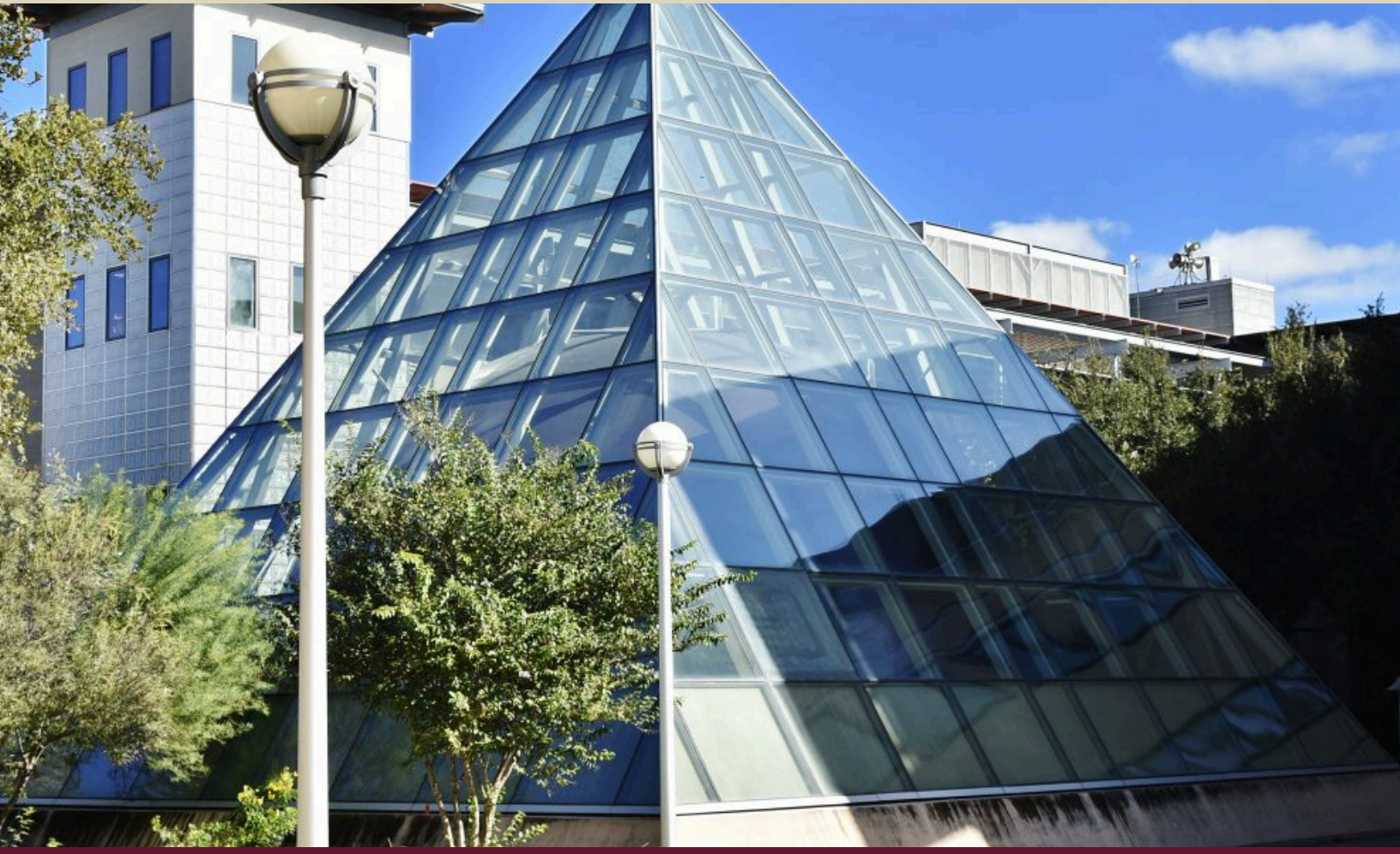
STUDENT HANDBOOK

International Language Institute (ILI)



TEXAS A&M INTERNATIONAL UNIVERSITY

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Welcome to the International Language Institute (ILI), a part of the Office of International Experiences at Texas A&M International University (TAMIU). 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.

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TAMIU international language institute

Study a language, discover a culture!

Course Description

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 7-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 using 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 coursework 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

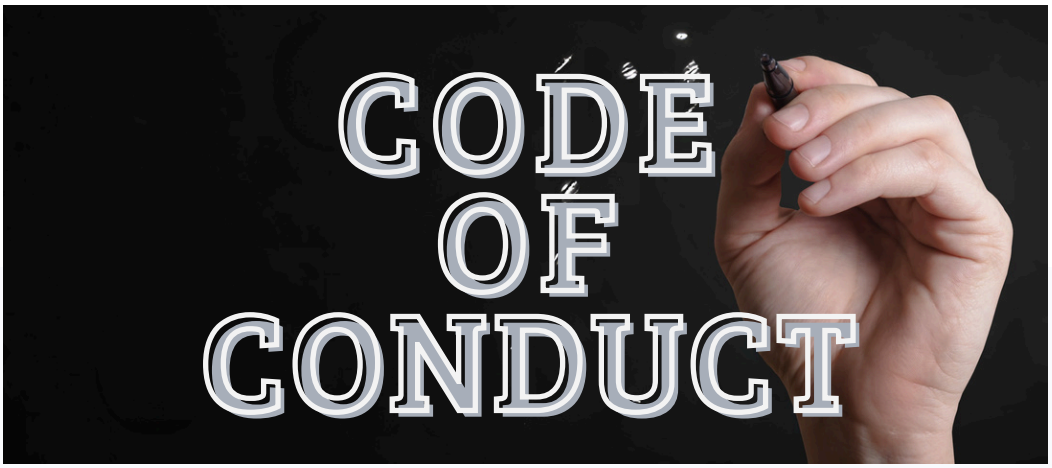
I.**Course Requirements**
To advance to the next level, students must:
1.Complete all class work and take all quizzes on the designated quiz dates. The instructor reserves the right not to retest students who are absent on any given test day.
2.Pass an intensive or semi-intensive course with a 75%
3. 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 for 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 $100.00 dollars.
When course competencies are successfully completed, the student is 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.



