STUDENT HANDBOOK

Winter Quarter 2016
Intensive English Program and Business Certificate
University of Washington Educational Outreach
International & English Language Programs

http://www.ielp.uw.edu/
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Dear Students,

Welcome to the University of Washington Intensive English Program (IEP)! We are happy that you have chosen to study English with us. We hope this program will help you reach your educational goals. This is an exciting time in your life. We encourage you to join activities on and off campus. It is important to use English outside of the classroom and to experience American culture while you are here. We also hope you make many new friends from around the world.

Good luck to you and be sure to have fun while you work hard!

All the best,

James Cody Evans
Director of English Language Programs
International & English Language Programs

ACCOMODATIONS FOR DISABILITIES

We welcome students with disabilities such as a physical, sensory or mental disability that substantially limit one or more life activities (e.g., walking, seeing, hearing, breathing, and learning).

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment of individuals with disabilities. If you have a disability and need special help, please contact the International & English Language Programs International Student Advisors at 206-543-6242 or the Disability Services Office at 206-543-6450/v, 206-543-6452/TTY, 206-685-7264/FAX or email at dso@uw.edu.

EQUAL OPPORTUNITY CLAUSE

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations. Access and accommodations for disabled students are available. To make arrangements, call 206-543-6242; TDD 206-543-0898; FAX 206-685-9572.
MISSION STATEMENT

The mission of International & English Language Programs (IELP) is to assist our students and partners to achieve their educational goals by delivering exemplary programs, courses, and services. Through this work we support and promote the diversity and internationalization of the University of Washington.

The courses we offer at the University of Washington International & English Language Programs do not carry any formal academic credit. Admission to IELP courses does not constitute admission to the University of Washington.

UNIVERSITY OF WASHINGTON CODE OF STUDENT CONDUCT

- The Code of Student Conduct outlines behavior that is prohibited at the University of Washington (UW). Its purpose is to ensure the safety and personal freedoms of all UW students, faculty and staff.
- All IELP students must abide by the UW’s Code of Student Conduct.
- You can read the Code of Student Conduct online at: http://app.leg.wa.gov/WAC/default.aspx?cite=478-120&full=true
- In particular, the UW Student Code of Conduct states that “…As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community, That responsibility includes, but is not limited to:

(a) Practicing high standards of academic and professional honesty and integrity;
(b) Respecting the rights, privileges, and property of other members of the academic community and visitors to the campus, and refraining from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons;
(c) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the university and its schools, colleges, and departments.”

If you have any questions about the Code of Student Conduct you can speak with an International Student Advisor or an Academic Advisor.
NO-BULLYING POLICY

In addition to the UW Student Code of Conduct, IELP students follow guidelines about bullying behavior:

DON’T BE A BULLY

* leaving someone out of the group so they will feel bad
* laughing at students who make a mistake to discourage them from trying
* discouraging someone from doing his or her best
* teasing behaviors such as name-calling or pushing someone in a mean way
* embarrassing someone on purpose
* making inappropriate sexual comments or behaviors
* spreading rumors about another person by talking to other people or using texts, Facebook, Twitter or other online sources
* making rude comments about the way someone dresses or speaks
* forcing someone to spend money or buy things against their will

Bullying is not tolerated in the IELP. If you or another student is being bullied either on or off campus, please contact a teacher or advisor immediately.

Hate speech can happen in the U.S. It is a verbal attack on a person or persons on the basis of race, religion, gender or sexual orientation. If someone attacks you with words, please tell your teacher or an IELP staff member.

CONCERNS OR PROBLEMS

Your educational experience is important to us. We want to hear from you. If you have a concern about your experience in the IELP or about your experience in Seattle, there are many ways to share your concern. Please talk with one of the following:

1. Talk with your teacher (if the concern is about the course content or classroom environment).
2. Talk with an International Student Advisor or the Academic Advisor.
3. Talk with the Director of Student Services.
4. Talk with the Director of ELP.

EMERGENCY AND INCLEMENT WEATHER

In the case of an emergency (i.e. earthquake, fire, bomb threat) or inclement weather (i.e. snow, black ice, extreme bad weather) information will be gathered and posted as “red alert” information on the University of Washington Educational Outreach (UWEO) webpage about any facility and campus classroom closures. You can check any of these locations to see if classes are cancelled or will remain in session.

- Main UW info line, 206-897-4636 (206-UWS-INFO) or toll-free 1-866-897-4636 (an option will be recorded specifically for UWEO and IELP student and instructor information).
- UWEO web site, [www.pce.uw.edu](http://www.pce.uw.edu) (Information will be provided as a red alert. There will also be a link from the main UW page to this alert).
IMPORTANT PROGRAM INFORMATION

IEP CALENDAR

These dates are subject to change given program needs.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>New Student Placement Testing</th>
<th>Classes Begin</th>
<th>Classes End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016</td>
<td>June 14, 2016</td>
<td>June 20, 2016</td>
<td>August 19, 2016</td>
</tr>
<tr>
<td>Autumn 2016</td>
<td>September 22, 2016</td>
<td>September 28, 2016</td>
<td>December 9, 2016</td>
</tr>
</tbody>
</table>

UW AND IELP WINTER 2016 HOLIDAYS AND NO CLASSES

NO CLASSES

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<table>
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<tr>
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<tbody>
<tr>
<td>Dr. Martin Luther King Jr. Holiday</td>
<td>January 18, 2016</td>
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<tr>
<td>President’s Day</td>
<td>February 15, 2016</td>
</tr>
</tbody>
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UW NETID INFORMATION

Hopefully by now you have set up your NetID. The NetID allows you to login to your student account online at http://myuw.washington.edu. From there you can see your schedule. Many of our courses use online tools which require you to have a UW NetID, and you must have a NetID to use UW computers or access wireless internet on campus. If you have not already done so, please create your “UW Net ID” as soon as possible by going to this website: https://uwnetid.washington.edu/newid/ and following these instructions:

1. On the first page choose: I don't have a UW NetID (or I'm not sure)
2. On the second page choose: UW Student
3. Complete the required information. If you do not know your PAC or ID number, please contact the IELP office.
4. Create your NetID (you can choose one of the suggested NetIDs, or create your own)
5. Create your password
6. This step is optional. You are not required to complete the security questions. If you ever forget your password, you can contact the IELP Office for assistance.
7. Choose whether you want to check your UW email at http://myuw.washington.edu or if you prefer to have your UW emails forwarded to a different email account.
University of Washington Intensive English Program

Three tracks to choose from:

- **University Track**
- **Business English Track**
- **Communication & Culture Track**

### General English Levels
- **Level 1**
- **Level 2**
- **Level 3**
- **Level 4**

### University Track Courses (2 quarters)
- Intensive Business English Program
- Optional: Business Certificates

### Optional:
- Undergraduate or Graduate Study

Classes are currently taught at the UW Seattle
- Classes are currently taught at the Downtown campus
The Intensive English Program offers three tracks that are designed to help students meet their educational goals. The three tracks are: University Track, Business English Track, and Communication & Culture Track. Detailed information about each of the three tracks is below.

The location of classes depends on the student’s track and current level. All IEP students take a placement test at the beginning of the program to determine their level. All students who test into Level 1 begin in General English classes at our downtown campus, and students who test into Level 2 begin in General English classes at our Seattle campus. Students who test into the higher levels take classes that are specific to their track.

### UNIVERSITY TRACK

The University Track is designed for students who plan to pursue undergraduate or graduate study in the U.S. In levels 4 and 5, students take classes that focus on academic preparation. Successful completion of the University Track may serve as proof of English Language Proficiency for admission to our partner universities, which include:

- UW Bothell
- UW Tacoma
- Seattle University and Seattle University Graduate School
- Central Washington University
- Washington State University
- University of Washington Graduate School

Two quarters of study in the IEP upper division are required to complete the University Track. Often, additional time is needed. Most students who have TOEFL iBT scores below 76 (or IELTS scores below 6.0) can anticipate at least three to six quarters (nine months to 1.5 years) of study in the IEP.

### BUSINESS ENGLISH TRACK

The Business English Track is designed for students who want to improve their English for work or to get a better job. Students who test into Level 1 begin their studies at our downtown campus, while students who test into Levels 2-4 begin their studies at our UW Seattle campus and take general classes in reading, writing, speaking, and grammar.

Once students in the Business English Track have completed Level 4, they are eligible to take the Intensive Business English Program, which is currently located at our Downtown Seattle Campus.

Students who want to apply directly to the Intensive Business English Program without first studying in the Business English Track must submit a proof of English language proficiency:

- TOEFL iBT – 65 (no subscore below 15)
- IELTS – 5.5 (no subscore below 5.0)
- PTE – 45 (no subscore below 40)
- TOEIC – 650
- EIKEN – 2A
- A.C.E. Language Institute – Level 5

The Intensive Business English Program offers one-quarter certificate courses in the following subject areas:

- Entrepreneurship
- Global Trade
Marketing

After completing the Business English Track, students can continue their studies by applying to our Global Business Program. More information about our Global Business Program is available on the IELP website: http://www.ielp.uw.edu/programs/business-certs/global-business.

COMMUNICATION & CULTURE TRACK

The Communication & Culture Track is designed for students who want to improve their practical communication skills and experience American culture. Students who test into Levels 1-2 take general classes in reading, writing, listening, speaking, and grammar. Level 1 courses are offered at our downtown campus and Level 2 courses are offered at our Seattle campus.

