

Dear Student:

Welcome to the English Language Institute at Texas A&M University! We are delighted that you have joined our community of language learners, and we hope that participation in the ELI program will be a rewarding experience for you.

If you make a commitment to English language learning, we know that you will be successful! We know that you will learn a great deal about the use of the English language, and we know that you will learn a great deal about yourself as you begin to live and study in a new country. The ELI is a friendly place; you will have opportunities to meet people from all over the world, learn from one another, and explore life in Aggieland!

We urge you to take advantage of all the opportunities that are available on the Texas A&M University campus. Learn about student activities at the Memorial Student Center (MSC), check out books from the Sterling Evans Library, cheer for the Aggies at sporting events including football, basketball, soccer, and baseball games. Not only will you have a wonderful time, but you will also get to know American students as you speak English!

Have a great semester!

Sincerely,

Dr. Kathleen M. Clark
Director

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ELI MISSION STATEMENT

The English Language Institute, housed on the main campus in College Station, Texas, is a part of the Texas A&M University System within the College of Liberal Arts. *The role of the English Language Institute is to provide international students with an educational experience that develops their English language proficiency, heightens their cross cultural awareness, and enhances their professional growth and development.* The atmosphere of the program is a welcoming and supportive one that seeks to treat each student with respect as it emphasizes to students that they are members of a community of learners. Faculty members are facilitators for learning. They provide students with the resources and opportunities to learn and practice English; they diagnose students' linguistic strengths and weaknesses; and they serve as mentors for students.

Mission Statement

The Institute's goal is to provide the necessary language proficiency, communicative competency, and cultural skills for international students to enter and participate in academic programs at Texas A&M or other colleges and universities. This intensive English program facilitates international students' participation in technology, science, management, arts, and humanities. Enriched by outreach programs and community alliances, the program serves current and future university students and emphasizes diversity and excellence.

TEN FEATURES OF SUCCESSFUL LANGUAGE LEARNING

- ☑ **A personal learning style**—Do what works for you!
- ☑ **An active approach to the learning task**—Use ENGLISH as often as possible.
- ☑ **A positive attitude toward learning the new language**—You want to do this!
- ☑ **A willingness to practice**—Go to the language lab! Listen to the news every chance you get! Read newspapers! Write in your journal!
- ☑ **A willingness to use English in daily situations**—Do you speak to other students in the ELI in English or in your native language? Make friends with those in the Institute who do not speak your native language.
- ☑ **Strategies or methods to learn the language**—Do you study grammar in exactly the same way you practice reading? Learn and use the strategies that are most effective for you.
- ☑ **Building upon knowledge you already have about English to learn more English**—Do you practice the lessons you have learned in grammar in your compositions and conversations?
- ☑ **Searching for opportunities to use what you are learning**—Have you spoken to the clerk in the grocery store? Did you say hello to your neighbor?
- ☑ **Self-monitoring of your progress**—Do you hear yourself getting better in your use of the language?
- ☑ **Learning to think in English**—A very good sign of progress in English is dreaming in English.

Make language learning your #1 priority!

GENERAL INFORMATION

The English Language Institute (ELI) at Texas A&M University (TAMU) offers a comprehensive and innovative program designed for international students who need to improve their English language proficiency before they study at an American college or university, particularly at Texas A&M University. The ELI began as a year round program at TAMU in 1974 and has grown from a small program instructing fewer than 100 students annually to a program which provides intensive English instruction to more than 500 students per year. Students have opportunities to develop their English language skills in the classroom and as they participate in life in the community.

The ELI program offers multi-level courses in the language skills of speaking, listening, reading, vocabulary building, grammar, and writing. After taking an entry placement examination, students are assigned to classes in Basic, Intermediate, or Advanced levels. Students can expect to be involved in a variety of integrated language-learning experiences as part of each course.

Levels Offered

Level 1: Basic

Students placed in this level have minimum skills in English; they may have studied English for a brief time in their home countries, but they are not usually able to use English easily. Students in this level normally study for 2-3 semesters before achieving a proficiency level suitable for academic study in a college or university.

Level 2: Intermediate

Students placed in the intermediate level are able to use English for most general purposes. The students in this level normally study for 1-2 semesters before achieving a proficiency level suitable for academic study.

Level 3: Advanced

Students placed in the advanced level have a reasonably strong command of spoken English, but are not yet proficient enough to successfully participate in a full course of academic study. Students placed in this level usually study for only one semester before achieving a proficiency level suitable for academic study in a college or university.

PLACEMENT IN THE ELI PROGRAM

Two groups of students participate in the ELI program: 1) those who have been admitted by the English Language Institute and 2) those students who are admitted to Texas A&M University and are assigned ELI courses based on the results of English placement tests (ELPE).

For students admitted to the English Language Institute only, placement test results are used to determine the level(s) of ELI courses to be taken. It is a program requirement that an ELI-admitted student (F-1) take the full program of seven courses. Other students such as those with F-2 or J-2 visas or Permanent Residents may take fewer classes.

All ELI students take an entry and an exit proficiency exam for each semester of enrollment.