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 coursework and final grades. Quizzes, homework assignments, and presentations are an important part of the grading system at the International Language Institute. Grades are not based solely on exam grades but also include class participation and coursework; 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 an 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.
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 the instructor or the 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 in 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 the instructor and the ILI administration office, ONLY in special circumstances.

VIRTUAL CLASS PROTOCOL

·Camera MUST be ON during the entire class session.
·The 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.

1. Academic Dishonesty, where a student knowingly furnishes 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.

2 . 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 of 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 (TV, 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 the 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 the 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 via a 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 via a telephone conference.

FORMAL PROCESS

STEP 3: Complaint Form
If you cannot resolve the complaint through Steps 1 and/or 2, submit a signed Complaint Form to the Office of Global and Community Engagement within 10 business days. Write the complaint as briefly and succinctly as possible. Submit your signed Complaint Form to LBV 301 or electronically to gce@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 the Lamar Bruni Vergara Science Center #301. She can be reached at 956-326-2831, Monday- Friday, 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, and Discover are accepted subject to verification with the Bankcard Center.
3. Installment Payment Plan

Students may pay tuition and fees in three payments. There is a $20.00 charge for enrolling in the payment plan. First payment must be made at the 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:

- A late payment penalty of $25.00 will be assessed for each deferred payment not made on or before the due date.
- 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 fees become due immediately upon dropping a course. This includes payment plan agreements.

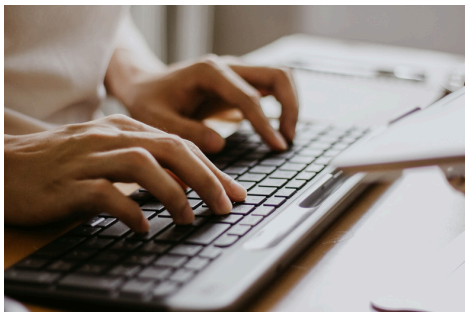
REFUND POLICY

An ILI student who officially drops/withdraws may request a tuition fee refund. Please see the 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 the 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 One Card) may be obtained at the One Card 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 (please discuss with the instructor before purchasing textbooks).

LAB REQUIREMENT

Mango Languages is the computerized language program that ILI students use. The program includes all skill areas (listening, pronunciation, grammar, reading, and writing).

Advantages of 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_____

LEVEL: _____ **COURSE(S)** _____

Lab Activity	Date	Start	End	Total Time	Instructor Signature
Mango Lab	1/12	2 pm	4 pm	2 hrs	
Movie: Forest Gump	1/24	3 pm	5 pm	2 hrs	

EXAMPLE

LABORATORY REQUIREMENT

Levels 1—6 students must complete ***10 lab hours*** for ***EACH*** course you are taking (2 courses = 20 hours).

- Your Lab requirement can be fulfilled by actively participating in the ***Mango Languages*** software
- or other community events approved by your instructor.

  All activities must be recorded on your lab sheet, and an instructor must sign for each entry.

The lab sheet must be submitted to the ILI office in ***the last week of the course.***

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

LEVEL: _____ ***COURSE(S)*** _____

Lab Activity	***Date***	***Start***	***End***	***Total Time***	***Signature***

TOTAL HOURS: _____

BASIC ENGLISH LANGUAGE LAB REQUIREMENT
ADVANCED ENGLISH LANGUAGE LAB REQUIREMENT

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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.

LABORATORY REQUIREMENT

NAME: _____ **STUDENT ID:** A_____

LEVEL: _____ **COURSE(S)** _____

Lab Activity	Date	Start	End	Total Time	Instructor Signature
Mango Lab	1/12	2 pm	4 pm	2 hrs	
Movie: Forest Gump	1/24	3 pm	5 pm	2 hrs	

EXAMPLE

BASIC ENGLISH LANGUAGE LAB REQUIREMENT

- ***Levels 1—3*** studentsmust completetwo assignments per week, as specified inthe course syllabus.
- Your activity requirement can be fulfilled by actively participating in the ***Mango Languages*** software, watching videos or other movies available, or attending other community events.
- All activities must be recorded on your activity log sheet, and an instructor must sign for each entry.
- The Activity Log sheet must be submitted to the ILI office ***by the end of the course***.

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

LEVEL: _____ ***COURSE(S)*** _____

Activity	***Date***	***Start***	***End***	***Total Time***	***Signature***

TOTAL HOURS: _____

ADVANCED ENGLISH LANGUAGE LAB REQUIREMENT

- ***Levels 4-6*** students must complete ***two assignments per week, as specified in the course syllabus.***
- Your activity requirement can be fulfilled by actively participating in the University or other community activities or using the resources in the Killam Library.
- All activities must be recorded on your lab sheet, and an instructor must sign for each entry.

The Activity Log sheet must be submitted to the ILI office by ***the end of the course.***

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

LEVEL: _____ ***COURSE(S)*** _____

Activity	***Date***	***Start***	***End***	***Total Time***	***Signature***

TOTAL HOURS: _____

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 who 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 and Community Engagement at LBV 301 or electronically at gce@tamiu.edu. Refer to the class syllabus or the 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: _____