Students in Levels 3-5 of the Communication & Culture Track will study at our Downtown Seattle campus, which allows greater access to Seattle landmarks such as Pike Place Market and the Seattle Art Museum. The Communication & Culture Track focuses on experiential learning, and students frequently go on field trips around Seattle so that they can practice their English in real-life situations. Students take a core class in English Language & Culture. The core class meets daily, Monday through Thursday. Students also take a Grammar & Pronunciation course that meets on Tuesdays and Thursdays. The total number of class hours is 20 per week; however, the current schedule is Monday through Thursday (no classes on Fridays.)

STUDENT TESTING AND PLACEMENT

Students are placed in courses on the basis of the results of a placement test. To take Communication & Culture courses, a student must place into level 3 or higher. The placement test includes listening, reading, and writing sections. The test is given the week before the beginning of each quarter for new students. It is possible for a student to be placed into different levels based on the separate skill scores. An adviser helps students choose courses.

All continuing students and new students take a preliminary test (“pretest”) in lower division core courses on the first day of class. Students who demonstrate mastery of the course material may be moved up.

REGISTRATION, TUITION PAYMENT, AND REFUND POLICY

New Students: After the placement test, new students will have an appointment to register for classes. Tuition must be paid before registration is completed. Tuition may be paid by bank check, personal check from a local bank, money order, cashier's check, traveler’s checks, or credit card. We can ONLY accept VISA or MASTERCARD. We CANNOT accept American Express, Discover, or any other type of credit/debit card. No cash or traveler’s checks in large denominations will be accepted for tuition. We do not recommend carrying large amounts of cash at any time. After payment, students pick up class schedules.

Returning Students: Before classes begin, please go to the IELP Office to pick up your class schedule, Weekly Planner, and prior quarter grades (if applicable).
REFUND POLICY

If you withdraw from class before the end of the first week, you will receive a 100% tuition refund. If you withdraw during the second week, you will receive a 50% tuition refund. There are no refunds after the second week of class. If you need to withdraw from the program any time, please make an appointment to see an International Student Advisor in the IELP Office. You will need to officially withdraw by completing the IELP Withdrawal Form (see last page of this handbook). The UW International Student Health Insurance Plan (ISHIP) is non-refundable after the third Friday of the quarter. The $45.00 Registration fee is non-refundable. U-PASS membership will be immediately deactivated when a student withdraws from classes. You may be eligible for a credit of all or part of the $150.00 U-PASS fee if you withdraw during the first 30 calendar days of the quarter. After the 30th calendar day of the quarter the U-PASS fee is non-refundable.

COURSE CHANGES

Teachers evaluate students’ skills in the core classes at the start of the quarter. In reading and writing courses, you will take a preliminary test on the first day of class. If you do very well on the pretest (generally a score of 90% or higher), your teacher will recommend that you move up to the next level. In listening & speaking courses, the teacher will evaluate you during the first two days of class. You can only change a course if your teacher recommends it based on the preliminary evaluation.

You cannot change from one elective course to another. An exception would be in the case of a change of level in a core course that makes you eligible for a higher level elective. (Example: If your teacher recommends that you move up from GRWR 3 to W 4, you may then be eligible to take Grammar 4 or Pronunciation.)

There are no changes between sections of the same class. For example, you cannot move from Reading 3 section A to section B. There is one exception to this rule. If you have the same teacher in class for three hours a day, you will be moved to a new section in one class.

If your teacher recommends a change, you will be given a new schedule, or you will be asked to make an appointment to come to the IELP Office for advising on day 3, 4, or 5 of the quarter. There will be no changes to your schedule after the first week of classes.

FULL-TIME COURSE LIMIT

20 hours of class per week is a full-time course load. Generally, you can expect around one hour of homework daily for each class hour. For this reason, we do not allow students to take more than 20 course hours per week.

REGISTRATION FOR NEXT QUARTER

There will be a Student Registration Information Meeting in week three or four each quarter. The date and location will be announced in the IEP Essential News and in the Weekly Planner. The information meeting is usually scheduled during the Listening & Speaking class hour. If you do not have a Listening & Speaking class, you will receive information about registration in another class. In this meeting, you will learn about the classes in the next quarter and explain the registration procedures.

If you want to return and study in the IEP the next quarter, you must register. To guarantee yourself a place in the program you must do all of the following:

- Attend the Student Registration Information Meeting to get information about the next quarter’s classes and registration, or listen to your teacher when they explain the Pre-Registration Form in class.
- Fill out a Pre-Registration Form and indicate the courses you plan to take the following quarter.
• If possible, you will automatically be registered based on the information you provide in class. For some students who have special advising questions, it may be necessary to make a **registration appointment in the IELP Office**.

• **If you pre-register in class**, your teacher will give you a Registration Invoice.

• Take the Registration Invoice to the Educational Outreach Registration Office to pay your tuition.

      OR

• **If you pre-register in the IELP Office**, you will receive a Registration Invoice at that time.

• Take the Registration Invoice to the Educational Outreach Registration Office to pay your tuition.

If you fail a class, you may need to repeat a course and change your schedule for the following quarter.

If you plan to study in the Communication & Culture or Intensive Business English courses downtown, your teacher will give you a Registration Invoice. If you plan to study in our downtown Certificate Programs, you must complete the IELP Continuing Student Application for BUSIP, FPM, or MIP. The form is available at the front desk of the IELP office on the 13th floor of the UW Tower.

**Note:** Students who switch from Communication & Culture to University Track are required to take another placement test for reading and writing.

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**TAKING A UW UNDERGRADUATE COURSE**

Returning students in the Upper Division (all level 5) can take one UW undergraduate course as a non-matriculated student and have it count as part of their full-time IEP course load. To be eligible to take a UW undergraduate course, **you must**:

• Be a returning student to the IEP or a transfer student from the Intensive Business English Program. (New students in their first quarter are not eligible.)

• Have completed all level 4 core courses.

• Attend the required meeting with the Academic Advisor on how to take and register for a UW course.

• Take at least two hours of Upper Division academic courses (ALS 150, ALW 150, ARS 150, ARW 150, AAES, TFLP) if you are taking the UW course in your first quarter in the Upper Division.

• Take at least one Upper Division academic course if you are taking the UW course in your second quarter in the Upper Division. (If you took fewer than two hours of academic courses in your first quarter in the Upper Division, then you must take two in the second quarter.)

Only one UW undergraduate course can count toward IEP graduation.

**NOTE:** New students in their first quarter are not eligible to take a UW course.
CLASSROOM CULTURE AND STUDENT/TEACHER RELATIONSHIPS IN THE U.S.

We have students coming from many different cultures. Sometimes it is difficult to know what teachers are expecting and what your role as a student is. Here is some specific advice about professional, respectful, and appropriate behavior in the U.S. classroom.

In a U.S. classroom, professional, respectful, and appropriate student behavior looks like this:

1. Students come to class on time.
2. Students come to class prepared.
3. Students focus on the class (and not on their cellphones) during class time.
4. Students ask questions in class that are related to what the class session is about. If a student has other questions, the student may talk with the teacher before or after class, or may set up an appointment with the teacher for another day.
5. Students understand the obligations teachers have to ALL students in the class during class time.
6. Students do not invite a teacher to dinner alone. Students as a group may invite a teacher to dinner or for a cup of coffee. Students may invite a teacher to dinner with the student’s family or host family.
7. Teachers in the U.S. may seem very friendly. This informality is meant to encourage students as language-learners. Teachers may think very highly of their students but they know that their students are in the class to learn. The relationship is professional.
8. Students may sometimes be disappointed or angry with themselves or with their teachers. Usually this happens after a test. Students can arrange a time outside of class to talk with their teacher. Students may also talk with an Academic Advisor or the Director of ELP.
9. Students do not generally give their teachers gifts. If they do give gifts, they are usually small items – nothing that is worth a lot of money. Often a card saying “thank you” is the best and most thoughtful gift a student can give a teacher. Often, this is most appropriate on the day of the end-of-quarter ceremony.

HOMEWORK

Your instructors will assign homework. Generally, you can expect one hour of homework each day for every class hour: four class hours equal four hours of homework. Your English will improve if you do the homework regularly and if you are prepared for each class. In the U.S., homework is an important part of every course, and your final grade will depend on how well you complete your homework.

INSTRUCTORS

Your instructors are highly trained and skilled English language teachers. Each instructor will give you a syllabus with information you need about the class including homework assignments, textbooks, materials, and the grading policy. You can arrange a time to meet with your instructors outside of class to discuss any questions about the course material.

GRADES

Your grades will be available at the IELP Office a couple of weeks after the end of each quarter. Students who are not returning to the program may ask to have their grades mailed to them. This can be done by filling out a Student Request for Records form in the IELP Office. Permanent copies of students’ grades are kept on file in the IELP Office for six years.
Grading is done on a 4-point scale as follows:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>4.0-3.6</th>
<th>SC</th>
<th>Successful Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>3.5-3.0</td>
<td>USC</td>
<td>Unsuccessful Completion</td>
</tr>
<tr>
<td>Pass</td>
<td>2.9-2.0</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Repeat</td>
<td>1.9-0.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following University Track elective courses are graded SC/USC: ACON, ACVN, CONV, NEWS, PRON, and all test preparation courses (IELTS, TFLP, TFLV).