English Language Proficiency Exam (ELPE)

In addition to final examinations, all students enrolled in ELI courses also take the ELPE at the end of the semester. For those students admitted to Texas A&M University, placement for the next semester is based on exit ELPE scores and/or ELI course grades. University-admitted students must satisfy the following language requirements to be considered for full-time university coursework:

Undergraduates:	Students must obtain a score of 100 on the TOEFL iBT or score 70 or higher in each of the sections of the ELPE (listening, speaking, reading, and composition).
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Graduates:	Students must obtain a score of 80 on the TOEFL iBT or score 80 or higher in each of the sections of the ELPE.
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OR

Graduates/Undergraduates:	Earn ELI course grades of "A" or "B" in an advanced (300-level) course.
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ELI-admitted students **must** take all six sections of the ELPE administered at the end of the semester. University-admitted students enrolled in fewer than six courses **must** take those sections of the ELPE on which they did not score a 70 (80 for graduate students) on a previous administration of the ELPE. For example, a university-admitted graduate student who has scored 80 or above in composition and oral skills on the ELPE, but who is taking reading and has postponed listening, will not have to take the composition and oral skills components of the ELPE. That student will, however, be required to take the remaining portions of the ELPE.

As part of the English Language Verification/Certification process for Texas A&M University, international students admitted to Texas A&M University take the English Language

Proficiency Exam (ELPE) administered by the Office of Measurement and Research Services. Scores from this exam are used to determine whether or not a student is required to take courses in the ELI program. Results may indicate that a student take a full-time university program with no ELI courses required, a part-time university/part-time ELI program, or full-time ELI program. For undergraduate international students, placement is determined by the International Student Placement Committee (ISPC) composed of associate or assistant deans from representative colleges of the university. Graduate student placement in ELI courses is determined by a graduate placement committee composed of the student's academic department advisor or the Department Head and a representative of the Graduate Studies Office.

CLASSES

Students enrolled full time in the ELI program can expect 18-21 hours of classroom instruction each week, Monday through Friday. Additional time in the language laboratory is available and may be necessary depending on individual student needs and instructor requirements.

In addition to emphasis on listening comprehension, oral fluency, reading and vocabulary development, and writing proficiency, special attention is given to university survival skills. Students are given instruction in study techniques, note taking methods, library procedures, and academic examination methods.

Classes are held in the Peterson Building and other buildings on the A&M campus. ELI students have the full privileges of the library, Student Center, Recreation Center, and the University Health Center.

The hourly course schedule for the ELI is the same as that of the University. However, summer schedules may vary slightly.

<u>MWF</u>			<u>TR</u>		
8:00	-	8:50 a.m.	8:00	-	9:15 a.m.
9:10	-	10:00 a.m.	9:35	-	10:50 a.m.
10:20	-	11:10 a.m.	11:10	-	12:25 p.m.
11:30	-	12:20 p.m.	12:45	-	2:00 p.m.
12:40	-	1:30 p.m.	2:20	-	3:35 p.m.
1:50	-	2:40 p.m.	3:55	-	5:10 p.m.
3:00	-	3:50 p.m.			
4:10	-	5:00 p.m.			

Success in learning English depends on a student's willingness to be immersed in English both in and out of class. The successful language student practices frequently and looks for opportunities to use English outside the classroom. ELI courses are developmental and focus on the application of language skills to real life situations. Because of this emphasis, students should approach each course with the understanding that language progress is monitored frequently through class participation, laboratory work, tests, homework, and institute-wide

evaluations. Information about English progress is given to students often so they may adjust their learning methods and study patterns to improve their language skills further.

Subject skill courses such as reading, listening, vocabulary, grammar, speaking, or composition are taught separately in the basic, intermediate, and advanced levels, but the skills used in each course overlap and create a high degree of course interdependence. As a result, students will find that the material they are studying in one class will frequently apply to another class.

In addition to the classroom study of English that is provided through these courses, the English Language Institute program encourages students to utilize the resources of the Language Laboratory, located in Peterson 216; Educational Media Services in the Sterling Evans Library Annex; and the Sterling Evans Library to carry out the language development projects that are part of the Institute program. Students are expected to become familiar with all of these resources while they participate in ELI classes.

A Reminder—English Only

Because the ELI's goal is to develop and strengthen English language proficiency, all course discussion and student conversation in ELI classrooms will be conducted in English. Students speaking their native language in the classroom will be reminded that the use of their native language limits English practice and is not helpful to learning English.

EVALUATING STUDENT PERFORMANCE

Institute Standardized Examinations

Along with examinations given by course instructors, students enrolled in grammar, composition, reading, or speaking courses take a series of standardized examinations. These examinations include the Joint Composition Evaluation, the Standardized Reading Exam, and the Oral Skills Interview. These exams are administered to give students an opportunity to have their English proficiency evaluated by someone other than their instructor.

During the semester, students enrolled in grammar or composition will take two joint composition examinations. These exams occur about every 5-6 weeks. Students enrolled in either grammar or composition are required to take the joint composition evaluations.

Two standardized reading examinations are also administered to all students involved in ELI reading classes during the semester.

Students participate in oral interviews at the midterm and during the finals period of the semester. These interviews are part of the oral skills course and are required of all students enrolled in oral skills classes.

Each of these examinations will be noted on relevant syllabi and discussed by course instructors at the beginning of the semester.

Grading Procedures

Letter Grades

The ELI uses a letter grading system to measure the development of a student's English proficiency. Specific criteria are used in each skill area (reading, writing, listening, and speaking) to measure a student's level of proficiency, and course work is designed to provide opportunities for students to master the skills necessary in each area.

