable developmental course that emphasizes basic college-preparatory writing and grammar skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of will qualify students for ELI-103W. This course does not count toward degree graduation requirements.

ELL Reading & Listening/Speaking 3

ELI-103R is a non-transferable developmental course that emphasizes high-beginning college-preparatory reading and listening/speaking skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-104R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 3
ELI-103W is a non-transferable developmental course that emphasizes high-beginning college-preparatory writing and grammar skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-104W. This course does not count toward degree graduation requirements.

ELL Reading & Listening/Speaking 4
ELI-104R is a non-transferable developmental course that emphasizes pre-intermediate college-preparatory reading and listening/speaking skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-105R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 4
ELI-104W is a non-transferable developmental course that emphasizes pre-intermediate college-preparatory writing and grammar skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-105W. This course does not count toward degree graduation requirements.

ELL Reading & Study Skills 5
ELI-105R is a non-transferable developmental course that emphasizes low-intermediate college-preparatory reading and study skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-106R. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 5
ELI-105W is a non-transferable developmental course that emphasizes low-intermediate college-preparatory writing and grammar skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ELI-106W. This course does not count toward degree graduation requirements.

ELL Reading & Study Skills 6
ELI-106R is a non-transferable developmental course that emphasizes intermediate college-preparatory reading and study skills for non-native English speakers. Lab/online assignments that complement classroom activities will also be required. Satisfactory completion of this course will qualify students for ENG-082. This course does not count toward degree graduation requirements.

ELL Writing & Grammar 6
ELI-106W is a non-transferable developmental course that emphasizes intermediate college-preparatory writing and grammar skills for non-native English speakers. Lab/online assignments that complement

classroom activities will also be required. Satisfactory completion of this course will qualify students for ENG-092. This course does not count toward degree graduation requirements.

Additional (Optional) ELI Courses

ELL TOEFL Preparation
ELI-107T is a non-credit developmental course designed to prepare English Language Learners (ELL) to take the TOEFL (Test of English as a Foreign Language). In order to enroll, students must already have at least an intermediate level of fluency in English. This course will focus on reading, writing, speaking, listening and test-taking skills. This course does not count towards degree graduation requirements.

ELL Grammar Power
ELI 109G (ENG-074) is a non-transferable developmental grammar course for English Language Learners (ELL) who already have at least an intermediate-level knowledge of English grammar and usage. It is designed to strengthen students' knowledge of the rules governing acceptable English grammar. This course does not take the place of English 081, 082, 092 or 093.

ELL Pronunciation and Conversation
ELI 109P (ENG-075) is a non-transferable developmental listening and speaking course for non-native English speakers. It is designed to improve the pronunciation and conversational skills of English Language Learners (ELL) who already have at least an intermediate-level knowledge of English grammar and usage.

Post-ELI Bridge Semester

The Bridge Semester for English Language Learners allows high-level students to enroll in six or three non-English credits at Henry Ford College while still completing the Intensive English Program.

If a student has successfully completed ELI 106R, s/he may register for ENG 082 (a 3-credit ELL Academic Reading course) and ELI 106W (a 6-credit ELL Writing course) concurrently. The student may then enroll for any 3-credit HFC course for which s/he meets the prerequisites. (Moving from full-time ELI status to college status may necessitate a program change, allowing the student to take college classes. See the website or the appendix for the form that would need to be submitted to the Registrar.)

If a student has successfully completed both ELI 106R and ELI 106W, s/he may register for ENG 082 (a 3-credit ELL reading course) and ENG 092 (a 3-credit ESL writing course). The student may then enroll for any 6-credits of non-English/ESL courses for which s/he meets the prerequisites.

When registering, ENG 082 and 092 are listed on the website under "ENG", "College Developmental".

Textbooks

Students must buy their own textbooks for each class. Expect to pay somewhere between $100 and $200 for textbooks each semester. Many courses also require students to purchase a code that allows access to online workbook activities. Textbooks and codes may be purchased in the college bookstore or online.

Do not buy your textbooks before the first day of class! If you buy the wrong textbooks or if you are misplaced and directed to change classes, you may find yourself stuck with the wrong textbooks. After

you attend class the first day and have read the instructor's syllabus (which lists which books you will need) and are sure you are correctly placed, then head to the bookstore.

Computers and Computer Lab

Each class will spend one hour per 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.
- Do not use any electronic devices (unless asked to do so by your instructor).
- Speak English!
- Do your homework.
- Do your OWN homework.
- Be honest.
- Be courteous.
- Study hard.
- Keep track of your progress.

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 top four ELI levels, there is an assessment--a reading/listening assessment at the end of levels 3 and 5 and a writing assessment at the end of levels 4 and 6. 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. The assessment counts for 20% of the student's final grade.

Progress Reports

All ELI instructors must provide students with written progress reports at regular intervals (at least four times a term). Options are limited to Gradekeeper and Moodle. Instructors not using Moodle will provide students with hard copies of their progress reports.

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 20% 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.

Student Placement Appeal

The ELI is confident that the placement test accurately places students in the appropriate level. After taking the initial placement test, and prior to the end of the first week of class, a student may appeal his/her placement in writing for permission to take the placement test a second time. Placement is final based on the results of the second assessment.

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, Lori Slaber, K-204, lslaber@hfcc.edu OR the Associate Dean, Jennifer Ernst, K-208, jlernst@hfcc.edu (Both K-204 and K-208 are accessed through K-201.)

If the problem is with something else in the ELI, talk to ELI staff members or faculty in K-201.

Formal Complaint Procedure:

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