Students do not receive a number grade in these courses. If you need to receive a number grade for some reason, SC is converted to a grade of 3.3. USC is converted to 1.9 or lower, at the teacher’s discretion.

The Course Grade may include exam scores, as well as quizzes, homework, attendance, participation, etc. Please check your course syllabus for grading information.

University Track student grade reports will have two separate scores for core courses: a Proficiency Score and a Course Grade.

The Proficiency Score is written as a percent score out of 100. The Proficiency Score indicates if you have met the passing criteria, which is listed on the course syllabus. For most courses, the passing criterion is tied to tests and exams. You must receive a proficiency score of at least 70% to move up to the next level. Students in Reading 130 must have a proficiency score of at least 80% to enroll in Academic Reading & Writing (ARW 140). If your proficiency score is 70–79, you must take Reading Skills 140 before ARW 140.

Students in Reading Skills 140, Multigenre Reading 140, and/or Multigenre Writing 140 must receive a passing grade (2.0 or higher) in those courses in order to be eligible to take Academic Reading & Writing 140 the next quarter.

WITHDRAWING

Students who withdraw from the program should turn in the IELP Withdrawal Form. Students who will leave the program before the end of the quarter should also meet with an International Student Advisor to discuss their plans. Students who withdraw will have no record of enrollment on their transcript. No early or late final examinations are given. Students who need to show proof of participation in the IELP can request an Enrollment Letter prior to withdrawing. In special cases where evidence is needed that a student withdrew from the program in good academic standing, the student can request a letter from a teacher or the Director of ELP. If a student returns to the program the following quarter, s/he will be placed back into the same levels.

8-QUARTER ENROLLMENT LIMIT IN LANGUAGE TRAINING PROGRAMS

In accordance with U.S. Department of Homeland Security requirements, the IELP requires students to make successful academic progress in its programs. The maximum length of full-time enrollment in our language training programs (includes IEP and IBEP) is eight quarters. Students who wish to enroll in our language training programs for more than eight quarters must submit a request to the Director of ELP. Most extension requests are not approved.
4-QUARTER UPPER DIVISION ENROLLMENT LIMIT

The maximum length of enrollment in the upper division (IEP upper-division courses and IBEP) is four quarters. This applies to students who take four upper-division IEP courses or three upper-division courses and one UW undergraduate course. Electives such as Advanced Conversation, American Culture, Pronunciation, and evening courses are considered upper division courses if the student concurrently takes level 5 classes in reading, writing, and listening & speaking. The advanced level in Communication & Culture and the Intensive Business English Program also are considered “upper division” and count toward the four-quarter limit.

LIMITS ON REPEATING A COURSE

You are welcome to enroll in an IEP course you have already passed. Students often want to repeat a course in the upper division. Whenever possible a student taking a course a second time will be placed in a section with a new teacher and a different text. You may not enroll in the same course a third time. For example, a student can take Independent Writing in Autumn Quarter and again in Winter Quarter. Since the student has enrolled in the same course two times, s/he is not eligible to take the course in Spring Quarter. A student who chooses to complete an upper division course twice can have it count as two hours toward graduation from the IEP.

FAILING

Students who fail the same class two times in a row are not allowed to continue in the program. Students who fail to make normal academic progress will be considered “out of status” with U.S. Citizenship & Immigration Services.

ACADEMIC LEAVE OF ABSENCE OUTSIDE THE U.S.

Students who wish to take a one-quarter Academic Leave of Absence from the IELP must first contact the Director of ELP for permission. Students who are not approved for an Academic Leave of Absence will need to reapply to IELP if they wish to study in one of our programs in the future. After receiving permission for the Academic Leave of Absence from the Director, F-1 students must meet with an International Student Advisor to discuss next steps for their F-1 visa status.

RETURNING TO THE IEP

If you are away from the IEP for any number of quarters without pre-arranging your leave, you must reapply to the program like a brand new student. If you were away for only a single quarter, you must reapply, but you have a choice of whether to retake the IEP Placement Test or not. If you were away for more than one quarter you must reapply and retake the IEP Placement Test.

STUDENT INFORMATION SESSIONS

Each quarter student information sessions are held on a variety of topics. During the year these topics include: Applying for College or University, Volunteering in Seattle, Writing a Statement of Purpose, How to be a successful IEP student, Test Taking Strategies, Taking IELTS, Taking TOEFL, and Taking GRE. Look for announcements in the IEP’s e-newsletter, Essential News, for dates, times and places for the meetings and for summaries of the meetings, check the Intensive English Program (IEP) Blog; https://uwielp.wordpress.com/.
OUTSTANDING STUDENT AWARD

Teachers in the IEP on campus nominate students who have performed exceptionally in class, in participation and in work done. Students who are nominated by all of their IEP teachers as outstanding students will receive a special award at the IEP End of Quarter Ceremony. To be eligible for this award, a student must be enrolled in at least three hours of IEP courses. Downtown, in Communication & Culture and IBEP, students are recognized for outstanding attendance.

REQUESTS FOR STUDENT RECORDS

To request the following documents, you need to fill out the Student Request for Records form at the IELP Office. These documents are given to students only with a written request. Please make your requests at least two weeks before you need to have the documents.

- **Grades:** Returning students can pick up their grades with their schedules at the IELP Office at the beginning of the following quarter. Students who are leaving the program must submit a request with an address to have their grades mailed to them.
- **Transcripts:** A transcript lists all the classes a student has taken and the final grades s/he received.
- **Participation Certificate:** Any student who has participated in at least one quarter of English language study may request this document. You will get only one copy of this certificate per quarter.
- **Enrollment Verification Letter:** This letter says that a student has studied or is now studying in the University of Washington International & English Language Programs.

LETTERS OF RECOMMENDATION – INFORMATION & GUIDELINES

Letters of recommendation (also called letters of reference) are often required as part of the application process for universities, graduate and professional schools, jobs, and scholarships/fellowships. If you would like one of your IEP teachers to write a letter for you, please follow these guidelines:

- **Choose the teacher(s) carefully.** Teachers take these letters seriously. They will write an honest assessment of your performance in class and of your abilities. It is best to ask for a recommendation from the teacher of a class which you did well in. For some applications, a letter from an IEP teacher might not be as well received as one from a professor in your major area of study. Your teacher cannot speak to your competence in business or engineering.
- **Ask the teacher directly.** The teacher will probably have many questions about the letter. That is why it is best to talk about the letter face-to-face. If necessary, email can be used, but only if you are certain that the teacher already knows you well.
- **Give specific information about the purpose of the letter.** Is it for a graduate school application? Which school? Which program/department? When is the due date? What things do you want the letter to focus on? Give the teacher as much information as you can. If there is a precise description of what the letter should include, what questions it should answer, or to whom it should be addressed, include a copy of this information for the teacher.
- **Clarify whether or not the letter is to be confidential.** Some applications require a “closed file” in which the letter is confidential; the teacher usually encloses the letter in a sealed / signed envelope. Some teachers will give you a copy of the letter they write. Others will not do so. This is a personal policy that varies. Make sure you are comfortable with the teacher’s policy.
- **Ask for the letter at least (2) weeks before you need it!** This is common courtesy. In an emergency situation, most teachers are willing to write a letter more quickly. However, two weeks’ notice is generally considered standard.
- **Do not request a letter after Week 8 (Week 7 in Summer Quarter.)** The final weeks of the quarter are for students and teachers. If you need a letter of recommendation, talk to your teacher before the end of the quarter. Many teachers travel during the break between quarters, so that is also not a good time for a letter request.

If you have other questions about letters of recommendation, talk to an Academic Advisor or to the Director of ELP.
SHORT-TERM ENGLISH PROGRAMS POLICY

The IELP also offers a number of three-week Short-term English Program Courses (STEP). Students can take these programs:

- During an authorized break quarter
- Before the student’s course begins
- After a student has completed his or her studies (For F-1 students, during their 60-day grace period)

A three-week STEP does not qualify for an I-20 and may not be taken instead of a full quarter of study.

CLASS ATTENDANCE

On campus, classes are fifty minutes Monday through Friday for ten weeks during Autumn, Winter, and Spring Quarters. There are ten minutes between classes. **During Summer Quarter, most classes are sixty minutes for nine weeks**, with ten minutes between classes. Your classes will most likely be in different buildings on campus, so you may have to hurry between classes. **Do not be late to any of your classes.** If you are often late, your instructor may count your late arrival as an absence.

CLASS ATTENDANCE POLICY: UNIVERSITY TRACK

IELP instructors believe that your English proficiency will improve if you attend class regularly. In language learning, much of the material is presented orally, so you must be present to benefit from the material. In addition, we are required by the U.S. Department of Homeland Security to monitor the full-time status of F-1 Visa holders. For these reasons, the IEP has this attendance policy:

1. **Week 1 Attendance**: You are expected to attend every class from Day 1. Any student, new or returning, who is absent from all IEP classes the first two days of the quarter and who does not attend class on Day 3 will be dismissed from the program. If you must be absent at the start of the quarter, contact the Director of Student Services in advance and notify her of the reason you will be late and the date of your return. You will be marked absent for any days you are not in class.