The grade is the instructor's evaluation of a student's demonstrated progress based on written exercises, tests, homework, laboratory work, and the final examination. Participation and attendance are also considered.

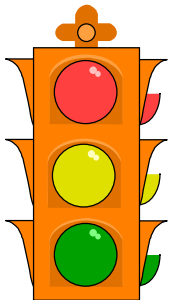
<u>Grade</u>	<u>Description</u>	<u>Range</u>
A	Excellent	90-100
B	Good	80-89
C	Satisfactory	70-79
D	Passing	60-69
F	Failing	Below 60
S	Satisfactory	70-100
U	Unsatisfactory	Below 70
*I	Incomplete	

*An Incomplete (“I”) is a temporary grade indicating that a student has completed part of the work of a course with the exception of a major test or other written assignment. This grade is given only when the work missed is due to an authorized absence or other cause beyond the student’s control, and when all other work for the semester is **satisfactory (70-100)**. If an “I” is assigned as a semester grade, the student must complete the work by the midterm date of the next full semester. If the work is not completed, the grade for the course becomes an “F.”

Students receive complete grade reports indicating their language progress at midterm and at the end of the semester.

Final course grades are available to students at myrecord.tamu.edu approximately one week after the completion of the English Language Proficiency Examination (ELPE).

Special Note



Students receiving “D” or “F” grades should that know these grades mean unsatisfactory performance in ELI courses and insufficient progress in English. “D” and “F” grades mean a student is usually not considered for placement in a higher level ELI course. A student receiving a grade of “F” is usually required to repeat the course during the following semester.

Midterm Examinations

A midterm examination is usually given in all classes. Student grades for all course work during the first half of the term will be averaged and a grade assigned by the instructor. Midterm grades are available at myrecord.tamu.edu. These grades are released to the student, to the student’s sponsor, and to the student’s departmental advisor if the student is admitted to Texas A&M University.

Midterm is a time for students to evaluate their progress, study habits, and motivation as they enter the second half of the semester. Students should schedule a conference with ELI instructors/advisors either before or after midterm to discuss language progress and determine whether or not study techniques are successful or need to be improved.

Final Examinations

Students take a final examination in each ELI course. Usually the exam is comprehensive, covering the entire course, and the content of the exam is the decision of the instructor. The exams are given during the regular class time over a four-day final examination period. Students are expected to take the examination on the assigned day. In the case of an extraordinary situation, a student may make a written request to take an exam on a day other than the one assigned. **The written request must be given to the instructor and to the ELI Director three weeks before the scheduled exam.**

The final exam counts a minimum of 20 percent of the course grade. Students should ask their instructors what to expect on the final exam and be prepared to demonstrate and apply what they have learned during the semester. The course instructor retains final examinations. A student must take the final exam in order to pass the course.

Students who earn grades of “F” in 25% of their ELI courses do not demonstrate a commitment to language study and will not receive a Certificate of Participation from the English Language Institute.

Final Grade

The instructor assigns a final grade to a student based on the average of the student’s work for the semester and the final examination. Attitude, motivation, diligence, and classroom participation are all a part of the final evaluation of a student. Final grades are released to students about 10 days after the final exams.

LANGUAGE LABORATORY

The language laboratory, located in the Peterson Building, Room 216, supplements classroom instruction. A full range of language development materials is available for student practice. Students are strongly encouraged to use these materials to develop their language skills. Students may use audio-visual materials to practice listening skills, enrich vocabulary, or improve their reading rate. The language laboratory also offers computer-assisted instruction, which gives students the opportunity to work with word processing programs, the Internet, communication networks, and language skill development programs. In addition to being a component of regular course work, the language laboratory is designed to help students develop their skills at their own pace and in areas of personal interest.

Using the Language Laboratory

Many students find these facilities the most helpful aspect of individual ELI study. Students may work on developing their English proficiency using a variety of listening, reading, vocabulary, and grammar materials. Students are notified of ELI Lab hours at the beginning of the semester via email.

ELI students are encouraged to spend a minimum of 3-5 hours each week in the laboratory improving pronunciation or listening skills and completing other laboratory assignments provided by their instructors. Lists of all ELI tapes, videos, and CDs are available to students in the laboratory.

Procedures for Using Materials in the Laboratory

1. Ask the Language Laboratory Supervisor or Assistant for specific material. State the name of the tape or CD and the course number.
2. Sign your name and provide the related information requested in the ELI log book at the laboratory desk.
3. Return the tape to the laboratory desk after using it in the practice laboratory. Record the time you returned it in the log book.

Policies for Using the Laboratory

1. Students are asked to sign the Language Laboratory Computer Usage Policy agreement form at the beginning of the semester. Signing the form indicates that the student has been informed of and agrees to abide by Texas A&M University's computer usage policies and the ELI's computer usage policies. Policy statements regarding computer usage of Texas A&M University Information Resources can be found in:
 - a. Texas A&M University System Rules, Sections 33.04.99.M2 and 33.04.99.M3 (rules.tamu.edu).
 - b. Texas A&M University Student Rules, Section 22 and Appendix V (student-rules.tamu.edu).
 - c. Computing & Information Services Policies & Procedures webpage (cis.tamu.edu/about/policies.php3).
2. No student will be allowed to use his/her own media equipment. The reason for this is that there are compatibility issues with the laboratory media. We cannot make our media and computer equipment compatible with every student's equipment.
3. Students may only use Texas A&M University email accounts.

The language laboratory has a number of computers available for student use. The computers enable students to access language development programs, word processing programs, and the Internet. Students are asked to sign up to use these machines when they enter the laboratory. A maximum amount of time is allocated per student for computer use. Use of the Internet and email on these machines must be for **ELI COURSE PURPOSES ONLY**. Furthermore, students must use their Texas A&M University email accounts when using the laboratory as well as in correspondence with their ELI instructors.

Oral Skills Video Tapings

The following policies regarding the Oral Skill video taping were implemented October 24, 2001.

1. Students may utilize any of the following means to present their Oral Skills Power Point Presentations:
 - Opening the presentation from a burned CD prepared by the student before class
 - Opening the presentation from a memory stick
 - Opening the presentation from a file attached to an email
 - Opening the presentation from a saved location on the student's CLLA account
 - Using a zip disk with a 100MB or 250MB capacity
 - Using transparencies and the overhead projector (if applicable)
 - Using notes and visual aides (if applicable)
2. No student will be allowed to use his/her own media equipment. For example, students may not bring their own laptops from home with their presentations saved on them. The reason for this is that there are compatibility issues with the lab media. We cannot make our media and computer equipment compatible with every student's equipment.
3. Should a student have concerns or need help with his/her presentation, he/she must come to the lab 48 hours before giving the presentation. The Lab Supervisor and Lab Technician will be able to assist with concerns regarding software or equipment that may be needed for presentations. It is the student's responsibility to have the presentation ready the day of the recording. Please do not come the day of the presentation unprepared.

REQUIRED TEXT AND MATERIALS

The Institute encourages students to use the Cambridge Dictionary of American English. The Cambridge dictionary is an excellent resource for grammar points as well as word choices and is frequently used as a reference in ELI classes. Furthermore, each instructor will provide a list of required course texts during the first few days of the semester.

All ELI textbooks are available in the Texas A&M University Bookstore in the Memorial Student Center (MSC). Occasionally used copies of texts are available. Most instructors require students to purchase the required text(s) by the end of the first week of the course. The instructor may also put some course materials on closed reserve in the library or the ELI language laboratory for student use. If you have difficulty obtaining a course text, notify your instructor immediately. Students should not expect to share books during class.

Syllabus

A syllabus, or course outline describing the content of the class, is given to students on the first or second day of class. As a part of the syllabus, instructors provide the following information:

1. Areas to be covered in the course
2. Course procedures and goals
3. List of course assignments
4. Dates on which tests are given
5. Required course materials (paper, pens, notebooks, etc.)
6. Method for grade determination, for example:

tests	50%
quizzes	10%
homework	10%
class participation	10%
final examination	20%
7. Instructor's office hours and office location

PROGRAM POLICIES AND PROCEDURES

In order to provide students with the best language learning opportunities possible, the ELI has policies and procedures which students are asked to follow.

Attendance

A major part of language learning takes place in classroom presentations, discussions, and laboratory activities. Consistent, regularly scheduled practice and participation are essential to successful language learning. Therefore, in order to get the very best from this intensive English experience, students are expected to attend all classes and to study in the library and the language laboratory regularly. Missing more than 2-3 classes during a semester can affect a student's progress in a course because learning is a developmental activity—each skill builds upon those previously learned. **A student must attend a minimum of 85% of all scheduled ELI classes in order to receive a Certificate of Participation from the English Language Institute.**

A student's failure to attend classes or laboratory sessions may result in lower grades, may cause failure in a course, may lower exit test scores, may inhibit transfer to another school, and may cause dismissal from the Institute which, in turn, may cause loss of the student's F-1 visa status. Absences are reported to the Director; the campus immigration officer is also informed of excessive absences. **A student with excessive unexcused absences will be a candidate for dismissal from the program.**

The instructor's syllabus for each course will specify the absence policy for that particular course. A student with more than six (6) absences, excused or unexcused, during a course has missed a significant portion of course work and can expect the course grade to be lowered. A student with frequent absences in a course will be asked to arrange a conference with the instructor to determine his or her ability to successfully complete the course. A letter reporting frequent absences is sent to the departmental advisor of university-admitted students. There are circumstances for which absences are excused. It is the student's responsibility to notify the ELI office and instructor of such absences.

Excused absences are defined as:

1. Personal illness. Return to class with a physician's note if the absence is more than 3 days.
2. Participation in an institute-wide or university sponsored trip. Notification is to be given to the instructor before the day of absence.
3. Attendance at the funeral of an immediate family member.
4. <http://student-rules.tamu.edu/rule7.htm>

When personal emergencies arise, notify your instructor through the ELI office. State your name, the course you will have to miss, and the reason for the emergency. The Business Coordinator or Office Associate will notify your instructor. The telephone number for the ELI office is 845-7936.

If you have an “excused absence,” you are able to make up the course assignments you missed within one week of your return to class. It is your responsibility to meet with your instructor to determine the assignments missed. Failure to meet with the instructor regarding an excused absence may result in an “F” for that assignment. If you have an unexcused absence, you may not be permitted to make up assigned course work. An unexcused absence means missing class for any reason other than those mentioned above. ELI students are encouraged to put their classes first; matters related to personal business such as banking, doctor’s appointments, family overseas phone calls, personal travel, and conferences with other instructors are to be carried out during non-class hours.