2. **There are no excused absences from IEP classes**. This includes absences due to TOEFL or IELTS exams, illness, religious services and holidays, etc. It is your responsibility to find out what you have missed and complete it by asking your instructor or a classmate.

3. **Late Policy**: If you arrive to class after attendance has been taken, you will be marked late. Three late marks equal one absence. If you arrive more than fifteen minutes late to class, you will be marked absent for that day.

4. **Attendance Contract**: An attendance warning email will be sent to you after you miss 10% of the total hours in one class. If you are absent from a class 14% of the total hours in the class, you will have to speak with an Academic Advisor and sign an attendance contract. If you break the attendance contract, you will be dismissed from the program. For classes which meet 5 hours per week, notice of the contract will be sent after 7 hours of absence. For classes which meet 10 hours per week, notice will be sent after 14 hours of absence.

5. **Students who miss class more than 20% of the total hours in one class may be dismissed from the program**. For classes which meet 5 hours per week, this is after 11 hours of absence. For classes which meet 10 hours per week, this is after 22 hours of absence. This means that you will immediately be considered “out-of-status” with U.S. Citizenship & Immigration Services.

6. **Students who are dismissed from the program will not receive a refund if they are dismissed after the beginning of the third week of the program**. If students are dismissed during the second week, they will receive a refund of 50% of their tuition.

7. When a student is dismissed from the program, the U.S. Department of Homeland Security, sponsors, and other responsible agencies will be notified and given an explanation for the dismissal. Students who are dismissed from the program are responsible for conforming to U.S. Department of Homeland Security regulations related to their F-1 visa.
status. U.S. Department of Homeland Security requires our school to report irregular attendance, excessive absences, or failure to make progress for those who are in the U.S. with F-1 visa status.

8. If you need to leave the program before the end of the quarter, you need to submit an IELP Withdrawal Form to officially withdraw from the program. If you do not officially withdraw and you simply stop attending classes, you will be dismissed from the program once you accrue more than 10 absences. In addition, for F-1 students, your SEVIS record would be immediately “Terminated” and you would be considered “out of status” with U.S. Citizenship & Immigration Services if you stop attending classes without officially withdrawing from the program.

CLASS ATTENDANCE POLICY: COMMUNICATION & CULTURE TRACK

Instructors will take attendance twice a day. If you are more than fifteen minutes late to a class, your teacher may count you absent for that half day.

1. **Week 1 Attendance:** You are expected to attend every class from Day 1. Any student, new or returning, who is absent from all IELP classes the first two days of the quarter and who does not attend class on Day 3 will be dismissed from the program. If you must be absent at the start of the quarter, contact an International Student Advisor in advance and notify him of the reason you will be late and the date of your return.

2. **There are no excused absences from your English classes.** Any time that you are not in class may be counted as an absence. This includes religious services or holidays, TOEFL exams, illness, etc.

3. If you miss nine half days in your core class or three half-days in your Tuesday/Thursday class, you will be asked to talk to an advisor.

4. If you miss eleven half days in your core class or four in your Tuesday/Thursday class, you will have to sign an attendance contract. This contract is an agreement that says that if you miss more than twelve half-days in your core class or more than four half days in your Tuesday/Thursday class, you will be dismissed from the program. This means that you will immediately be considered “out-of-status” with U.S. Citizenship & Immigration Services.

5. It is important for you to go to your Tuesday/Thursday classes. If you miss more than four of these classes (grammar/pronunciation) you will be dismissed from the program. (This means that you will immediately be considered “out-of-status” with the U.S. Department of Homeland Security.)

6. If you ignore requests to talk to the advisor or miss more than 20% of your class (8 days), you will be dismissed from the program. (This means that you will immediately be considered “out-of-status” with the U.S. Department of Homeland Security.)

7. If you are dismissed from the program, you won’t receive a refund of your tuition fee.

8. When a student is dismissed from the program, U.S. Department of Homeland Security, sponsors, and other responsible agencies will be notified and given an explanation for the dismissal. Students who are dismissed from the program are responsible for conforming to U.S. Department of Homeland Security regulations related to their F-1 visa status. U.S. Department of Homeland Security requires our school to report irregular attendance, excessive absences, or failure to make progress for those who hold F-1 student visas.

9. If you need to leave the program before the end of the quarter, you need to submit an IELP Withdrawal Form to officially withdraw from the program. If you do not officially withdraw and you simply stop attending classes, you will be dismissed from the program once you accrue more than twelve half-days in your core class or more than four half days in your Tuesday/Thursday class. In addition, for students on F-1 visas, your SEVIS record would be immediately “Terminated” and you would be considered “out of status” with the U.S. Department of Homeland Security if you stop attending classes without officially withdrawing from the program.

It is important to remember that, when you miss a class, it is YOUR responsibility to find out what work you have missed by asking your instructor or a fellow student.
INTENSIVE ENGLISH PROGRAM COURSES

The IEP curriculum has two divisions: lower and upper. The lower division has four levels of instruction, from beginning (1) to high-intermediate (4). The upper division is an advanced level with a variety of courses for two or more quarters of study. Our “core” classes (classes you must take) are writing, reading, and listening and speaking. It is possible for you to be assigned to a higher-level class in one area than in another. For example, if you are very good in reading, you will be placed in a high-level reading class, but your listening ability might be at a lower level. Please note that not all classes listed below will be offered every quarter, and classes may be cancelled due to low enrollment.

LOWER DIVISION COURSES

Grammar & Writing (GRWR 120)

In this two-hour course, students learn sentence basics: the parts of a sentence, parts of speech, basic sentence patterns, and the grammar structures they need to write well-formed sentences that communicate their ideas in English. Emphasis is placed on writing at the sentence level and short compositions on topics that allow students to demonstrate their control of specified grammatical structures. Students also learn how to identify and correct their own errors, and how to use paragraph format*. (*Paragraph writing is taught in Grammar & Writing 130.)

Grammar & Writing (GRWR 130)

In this two-hour course, students learn a range of grammatical structures that are then applied to writing paragraphs using various rhetorical styles. The emphasis is on fully explaining personal opinions, reasons and examples.

Listening & Speaking (LS 120)

This is a listening, speaking and pronunciation course that focuses on English for conversation in social situations. Students learn and practice the language (grammar, vocabulary, and formulas/chunks) needed for:

- participating in informal conversations
- listening to, understanding, and responding orally to short conversations
- describing personal experience (past, current, future events)
Listening & Speaking (LS 130)

This is a listening, speaking and pronunciation course that focuses on English for gathering information and expressing opinions in social and classroom situations. Students practice the language (grammar, vocabulary, formulaic units, comprehensibility) needed for:

- gathering information and opinions
- identifying speakers’ main ideas and intentions
- organizing and reporting on gathered information

Listening & Speaking (LS 140)

This is a listening, speaking and pronunciation course that focuses on English for analyzing and responding to information in social and classroom situations. Students practice the language (grammar, vocabulary, formulaic units, comprehensibility) needed for:

- gathering input from a variety of aural sources
- analyzing input (understanding how parts of a message relate to the whole)
- connecting input with personal knowledge
- logically supporting opinions in social and class situations

Reading (READ 120)

In this course, instructors are guided by the language application for this level, “describe,” as students develop language building strategies and practice many ways to read more fluently in English. At the same time, students increase their vocabulary and improve their understanding of English grammatical concepts.

Reading (READ 130)

In this course, instructors are guided by the language application for this level, “explain”, as students practice being active, fluent readers of English, especially to expand on ideas they read. As students develop successful language building and reading strategies, they talk and write about a variety of general-interest readings. At the same time, students increase their vocabulary and improve their use of grammatical structures. NOTE: A proficiency score of 80%+ in Reading 130 is required for enrollment in Academic Reading & Writing 140.

Academic Reading & Writing (ARW 140)

This is an integrated reading and writing course intended for students who have an academic focus. In this two-hour course, instructors are guided by the language application “analyze” as students read actively and respond to college-level readings. At the same time, they improve their reading fluency and critical thinking skills. Students communicate their ideas about readings in paragraph and multi-paragraph academic compositions. They also develop their knowledge of academic vocabulary. NOTE: A proficiency score of 80%+ in Reading 130 is required for enrollment in Academic Reading & Writing 140. (Pre-Requisite for University Track)

Reading Skills (READSK 140)

This is a reading skills course that serves as a bridge between Reading 130 and Academic Reading & Writing 140. Students improve their reading and vocabulary skills while reading academic style texts. The goal of this course is to prepare students for success in Academic Reading & Writing 140 and the level 5 academic courses. Students in this course may be concurrently taking either Grammar & Writing 130 or Writing 140.

Multigenre Reading (READ 140)

In this course, students develop their ability to comprehend and analyze readings from a variety of genres. Students explore how tone, structure and vocabulary are used in various types of writing. Some examples of genres students may read are: articles, biographies, brochures, stories, plays, poetry, etc. Students will demonstrate comprehension through short written responses and in-class discussions. Students in this course may be concurrently taking either Grammar & Writing 130 or Writing 140; teachers take this into consideration when assessing students’ writing.
Multigenre Writing 4 (WRIT 140)

In this course, students develop their ability to write expressively in different writing contexts. Students explore how tone, structure and vocabulary are used in various types of writing. The focus of the course is on exposure to a variety of genres, not mastery. Some examples of writing students may practice are: letters/email, biographies, interview scripts, stories, plays, poetry, etc. Students also develop self-editing skills and learn the importance of the writing process.

LOWER DIVISION ELECTIVE COURSES

Students may take lower division elective courses if they meet the prerequisites for the courses, and if the elective does not replace a required course. Students may pay for and take an elective as a fifth hour. However, we recommend that new students take only four hours the first quarter they are here.

Grammar (GRAM 140)

In this elective course, students study syntax in an explicit, focused manner and apply this knowledge to communicative tasks. This course supports the broad language application of the level four curriculum: analyzing.

IELTS Preparation (IELTS 145)

This is an upper division elective that helps students prepare for the IELTS Exam (International English Language Testing System). You will develop English language skills that are covered in the IELTS: reading, writing, listening and speaking, and focus on specific elements that are tested, including how to present your point of view in writing with supporting evidence and practicing the appropriate format for formal correspondence and/or interpreting graphic information. You will develop strategies for expressing your opinion on increasingly abstract topics and speaking at length, and practice general reading skills such as skimming for the main ideas, scanning for specific information, recognizing arguments, opinions and inferences. You will also practice general listening skills: identifying the main idea, listening for specific information and effective note-taking. Time management as well as specific strategies for coping with the IELTS experience will also be covered.

Intermediate Conversation (CONV 140)

This is an elective course offered to students in levels 3 and 4. The course deals with topics relevant to an international student’s orientation to a successful experience in the U.S. Emphasis is placed on learning more about aspects of American culture which apply to the students’ experience here, as well as on becoming comfortable with basic functional communication skills in a variety of settings.

Pronunciation (PRON 140)

This is an elective course designed for students who are concurrently enrolled in level 4 classes or higher. This course, often times using an individual approach, provides students an opportunity to improve their overall pronunciation skills by isolating the individual components of speech and training students in how to improve these components. While there are many details to speech that students learn about, the key aspects are intonation, rhythm, stress, and vowel and consonant production.

TOEFL Preparation (TFLP 140)

In this course, you will work on English language skills that are covered on the internet-based TOEFL test: iBT. Due to the design of the iBT, the course emphasizes the integration of two or more skills (e.g. listening and writing, reading and speaking, and other combinations of the four skills.) You will receive teacher feedback on weekly speaking and writing tasks. Teachers may also assign vocabulary homework from the Academic Word List (AWL) along with specific skills-building work, you will learn about the iBT to ensure that you understand the tasks and sections of the test. The teacher will introduce key strategies to approach each section of the test, and you will extensively practice each of the four sections. You will also take short practice tests, although you will not take an actual iBT in the course.
Vocabulary & Idioms (VOID 140)

This is an elective designed for students at levels 3 and 4 in the lower division. The course assists students in developing strategies to expand their knowledge of vocabulary and idioms in American English.

UPPER DIVISION COURSES

A variety of courses are available for students who have completed the core skill areas in the lower division. The upper division has University Track courses and General English courses. Students who plan to go to an American college or university should take University Track courses.
UNIVERSITY TRACK COURSES

Academic Listening & Speaking: Academic Presentation Skills (ALS 150)
This is an academic English course designed to prepare students for the listening and speaking activities common in American college classrooms. The focus of this course is on evaluating, preparing and delivering formal presentations. Students also develop accuracy and competence in listening to and speaking about academic topics. (Required for University Track)

Academic Listening & Writing (ALW 150)
This is an academic English course designed to prepare advanced ESL students for the listening and writing skills they will need to succeed in an American college classroom: listening to college lectures, taking notes, working with other students, asking questions about and during a lecture, and taking tests. (Required for University Track)

Academic Reading & Speaking (ARS 150)
This is an academic English course that integrates the reading and speaking skills that students will need in a university or college class. Students will improve their reading, discussion, pronunciation, and fluency skills and will demonstrate comprehension and critical thinking through speaking. (Required for University Track)

Academic Reading & Writing (ARW 150)
This is a two-hour course that integrates the reading and writing skills that students will need in a university or college class. Students will develop skills to comprehend, analyze, synthesize and evaluate academic reading passages. They will demonstrate their comprehension and critical thinking skills by writing researched, organized, and correctly documented papers. Basic library research skills will be introduced at this level. (Required for University Track)

Applied Academic Skills (AAES 150)
This is a course that integrates and provides a forum for practicing the skills that students will need in a university or college seminar-type course. AAES incorporates all language skills and represents a capstone course for students who are completing IEP. It is a thematically-based content course that introduces students to the type of assignments, projects and activities they will encounter in higher education. Students use critical thinking to comprehend, evaluate and apply information from readings and class lectures. (Required for University Track)

GENERAL ENGLISH / ELECTIVE COURSES

Advanced Conversation (ACON 150)
This is an elective course offered to students in Level 5. In this course, students will study and practice a series of conversation management skills. Emphasis includes expanding student awareness of the cultural norms for American conversations, increasing fluency and range of functional expressions, enhancing skills in discussing personal knowledge and opinions, and applying critical thinking skills in conversation. Practice of these skills will take place in a wide variety of situations and contexts. Students will be encouraged to participate extensively and actively in class.

Advanced Vocabulary & Idioms (ADVOID 150)
This is an upper division elective designed for students who want to improve their vocabulary. The course emphasis will be approximately 40% oral and 60% written. Two-thirds of the time will be devoted to vocabulary development and one-third to acquiring idioms.
Business English (BENGL 150)

This is an elective designed for students who have completed all lower division courses. The Business English course curriculum will change according to the type of students enrolled: people who need English in order to study business in U.S. colleges and universities, people who work or plan to work in clerical positions, or people who have or will have managerial positions. The mix of curriculum objectives for the course will change according to the needs of the students.

Grammar 5 (GRAM 150)

In this upper division elective course, students study syntax in an explicit, focused manner and apply this knowledge to communicative tasks. This course supports the broad language applications of the level five curriculum: synthesizing and evaluating. NOTE: Successful completion of Grammar 4 is a prerequisite for continuing students.

Independent Writing (INDW 150)

This is an upper division elective for students who would like to continue improving their writing skills beyond the paragraph stage. Students have the opportunity to define individual writing objectives and to receive extensive feedback from their instructor as it is taught as a conference-centered class. Options include multiple-paragraph essay writing, research paper preparation, business communication, and creative writing. After the first week, in which general writing skills are taught to the whole class together, this course is generally taught as a conference-centered class. Students work through individual and group writing tasks, conferencing with the teacher when appropriate. Beginning in the second week, the typical weekly format is two class meetings and three days for individual conferences. For the rest of the quarter, students work on individualized writing projects, involving either one focus or several different topics.

Listening & Speaking (LS 150)

This is a listening, speaking and pronunciation course that focuses on English for evaluating information in social and classroom situations. Students practice the language (grammar, vocabulary, formulaic units, comprehensibility) needed for:

- examining relations among ideas
- distinguishing between facts, opinions, and assumptions
- making conclusions and predictions
- applying information to alternative settings

Multigenre Reading & Writing (RW 150)

In this course, students are immersed in different types (“genres”) of reading & writing and analyze how tone, structure and vocabulary are used. This expressive writing course gives students the freedom to select a topic/theme which personally engages them and which they develop through various genres of writing. Students complete a multigenre project, which includes a collection of writings. This course teaches students how to expand their writing skills, broaden their range of acceptance and appreciation for different genres, and use their creativity to express themselves in a way that is personally meaningful. The focus is on expressive rather than expository writing.

News (NEWS 150)

News is a communication focus course offered in the upper division. Students use news from a variety of sources: newspapers, television, internet, magazines and radio to improve their reading, speaking, listening and writing skills. The use and, when possible, integration of all language skills is an emphasis of this course.

SPECIAL COURSES IN AMERICAN CULTURE

At least one of the following elective courses is offered each quarter. All of the ACUL courses are open to students in levels 4 and 5. Students practice reading, writing, listening, and speaking in all of these courses. Some courses may be cancelled due to low enrollment.
American Culture through Art (ACART 140)

This is an upper division elective course that uses art as a medium to explore various aspects of American culture. Every culture has its specific art forms. You can see them in art galleries and museums, as well as in the public art around town. Seattle is famous for its art scene. Learn about American culture through its art. We will use the Henry Art Gallery on campus as well as optional art walks around town. You will learn how to look at art and how to talk about it. Speaking and vocabulary will be practiced in small group discussions and through in-class presentations. (Offered autumn & spring quarters.)

American Culture through Film (FILMS 140)

This is an upper division elective course that uses film as a medium to explore various aspects of American culture. In addition to watching films, both in and out of the classroom, students will also develop skills in reading, writing, speaking, and listening. The course examines several cultural topics as well as language patterns in everyday speech. Throughout the course, students watch a minimum of four films as well as clips from others. (Offered autumn and spring quarters.)

American Culture through Music (MUSC 140)

This is a course that introduces students to musical genres and styles found in the historical and contemporary U.S. Students will explore various topics in American history and culture through its music. Students will develop their skills in all areas (reading, writing, listening, speaking) as they cover material they are given, as well as by making connections with their own interests concerning music, and expressing themselves. (Offered winter quarter.)