Tardiness

In American universities, it is customary for students to be seated in the classroom before the professor enters. To be late, or tardy, to a class is not acceptable because a student entering class late interrupts the instructor and interferes with the learning of fellow students. Like all university students, ELI students are requested to be seated in the classroom at the beginning of the class hour.

As a matter of courtesy to fellow students, please do not stand in the hall directly outside the classrooms and talk with friends while waiting for the next class to begin. Such conversations disturb classes that are in progress.

Because of the size of the Texas A&M campus, the number of students moving from building to building between classes, and the limited number of parking areas near campus buildings, we urge you to allow adequate time to get to each class.

Faculty members may set firm rules regarding admittance to the classroom once a class session begins. Be sure you understand and follow these rules.

Should an emergency occur causing you to be late, please speak to the instructor after class has ended. At this time inform the teacher why you were late, ask for information about the assignment, and determine whether or not you have been marked absent.

The Honor Code

At Texas A&M University and most other universities throughout the United States, the honor code is observed. This code requires that each student do his or her own work on class assignments, homework, quizzes, and tests. Therefore, when taking tests do not look at another

student's paper or question him or her about the test. If you have a question, ask the instructor to answer it.

Plagiarism

It is the custom of academic institutions in the United States to expect that work signed by a student actually is the work of the student. If work is submitted by a student, but is actually the work of another, such work is considered to be plagiarized, that is copied from another source. **Plagiarism will result in a failing grade.** In order to appropriately evaluate the work completed in a class by an individual student, instructors expect the graded exercises, examinations, and compositions, as well as any revisions of in-class work done outside of class, to be the student's own work. Should you present another's work as your own, you will have denied yourself an opportunity to demonstrate your improved language proficiency.

Right to Privacy

All students at Texas A&M University are governed by the Student's Right to Privacy Act which prohibits the public display of a student's grades and other personal information.

ELI midterm and final grades are distributed only to the student earning the grade. In addition, all returned class papers will be given to the student who wrote them. They may not be given to another student without the written permission of the student who wrote them.

As a courtesy to the instructor and fellow students, please do not look at the instructor's grade book or another student's paper. It is an invasion of their privacy.

Student Concerns/Conflict Resolution

Students may address concerns or seek resolution to conflict by the following means:

1. Place informal concerns or suggestions for review in the Suggestion Box at the reception desk in the Institute front office.
2. Discuss concerns with their Institute instructors.
3. Discuss concerns with their Institute Faculty Advisors.
4. Bring concerns to the Institute Student Advisory Council for discussion and advice from Council members and sponsors.
5. Request a meeting with the Director to discuss concerns about the Institute, faculty, staff, classes, or procedures by filling out a Request Form (available in the front office). Students must provide a written description of their concern on the Request Form before meeting with the Director.
6. The Director may invite the individual(s) implicated in the student's concern into the discussion with the concerned student (if applicable).

7. If students cannot resolve their concerns within the Institute, they may complete the Record of Formal Complaint, which may lead to referral to the University Conflict Resolution Services, if necessary. All records of formal complaints and resolutions are kept on file by the Office Associate.

STUDENT PROGRAMS AND ACTIVITIES

Students learn best when they begin to feel that they are truly a part of the university community. To help adjust to new geographic surroundings, cultural patterns, and academic expectations, the ELI offers students several out-of-class opportunities.

Conversation Partners

Through this popular program, students enrolled in oral skills classes have an opportunity to practice speaking English with an American student. The ELI students get to know American students on campus and find out what to expect as new students in Aggieland. The American students also have an opportunity to learn about the customs of another culture as they hear about the experiences of their ELI partner.

Classroom Partners

Every semester the English Language Institute hosts several classes that have Americans participate one hour per week for in-class discussion and conversation. The instructor usually sets the topic and helps get conversations going. Topics covered can range from family values to favorite children's books to the impact of the U.S. on the world. Students are paired when possible or are assigned to small groups. Occasionally an event like a potluck dinner or a pizza night is held. This experience gives the international students an opportunity to share ideas about cultural differences while practicing English in "real" conversations. American students feel that they learn a lot about cultures as well as a lot about themselves. Many decide to meet outside the classroom and sometimes students maintain friendships long past the end of class.

Cultural Activities

Each semester the ELI offers enjoyable activities that introduce students to the richness and diversity of the American life-style through participation in a variety of cultural events in the local community and in other areas of the state. All full-time ELI students are expected to participate in these activities as a means of immersing themselves in the English language; part-time students are welcome to participate in these events when they are able to do so.

Faculty Advisory Program

Students often have questions about language progress, course expectations, campus policies, and community expectations. To help answer these questions, each ELI student enrolled in four or more courses has a faculty advisor whom they may visit when questions arise. The advisor works with 6-10 students and meets with them as needed during the semester.

Students are encouraged to direct any questions, particularly those relating to academic matters, to the faculty advisor. Students will have a midterm conference with the advisor to discuss academic progress and English skill improvement. The advisor is also available to help with any questions concerning the larger community and/or personal matters.

Texas Families Program

The ELI's mission is to have students engaged in a dynamic program of English skill development and cross-cultural study. The Texas family program is one facet of this mission. This program is a resource not only for international students, but it is also an opportunity for families in the community to share the cultures of our students. Spending time with a family gives students a first hand experience to learn about American customs and families and develop friendships in the College Station community.

Student Advisory Council

The Student Advisory Council was established in 1998. Since concern for students is the reason this program exists, and because the faculty and staff of the Institute are interested in knowing how the ELI can best serve your language learning needs, the Student Advisory Council was created. Its purpose is to provide a forum for students to make suggestions to the ELI program, to help plan the next semester's activities, and to guide the ELI program in its future development. Membership on the council is considered by most students to be an honor and a privilege.

Student Advisory Council members are chosen each semester from the ELI students who are currently enrolled in the program and occasionally from former ELI students who are attending Texas A&M. Membership is comprised primarily of students who have attended ELI for at least one semester, although new students may also be included on the Council. When selecting members, every effort is made to include students from as many of the countries represented in the Institute as possible. Their teachers, advisors, and the Director recommend students for membership during the second week of school. Any student who is not selected, but who would like to serve on the Council, is warmly invited to apply to any one of the sponsors for membership.

Sponsors of the Student Advisory Council are Ms. Katherine Wood, Ms. Mala Farmer, Dr. Patricia Harris, and Dr. Kathleen Clark.

The Student Advisory Council meets approximately two to three times a semester. Meetings are informal and include discussions about ELI issues, student advice to students, student concerns or problems, student suggestions for changes in the program, as well as comments on what works well in the program.

Students serving on the Student Advisory Council are recognized with an award for participation at the Certification Dinner at the end of the semester.

FINANCIAL INFORMATION

The English Language Institute is a self-supporting program which does not receive funds from Texas A&M University or the State of Texas. The ELI fees are comparable to fees charged for most English language programs in this region of the United States.

ELI tuition and fees are payable in full to complete registration in the program. These fees are separate from any costs incurred by part-time students enrolled in University courses.

Full-Time Students

ELI TUITION & FEE SCHEDULE FY 06-07*

ELI Application Fee	\$ 50.00**
ELI Tuition	3,560.00
ELI Cultural Activity Fee	75.00 (opt.-3 or fewer courses)
ELI	50.00
SEVIS Fee	100.00
Student Services Fee	156.96
Health Center Fee	60.00
ID Card Fee	3.00
Student Center Complex Fee	40.00
International Student Fee	46.00
Computer Access Fee	168.00
Library Access Fee	72.00
Recreational Sports Center Fee	98.00
International Education Fee	4.00
Transportation Fee	60.00
ELPE Testing Fee (Entry)	30.00
Energy Fee	99.00
Computer Access Fee for New Students	57.60
Library Access Fee for New Students	225.60
Bursar Services Fee	6.60
Software Licensing Fee	<u>15.00</u>
Total	\$4,986.76

ELI Express Mail Fee 10.00 + actual cost of mail

*The Institute reserves the right to change tuition, fees, requirements, and regulations without notice.

**A nonrefundable application charge of \$50.00 is required with a student's application. Living expenses are separate from academic fees. Please see the current tuition and fees schedule on our website.

Part-Time Students

Part-time students enrolled part-time in the Institute and/or part-time in Texas A&M University pay institute fees varying from \$626.00 to \$3,600.00 depending on the number of Institute courses taken.

Financial Information Continued:

<u># of Courses</u>	<u>Tuition</u>
1	\$ 823.00
2	\$1,152.00
3	\$1,481.00
4	\$1,810.00
5	\$2,139.00
6	\$2,468.00
7	\$2,797.00
8	\$3,126.00

University Admitted Students*

Part-time students enrolled part-time in the Institute **and** part-time in Texas A&M University in the same semester pay institute fees at a reduced rate depending on the number of Institute courses taken.

<u># of Courses</u>	<u>Tuition</u>
1	\$ 689.00
2	\$1,018.00
3	\$1,347.00
4	\$1,676.00
5	\$2,005.00
6	\$2,334.00
7	\$2,663.00
8	\$2,992.00

University admitted students who do not pay ELI fees during the designated time period are blocked from future university registration.

A \$100.00 late fee is assessed to students who do not register for classes on the designated days of registration. Please see the current Payment Due Date Table at: http://finance.tamu.edu/sbs/tuition/late_after_dates.asp.

Refunds

Refunds will not be given after 5:00 p.m. on the Thursday before classes begin in any semester. Students are eligible for a course refund, for the full amount of tuition, in any given semester—fall, spring, or summer—before 5:00 p.m. on the Thursday before classes begin. If there is some reason why students must drop a class or classes after the semester begins, the drop will be processed, but tuition will not be refunded. Official TOEFL/GRE scores must be in the university system by 5:00 p.m. on the Thursday before classes begin for a Texas A&M admitted student to be excused from the English requirement for that semester.

Mandatory Health Insurance

Health insurance is required for all international students enrolled at Texas A&M University, including students enrolled in the English Language Institute. Insurance must be obtained before enrollment in ELI classes. Students may purchase the Texas A&M University System approved Student Health Insurance Plan. Students may purchase health insurance other than the Texas A&M University System approved plan if such insurance has “equivalent coverage.” Health insurance costs approximately \$400.00 annually and may be purchased either by the semester or annually. **ELI students must have proof of purchase of insurance before enrollment.**

Optional TAMU Services

To see the current fee information and more detail about the following optional services, visit TAMU’s Student Financial Services website and click on “2006-2007 Tuition & Fees Information,” “General Information.”