American Culture through Sports (SPRT 140)

This is an upper division elective course for students who have an interest in increasing and/or improving their knowledge of popular sports in America. Specific aspects of each sport will be discussed, such as the subculture of the sport, its historical roots, and the rules and fundamentals of the game. While this is primarily a language course, some participation (playing sports) is required. (Offered summer quarter.)

EVENING COURSES

These courses are open to students in levels 4 and 5. (NOTE: Evening courses will not be offered in Summer Quarter 2015.)

Advanced Conversation (ACVN 145)

In this two-hour course, you study and practice a series of conversation management skills. The focus is on making you more aware of what people expect when having a conversation. Topics may include how to start a conversation, change topics, express your opinion and ideas, close a conversation, agree or disagree, clarify when you don't understand, and so on. You will also learn strategies for leading conversations in groups.

Pronunciation (PRON 140)

This two hour course is designed to improve your overall pronunciation skills by isolating the individual components of speech and teaching you how to improve these components. While there are many details of speech that you will learn about, the key aspects are stress, rhythm, intonation, and vowel and consonant production.

IELTS Preparation (IELTS 145)

This two-hour course is an upper division elective that helps students prepare for the IELTS Exam (International English Language Testing System). You will develop English language skills that are covered in the IELTS: reading, writing, listening and speaking, and focus on specific elements that are tested, including how to present your point of view in writing with supporting evidence and practicing the appropriate format for formal correspondence and/or interpreting graphic information. You will develop strategies for expressing your opinion on increasingly abstract topics and speaking at length, and practice general reading skills such as skimming for the main ideas, scanning for specific information, recognizing arguments, opinions and inferences. You will also practice general listening skills: identifying the main idea, listening for
specific information and effective note-taking. Time management as well as specific strategies for coping with the IELTS experience will also be covered. *(Also offered during the day.)*

**TOEFL Preparation (TFLV 145)**

In this two-hour course, you will work on English language skills that are covered on the internet-based TOEFL test: iBT. Due to the design of the iBT, the course emphasizes the integration of two or more skills (e.g. listening and writing, reading and speaking, and other combinations of the four skills.) You will receive teacher feedback on weekly speaking and writing tasks. Teachers may also assign vocabulary homework from the Academic Word List (AWL) along with specific skills-building work, you will learn about the iBT to ensure that you understand the tasks and sections of the test. The teacher will introduce key strategies to approach each section of the test, and you will extensively practice each of the four sections. You will also take short practice tests, although you will not take an actual iBT in the course.
## INTENSIVE ENGLISH PROGRAM PREREQUISITES

### Lower Division

**Elective Courses**

**Group 1:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Level (You must be in this course/level or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Conversation</td>
<td>CONV 130</td>
<td>All level 3</td>
</tr>
<tr>
<td>Vocabulary and Idioms</td>
<td>VOID 130</td>
<td>All level 3</td>
</tr>
</tbody>
</table>

**Group 2:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Level (You must be in this course/level or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar</td>
<td>GRAM 140</td>
<td>WRIT 140 or ARW 140, LS 130, READ 130</td>
</tr>
<tr>
<td><em>American Culture (Art, Film, Music &amp; Sports)</em></td>
<td>ACART/FILMS/ MUSC/ SPRT 140</td>
<td>All level 4</td>
</tr>
<tr>
<td>*IELTS Preparation</td>
<td>IELTS 145</td>
<td></td>
</tr>
<tr>
<td>*Pronunciation</td>
<td>PRON 140</td>
<td></td>
</tr>
<tr>
<td>*TOEFL Preparation</td>
<td>TFLP 140</td>
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</tr>
</tbody>
</table>

*These courses count toward graduation if you are concurrently taking ALL upper division courses.*

### LEVEL 4 READING AND WRITING COURSES

**Academic Focus or Communication Focus:** After you complete some level 3 courses you can choose either an Academic or Communication focus. If you plan to go to a College or University including graduate programs, we recommend you take academic focus courses.

#### Academic Focus:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Level (You must be in this course/level or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Reading &amp; Writing</td>
<td>ARW 140</td>
<td>All level 4</td>
</tr>
<tr>
<td>Reading Skills</td>
<td>READSK 140</td>
<td>READ 140 – Returning students with a proficiency score of 70-79 in Reading 130 MUST take Reading Skills 140 prior to Academic Reading &amp; Writing 140</td>
</tr>
</tbody>
</table>

*Note: ARW 140 = 2 hours*

#### Communication Focus:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Level (You must be in this course/level or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multigenre Reading</td>
<td>READ 140</td>
<td>READ 140, GRWR 130, LS 130</td>
</tr>
<tr>
<td>Multigenre Writing</td>
<td>WRIT 140</td>
<td>WRIT 140, READ 130, LS 130</td>
</tr>
</tbody>
</table>
Upper Division

University Track:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Level (You must be in this course/level or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Listening &amp; Speaking</td>
<td>ALS 150</td>
<td>All level 5; continuing students can take with ARW4 if LS 150 has been successfully completed</td>
</tr>
<tr>
<td>Academic Listening &amp; Writing</td>
<td>ALW 150</td>
<td>All level 5; (requires completion of ARW 140 for continuing students)</td>
</tr>
<tr>
<td>Applied Academic Skills</td>
<td>AAES 150</td>
<td>All level 5 &amp; must have completed ARW 150 (otherwise, instructor permission is required.)</td>
</tr>
<tr>
<td>Academic Reading &amp; Speaking</td>
<td>ARS 150</td>
<td>Level 5 READ &amp; LS and Level 4 WRIT</td>
</tr>
<tr>
<td>Academic Reading &amp; Writing</td>
<td>ARW 150</td>
<td>Level 5 READ &amp; WRIT and Level 4 LS (requires completion of ARW4 for continuing students)</td>
</tr>
</tbody>
</table>

**NOTE:** ARW 150 = 2 hours

General English / Electives:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Level (You must be in this course/level or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Conversation</td>
<td>ACON 150</td>
<td>All level 5</td>
</tr>
<tr>
<td>Advanced Vocabulary &amp; Idioms</td>
<td>ADVOID 150</td>
<td></td>
</tr>
<tr>
<td>Business English</td>
<td>BENG 150</td>
<td></td>
</tr>
<tr>
<td>News</td>
<td>NEWS 150</td>
<td></td>
</tr>
<tr>
<td>Independent Writing</td>
<td>INDW 150</td>
<td>Level 5 READ &amp; WRIT and Level 4 LS</td>
</tr>
<tr>
<td>Grammar</td>
<td>GRAM 150</td>
<td>Completion of GRAM 140 required for returning students</td>
</tr>
<tr>
<td>Listening &amp; Speaking</td>
<td>LS 150</td>
<td>LS 150, READ 140, WRIT 140 or ARW 140</td>
</tr>
<tr>
<td>Multigenre Reading &amp; Writing</td>
<td>RW 150</td>
<td>Level 5 READ &amp; WRIT and Level 4 LS</td>
</tr>
</tbody>
</table>

Generally, you must be in level 5 or above, but you can enroll in some level 4 courses concurrently.

**Evening Courses:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Level (You must be in this course/level or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Evening Advanced Conversation</td>
<td>ACNV 145</td>
<td>All level 5</td>
</tr>
<tr>
<td>*IELTS Preparation</td>
<td>IELTS 145</td>
<td></td>
</tr>
<tr>
<td>*TOEFL Preparation</td>
<td>TFLV 145</td>
<td></td>
</tr>
</tbody>
</table>

*These courses count toward graduation if you are concurrently taking ALL upper division courses.
IEP LEVEL EQUIVALENCIES*

<table>
<thead>
<tr>
<th>IEP Level</th>
<th>TOEFL (iBT)</th>
<th>IELTS</th>
<th>PTE</th>
<th>CEFR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>≤ 40</td>
<td>≤ 4.0</td>
<td>≤30</td>
<td>A1</td>
</tr>
<tr>
<td>2</td>
<td>≤ 50</td>
<td>≤ 4.5</td>
<td>≤35</td>
<td>A1</td>
</tr>
<tr>
<td>3</td>
<td>50-65</td>
<td>4.5-5.5</td>
<td>35-50</td>
<td>A2</td>
</tr>
<tr>
<td>4</td>
<td>60-80</td>
<td>5.0-6.0</td>
<td>45-55</td>
<td>B1</td>
</tr>
<tr>
<td>5</td>
<td>76-90</td>
<td>6.0-6.5</td>
<td>50-60</td>
<td>B2</td>
</tr>
</tbody>
</table>

* Approximate score ranges based on students' self-reported test scores upon entrance to IEP.

COURSE DESCRIPTIONS BY SKILL AREA

The following tables contain descriptions of the IEP core courses in Reading, Writing, Listening and Speaking and Academic English. Students in the lower division (levels 1-3) take three core courses. Students who place in Grammar & Writing 110/120/130 generally have a fixed schedule. Students who place into level 4 writing take three core courses and choose one elective course. In the upper division, students can choose any four courses. Students who aim to study at an English speaking college or university are encouraged to take courses with an academic preparation focus.