(http://finance.tamu.edu/sbs/tuition/fee_information.asp#GEN_INFO)

Aggie Bucks

Students can access Aggie Bucks using their ID card to purchase meals, books, and other services at over 200 on- and off-campus locations.

Athletic Events

Students can purchase passes for home football games (good for fall only) or for all home sports (good for fall and spring).

Installment Payment Option

Students may choose to pay using the three-payment installment plan pay a \$15.00 installment payment service charge.

Meal Plans

Students can purchase meal plans to eat at university dining facilities. Plans begin on the first day of class and end on the last day of TAMU finals. Rates are per semester (price per meal x total meals (average meals per week) = total cost (including tax).)

MSC OPAS Tickets

Students can purchase six vouchers for tickets to MSC OPAS programs for \$270.00 per year. This option, which is available only during fall registration, allows students to attend any six performances during the season. A limited number of students will be able to purchase this option due to seating capacity. For more information, please contact MSC OPAS at 979-845-1611.

Parking Permit

Students are required to purchase a parking permit if parking motor vehicles on the TAMU campus.

Residence Hall Room

All students living in residence halls are required to pay room rent.

Student Directory

The cost is \$3.25 and includes sales tax.

Yearbook

The cost is \$43.25 and includes sales tax.

IMMIGRATION ISSUES FOR ELI STUDENTS

I-20 Extension

One month to six weeks before your I-20 expiration date, the ELI Business Coordinator will apply for an extension for you **if** you are planning to continue your study at ELI. The ELI office monitors the I-20 for expiration; however, if you know that your I-20 will expire by the end of the semester, you should come to the office and check to be sure the extension is being prepared.

Vacation Travel

Students who are currently enrolled in or plan to continue in the program for the next semester may want to leave the United States for a short vacation. All students who leave, even for a few days, must come to the ELI office to have the back of their I-20 signed. Students must fill out an F-1 Travel Sheet and pay tuition for the next semester if they are traveling between semesters. Students not planning on returning to the ELI the following semester cannot have their I-20 signed for travel outside the United States. When traveling to **Mexico or Canada**, students must obtain special visas. The Business Coordinator has this information available.

Summer Vacation

The United States Immigration and Naturalization Service (INS) has updated the policy regarding summer vacation for students with F-1 visas. You may have the summer semester off and still be in status **if** you enroll in ELI or transfer to another program for the fall semester. If you do not intend to enroll in ELI or another program, you will not be in status during your stay

in the summer. It is also possible to enroll in our program part-time for summer semester. If you are interested in these options, please see the Business Coordinator to fill out the necessary forms.

Destination Form

Students need to fill out an Immediate Destination Form and turn it in to the ELI office if they plan to:

1. Continue at ELI for the next semester
2. Leave the country
3. Transfer to another school

Status

As full-time ELI students, legal status is determined by attendance and performance in ELI classes. Students must be in legal status to transfer to another program or to continue in ELI. Check the ELI Student Handbook for attendance requirements for maintaining legal status.

Transferring to Another Program

If students plan to transfer to another program or university (e.g., TAMU), they must maintain legal status while at the ELI and the new school must issue the students a new I-20. An International Advisor's Report must be provided by the new school. The student must fill out completely and sign the student information section of this document before submitting it to the ELI.

STUDENT RESOURCES

Suggested References

The Institute recommends that students refer to the texts listed below for additional support in developing specific skills.

1. Pronouncing American English by Gertrude F. Orion
2. Oxford Advanced Learner's Dictionary of Current English, New Edition by A. S. Hornby
3. A Dictionary of American Idioms by Boatner, Gates, and Makkai, Barrons Educational Series
4. The Elements of Style, 3rd Edition by Strunk and White
5. Instant Spelling Dictionary, 3rd Edition, Career Publishing

Suggested Resources

In addition to textbook resources, the Institute recommends that students make use of audio-visual resources available to them. These include:

1. Films and tapes which can be reserved through the Educational Media Services (EdMS) located in the Library Annex.
2. Television and radio programs, including CNN news and NPR (National Public Radio) on FM Radio.
3. Resources listed on the ELI website.

The English Language Institute website can be found at eli.tamu.edu on any computer that is linked to the Internet. On the ELI Homepage, you will find information about the ELI faculty, course syllabi, activities, and policies as well as links to the TAMU website and numerous other websites that contain language learning materials to help you with your English studies.