Look at these tables to see what you will learn in each course and to find out what the different levels mean. After you take the placement test, you will find out your level and then you will know which courses you can take.
# READING

<table>
<thead>
<tr>
<th>IEP course name</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined skills course downtown</td>
<td>R 120: Reading 2 (one hour)</td>
<td>R 130: Reading 3 (one hour)</td>
<td>RSK 140: Reading Skills 4 (one hour)</td>
<td>R 140: Multigenre Reading 4 (one hour)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General level</th>
<th>Beginner</th>
<th>High beginner</th>
<th>Intermediate</th>
<th>High-intermediate</th>
<th>High-intermediate</th>
<th>High-intermediate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of English</td>
<td>Basic general English, short sentences, simple grammar and vocabulary</td>
<td>Simple general English, short sentences, simple grammar and vocabulary</td>
<td>Somewhat simplified general English, some complex sentences, and vocabulary</td>
<td>General and academic English which has not been simplified for English language learners</td>
<td>General and academic English which has not been simplified for English language learners</td>
<td>Academic English at a level typical of high school textbooks</td>
</tr>
<tr>
<td>Type of text</td>
<td>a reading textbook Approximate US grade level 1-3</td>
<td>a reading textbook additional simplified readings from magazines and websites Approximate US grade level 2-4</td>
<td>a reading textbook additional simplified readings from magazines and websites Approximate US grade level 3-6</td>
<td>An academic reading textbook additional readings from magazines and websites Approximate US grade level 7-12</td>
<td>a reading textbook additional readings from magazines and websites a novel or simple non-fiction book (optional) Approximate US grade level 7-12</td>
<td>an academic reading textbook an academic writing textbook additional readings according to student interest Approximate US grade level 7-12</td>
</tr>
<tr>
<td>Practical Application</td>
<td>Improve “survival” English reading skills</td>
<td>Improve “survival” English reading skills</td>
<td>Improve general English reading skills</td>
<td>Prepare for study at an American University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Outcomes for Reading</td>
<td>Learn and understand new vocabulary Comprehend ideas in short readings Learn how to skim and scan lists Identify simple points of view</td>
<td>Practice R 1 skills AND: Identify and understand main and supporting ideas Use clues to make predictions, figure out meaning from context and identify type of text, and organization of ideas show control of level 2 grammar in speaking</td>
<td>Practice R 2 skills AND: Recognize good summaries and paraphrases Respond to ideas in a text through questions, comments, and own ideas Show control of level 3 grammar in speaking</td>
<td>Practice R 3 skills AND: Read and understand academic content Increase reading speed Paraphrase and summarize texts Analyze ideas and information Connect ideas from texts to personal knowledge and experience Construct and discuss logically supported opinions of ideas and information in texts Apply increasingly sophisticated reading skills such as distinguishing fact from opinion Show control of level 4 grammar in speaking</td>
<td>Practice R 3 skills AND: Read and understand a variety of texts Show awareness of audience, style, &amp; structure of texts Paraphrase and summarize texts Analyze ideas and information Connect ideas from texts to personal knowledge and experience Construct and discuss logically supported opinions of ideas and information in texts Apply increasingly sophisticated reading skills such as distinguishing fact from opinion Show control of level 4 grammar in speaking</td>
<td>Practice W 4 and R 4 skills AND: Apply all reading skills to understand, deconstruct, and analyze information and ideas in high-school level texts Write academic compositions in a range of formats such as multi-paragraph essays, short answers to content questions, short reports Use basic academic writing skills such as paraphrasing, and summarizing Comment in writing on graphic information Construct and present in writing logically supported arguments in response to written sources show good control of level 4 grammar</td>
</tr>
</tbody>
</table>

<p>| Assessment | To pass, and proceed to the next level, you must demonstrate proficiency in the learning outcomes of the course by achieving an average proficiency score of at least 70%. The final exam is usually weighted more heavily than mid-quarter/unit exams. Additional points may be given for other work such as quizzes, participation, homework etc. Detailed descriptions of learning outcomes are given in each course syllabus. |
| You must be in this level or higher | R 1 | R 2 | R 3, GRWR 2, LS 2 | GRWR3, LS3 | GRWR 3, LS 3 | All level 4 |</p>
<table>
<thead>
<tr>
<th>IEP course name</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Combined skills course downtown</td>
<td>GRWR 120: (two hours) Grammar and Writing 2</td>
<td>GRWR 130: (two hours) Grammar and Writing 3</td>
<td>W 140: Multigenre Writing 4 (one hour)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ARW 140: Academic Reading and Writing 4 (two hours)</td>
</tr>
<tr>
<td>General level</td>
<td>Beginner</td>
<td>High beginner</td>
<td>Intermediate</td>
<td>High-intermediate</td>
</tr>
<tr>
<td>Type of text</td>
<td>* a writing textbook and/or teacher generated materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* a writing textbook and/or teacher generated materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* a writing textbook and/or teacher generated materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* an academic reading textbook and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* an academic writing textbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* additional readings according to student interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Application</td>
<td>Phrase &amp; sentence level writing</td>
<td>Sentence level writing</td>
<td>Paragraph level writing</td>
<td>Multi-paragraph writing in a range of formats</td>
</tr>
<tr>
<td>Learning Outcomes for Writing</td>
<td>* Produce and show control of level 1 grammar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Produce sentences and questions</td>
<td>* Understand basic grammar names and concepts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Improve spelling and handwriting</td>
<td>* Accurately use capitalization and basic punctuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Write groups of connected sentences to describe and narrate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Practice W 2 Skills AND:</td>
<td>Practice W 3 Skills AND:</td>
<td>Practice W 4 and R 4 skills AND:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Write complete, well-formed paragraphs, showing control of level 3 grammar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Use some of these organizational patterns: compare-contrast, classification, narrative, process, description, definition, logically supported opinion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Show control of level 3 grammar</td>
<td>* Show control of level 3 grammar</td>
<td>* Show control of level 4 grammar</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td>To pass, and proceed to the next level, you must demonstrate proficiency in the learning outcomes of the course by achieving an average of at least 70% on exams. The final exam is usually weighted more heavily than mid-quarter/unit exams. Additional points may be given for other work such as quizzes, participation, homework etc. Detailed descriptions of learning outcomes are given in each course syllabus.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You must be at this level or higher</td>
<td>GRWR 1</td>
<td>GRWR 2</td>
<td>GRWR 3, R 2, LS 2</td>
<td>W 4, R 3, LS 3</td>
</tr>
</tbody>
</table>

28
## LISTENING AND SPEAKING

<table>
<thead>
<tr>
<th>IEP course name</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined skills course downtown</td>
<td>LS 120: Listening and Speaking 2 (one hour)</td>
<td>LS 130: Listening and Speaking 3 (one hour)</td>
<td>LS 140: Listening and Speaking 4 (one hour)</td>
<td>LS 150: Listening and Speaking 5 (one hour)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General level</th>
<th>Beginner</th>
<th>High beginner</th>
<th>Intermediate</th>
<th>High-intermediate</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Text</td>
<td>Listening and speaking textbook</td>
<td>Listening and speaking textbook</td>
<td>Listening and speaking textbook</td>
<td>Theme based listening and speaking textbook</td>
<td>Theme based listening and speaking textbook</td>
</tr>
<tr>
<td></td>
<td>Basic introductory English</td>
<td>English that has been simplified for learners</td>
<td>General English that is quite easy to understand, but has not been simplified for learners</td>
<td>Additional listening resources according to student interest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vocabulary lists, cardinal &amp; ordinal numbers, dates</td>
<td>Social conversations about everyday topics</td>
<td>Social conversations about everyday topics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Learning Outcomes for Listening and Speaking

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand basic classroom directions</td>
<td>Identify the topic, main and supporting ideas in simple listening texts</td>
<td>LS 2 listening skills AND:</td>
<td>LS 3 listening skills AND:</td>
<td>LS 4 listening skills AND:</td>
</tr>
<tr>
<td>Identify words, phrases, and distinguish sounds</td>
<td>Take notes on basic information</td>
<td>distinguish essential from non-essential information</td>
<td>identify relationships between ideas</td>
<td>apply all listening skills to increasingly complex texts</td>
</tr>
<tr>
<td>Find locations on a page in a book</td>
<td>Respond to instructions</td>
<td>make simple inferences</td>
<td>identify speaker’s point of view</td>
<td>distinguish fact from opinion</td>
</tr>
<tr>
<td>Recognize affirmative and negative statements</td>
<td>ask and answer questions</td>
<td>ask and answer content questions</td>
<td>make subtle inferences</td>
<td>synthesize and orally evaluate ideas and information from a range of sources</td>
</tr>
<tr>
<td>Respond to questions</td>
<td>share basic personal information</td>
<td>Share information and opinions in more detail</td>
<td>Gather information and opinions from a range of sources, including native speakers</td>
<td>construct logically supported arguments for discussion</td>
</tr>
<tr>
<td>Introduce oneself</td>
<td>Tell simple stories</td>
<td>Summarize and comment on information from spoken sources</td>
<td>connect information and ideas from sources with personal knowledge</td>
<td>identify and use more advanced discourse management strategies (for example to persuade and negotiate)</td>
</tr>
<tr>
<td>Ask for clarification or repetition</td>
<td>Talk about simple plans</td>
<td>evaluate and give feedback on peer presentations</td>
<td>construct and share logically supported opinions</td>
<td></td>
</tr>
<tr>
<td>Talk about things in the past</td>
<td>Give short presentations</td>
<td>ask and answer basic questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learn parts of speech, verb tenses, and word order in sentences and questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Assessment

To pass and proceed to the next level, you must demonstrate proficiency in the learning outcomes of the course by achieving an average of 70% exams. Additional points may be added for participation, homework and other factors. Detailed descriptions of learning outcomes are given in each course syllabus.