CAMPUS RESOURCES

Campus Services*

- Beutel Health Center
- International Students Services (ISS)
- Student Counseling Service
- Transportation Services
- Computing & Information Services (CIS)
- Dining Services

*For more information, please visit <http://www.tamu.edu/home/amservices/#student>

Places on Campus

- Forsyth Center and Stark Galleries
- George Bush Presidential Library and Museum
- Memorial Student Center (MSC)
- Reed Arena
- Rudder Theater
- Student Recreation Center
- Student Computing Center

Campus Activities**

- Aggie Sports (<http://www.aggieathletics.com/>)
- Elephant Walk
- International Week
- Midnight Yell Practice
- MSC OPAS
- Parents' Weekend

** For more information, please visit <http://studentactivities.tamu.edu/calendar/>.



COMMUNITY INFORMATION

Restaurants Near the A&M Campus*

- Antonio's
- Jin's World Cuisine
- Los Cucos
- Layne's
- Subway
- Freebirds
- Olive Garden
- Chili's
- Texas Roadhouse
- Sweet Eugene's
- Starbucks
- Whataburger
- Taste of China
- Jason's Deli
- Potbelly's
- Souper Salad
- Great China Buffet
- Kyoto Sushi



Places to See and Things to Do*

- Brazos Valley Museum of Natural History
- Historic Downtown Bryan
- Messina Hof Winery
- Opera and Performing Arts Society

Recreational Places in Bryan/College Station*

- Central and Hensel Parks
- Cinemark Movie Theatre
- Putt Putt Golf and Games
- Wolf Pen Bowling Center
- Artic Wolf Ice Rink

*For location information, visit www.bryan-collegestation.org.



CAMPUS PHONE NUMBERS

Admissions Processing Office, Texas A&M	845-1071
Aggie Card & Aggie Bucks	845-4661
Bookstore, Texas A&M	845-8681
Computing & Information Services, Help Desk Central	845-8300
Counseling Services, Student	845-4427
Dining Office, Campus	845-0152
Educational & Media Services (EdMS)	845-2316
Emergencies, from an on-campus phone	9-911
Emergencies, University Police Department	845-2345
English Language Institute	845-7936
Financial Aid Office, Student	845-3236
Graduate Studies, Office of	845-3631
Health Services, Student	845-6111
Housing, Off-Campus	845-1741
Housing, On-Campus	845-4744
Information, Campus Directory Assistance	845-3211
International Programs for Students	845-1824
International Student Services	845-1824
Library, Sterling C. Evans, Reference	845-5741
Measurement and Research Services	845-0532
Memorial Student Center Box Office	845-1234
Recreation Center	845-7826
Registrar/Records	845-1031
Sponsored Student Programs	845-2550
Transportation Services	862-7875
Tuition and Fee Payments	845-8127

FACULTY AND STAFF

The English Language Institute faculty is comprised of professional educators who specialize in second language acquisition and teaching English as a second language. All hold advanced degrees in English, linguistics, or related fields. Several have teaching experience outside the United States and are fluent in a second language. Because of their own second language experiences, they are aware of the challenges and complexities of learning a new language.

ELI instructors are always willing to confer with students. They will provide students with their office location and telephone number, usually on the first or second day of class as part of the course syllabus. Instructors are available for individual conferences during their specified office hours. They are willing to set up special appointments if students cannot meet during these regularly scheduled times. If students are having difficulty with a course, they are encouraged to arrange an appointment with the instructor before the problem becomes a serious one. If a problem arises, students should first discuss the matter with the instructor or with their ELI faculty advisor. If the problem continues, the student should consult with the ELI Director. See page 19 for the Student Concerns/Conflict Resolution procedure.

Faculty

Veteran Faculty Members

Kathleen Clark (1979). Director. BA, Spanish and German, Pittsburg State University; MS, Guidance and Counseling, Pittsburg State University; Ph.D., Educational Curriculum and Instruction, Texas A&M University.

Mike L. Downey (2006). MS, Teaching/English, Angelo State University.

Robert H. Ludwiczak (2001). BS, Accounting, Oral Roberts University; MA, Applied Linguistics, Ohio University; (advanced certificate in multi-media development in progress, Rochester Institute of Technology).

Margaret A. McClung (2003). BS, Secondary Education, Northwest Missouri State University; M.Ed. Reading Education, Columbus State University.

Kent McLeod (2004). BA, Managerial Studies/Economics, Rice University; MA, Teaching, Rice University; MA, TESOL, Teachers College, Columbia University, PhD Candidate, Texas A&M University.

Sema Pulak* (1999). BA, Business Administration, Bosphorous University, Istanbul; MA, Modern Languages, Spanish/Education, Texas A&M University; Diplome de Langue, French, L'Alliance Francaise, Paris.

Virginia B. West (2000). BA, Anthropology, University of Massachusetts; MS, Education, Intercultural Communication Program, University of Pennsylvania.

New Faculty Members

Sarah K. Camp (2007). BA, Asbury College, Wilmore, KY; Master of Arts in Teaching, Eastern Kentucky University.

Catharine Corder (2001; 2007). Classics and Environmental Studies, BA, Baylor, MA, Nautical Archeology, University, Texas A&M University in progress.

Sue Ellen Davis (2006). BA, Sociology, Spanish minor, Baylor University; MS Education Curriculum and Instruction, English supporting, Texas A&M University.

Joy Langford (2007). BA in English Literature, Summa Cum Laude, Abilene Christian University; MA in English Literature, Abilene Christian University.

Catherine McIntyre (2006). MS, Education, Regent University; TESOL Certificate.

Staff

Jessica Downing (2006). Office Associate. BA, English and Spanish, Texas A&M University.

Monica Wilkes (2005). Business Coordinator II. BA, Political Science with a Business minor, Texas A&M University.

() Indicates the year faculty/staff member joined English Language Institute

*Faculty/Staff members contributing to the ELI's diversity in 2007