<table>
<thead>
<tr>
<th>You must be at this level or higher</th>
<th>LS 1</th>
<th>LS 2</th>
<th>LS 3, GRWR 2, R 2</th>
<th>LS 4, GRWR 3, R 3</th>
<th>LS 5, R 4, W 4</th>
</tr>
</thead>
</table>

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# Academic English (University Track)

<table>
<thead>
<tr>
<th>IEP Course Name</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ARW 140: Academic Reading and Writing 4</td>
<td>ALW 150: Academic Listening and Speaking 5</td>
<td>ARS 150: Academic Reading and Speaking 5</td>
</tr>
<tr>
<td></td>
<td>(two hours)</td>
<td>(one hour)</td>
<td>(one hour)</td>
</tr>
<tr>
<td></td>
<td>ALS 150: Academic Listening and Speaking 5</td>
<td>ALW 150: Academic Listening and Speaking 5</td>
<td>ARS 150: Academic Reading and Speaking 5</td>
</tr>
<tr>
<td></td>
<td>(one hour)</td>
<td>(one hour)</td>
<td>(one hour)</td>
</tr>
<tr>
<td></td>
<td>ARW 150: Academic Reading and Writing 5</td>
<td>ARS 150: Academic Reading and Speaking 5</td>
<td>ARS 150: Academic Reading and Speaking 5</td>
</tr>
<tr>
<td></td>
<td>(two hours)</td>
<td>(one hour)</td>
<td>(one hour)</td>
</tr>
<tr>
<td>General Level</td>
<td>High-intermediate</td>
<td>Advanced</td>
<td></td>
</tr>
<tr>
<td>Type of Text</td>
<td>• an academic reading textbook and</td>
<td>• an academic reading textbook and</td>
<td>• an academic reading textbook</td>
</tr>
<tr>
<td></td>
<td>• an academic writing textbook</td>
<td>• an academic writing textbook</td>
<td>• an academic reading textbook</td>
</tr>
<tr>
<td></td>
<td>• additional readings according to student</td>
<td>• academic listening resources</td>
<td>• additional readings</td>
</tr>
<tr>
<td></td>
<td>interest</td>
<td>according to student interest</td>
<td>according to student interest</td>
</tr>
<tr>
<td></td>
<td>• Academic listening and speaking textbook:</td>
<td>• an academic listening textbook and</td>
<td>• an academic writing textbook</td>
</tr>
<tr>
<td></td>
<td>lectures, academic discussions</td>
<td>academic discussion</td>
<td>• an academic writing textbook</td>
</tr>
<tr>
<td></td>
<td>• UWTV and live UW lectures</td>
<td>• UWT and live UW lectures</td>
<td>• UWT and live UW lectures</td>
</tr>
<tr>
<td></td>
<td>• additional academic listening resources</td>
<td>• additional academic listening resources</td>
<td>• additional academic listening resources</td>
</tr>
<tr>
<td></td>
<td>according to student interest</td>
<td>according to student interest</td>
<td>according to student interest</td>
</tr>
<tr>
<td>Practical</td>
<td>Practice W 4 and R 4 skills AND:</td>
<td>Practice ARW 4 and LS 5 skills AND:</td>
<td>Practice ARW 4 and LS 5 skills AND:</td>
</tr>
<tr>
<td>Application</td>
<td>• Apply all reading skills to understand,</td>
<td>• DEVELOP academic note-taking skills</td>
<td>• Apply all reading skills to understand,</td>
</tr>
<tr>
<td></td>
<td>deconstruct, and analyze information and</td>
<td>• APPLY all listening skills to understand,</td>
<td>deconstruct and analyze increasingly</td>
</tr>
<tr>
<td></td>
<td>ideas in high-school level texts</td>
<td>deconstruct and analyze increasingly</td>
<td>complex texts</td>
</tr>
<tr>
<td></td>
<td>• Write academic compositions in a range of</td>
<td>complex texts</td>
<td>• Including academic lectures, focusing on</td>
</tr>
<tr>
<td></td>
<td>formats such as multi-paragraph essays,</td>
<td>• Apply all speaking skills to synthesize</td>
<td>academic lectures</td>
</tr>
<tr>
<td></td>
<td>short answers to content questions, short</td>
<td>and evaluate ideas and information from a</td>
<td>• Apply all writing skills to increasingly</td>
</tr>
<tr>
<td></td>
<td>reports</td>
<td>variety of spoken sources, focusing on</td>
<td>sophisticated writing tasks to synthesize</td>
</tr>
<tr>
<td></td>
<td>• Comment in writing on graphic information</td>
<td>academic lectures</td>
<td>and evaluate ideas and information from a</td>
</tr>
<tr>
<td></td>
<td>• Construct and present in writing</td>
<td>• increase speaking fluency and confidence</td>
<td>variety of written sources</td>
</tr>
<tr>
<td></td>
<td>logically supported arguments in response</td>
<td>through discussion and debate a range of</td>
<td>• increase speaking fluency and confidence</td>
</tr>
<tr>
<td></td>
<td>to written sources</td>
<td>academic topics</td>
<td>through discussion and debate a range of</td>
</tr>
<tr>
<td></td>
<td>• show good control of level 4 grammar in</td>
<td>• give timed presentations</td>
<td>academic topics</td>
</tr>
<tr>
<td></td>
<td>writing</td>
<td>• SHOW control of essential English grammar</td>
<td>• give timed presentations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in speaking</td>
<td>• SHOW control of essential English grammar</td>
</tr>
<tr>
<td>Assessment</td>
<td>To pass, you must demonstrate proficiency</td>
<td>To pass, you must demonstrate proficiency</td>
<td>To pass, you must demonstrate proficiency</td>
</tr>
<tr>
<td></td>
<td>in the learning outcomes of the course by</td>
<td>in the learning outcomes of the course by</td>
<td>in the learning outcomes of the course by</td>
</tr>
<tr>
<td></td>
<td>achieving an average of at least 70% on</td>
<td>achieving an average of at least 70% on</td>
<td>achieving an average of at least 70% on</td>
</tr>
<tr>
<td></td>
<td>exams. The final exam is usually weighted</td>
<td>exams. The final exam is usually weighted</td>
<td>exams. The final exam is usually weighted</td>
</tr>
<tr>
<td></td>
<td>more than mid-quarter/unit exams. Additional</td>
<td>more than mid-quarter/unit exams. Additional</td>
<td>more than mid-quarter/unit exams. Additional</td>
</tr>
<tr>
<td></td>
<td>points may be given for other work such as</td>
<td>points may be given for other work such as</td>
<td>points may be given for other work such as</td>
</tr>
<tr>
<td></td>
<td>quizzes, participation, and homework.</td>
<td>quizzes, participation, and homework.</td>
<td>quizzes, participation, and homework.</td>
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The Global Business Program is a full-time, non-credit, certificate program for international business professionals and students seeking in-depth expertise in global business. Students study under a team of leading industry experts and faculty from the UW Foster School of Business who will teach the content area in which they specialize. The program meets Monday – Friday. The program is divided into three quarters of study, giving you the opportunity to learn from experts and gain valuable experience you can apply in your current or future career.

In the Global Business Program you will:

- Study in the heart of Seattle’s business district
- Take one core and one elective each quarter
- Begin your studies in spring quarter (March) or autumn quarter (September)

After successfully completing the program, you will receive a UW Global Business Certificate. You may also be eligible to apply for Optional Practical Training, which gives you the opportunity to gain up to one year of real world business experience.

Requirements: TOEIC score ≥ 750; or IBEP with a 3.0 gpa + TOEIC 730; or TOEFL iBT 76 (17*); or EIKEN Pre-1; or IELTS 6.0 (5.5*)

* No component score below this score

CLASS INFORMATION AND POLICIES

CLASS ATTENDANCE POLICY

Attendance is required for this program. Roll is taken at the beginning of each class, and students are marked according to the following guidelines:

1. **Week 1 Attendance**: You are expected to attend every class from Day 1. Any student, new or returning, who is absent from all IELP classes the first two days of the quarter and who does not attend class on Day 3 will be dismissed from the program. If you must be absent at the start of the quarter, contact an International Student Advisor in advance and notify him of the reason you will be late and the date of your return.

2. **There are no excused absences from your English classes.** Any time that you are not in class may be counted as an absence. This includes religious services or holidays, TOEFL exams, illness, etc.

3. Students will be marked **absent** if they are **more than 15 minutes late** to class.

4. Students who are **tardy** (less than 15 minutes late) **three times** will be charged for one absence. ~*If you arrive late, it is your responsibility to check to make sure you were marked tardy instead of absent.*

5. Any student receiving **more than 8 absences in either Core or English** will be **dismissed from the program**. This means that you will immediately be considered “out-of-status” with U.S. Citizenship & Immigration Services.

6. If you ignore requests to talk to the advisor or miss more than 20% of your class, you will be dismissed from the program. (This means that you will immediately be considered “out-of-status” with the U.S. Department of Homeland Security.)

7. If you are dismissed from the program, you won’t receive a refund of your tuition fee.

8. When a student is dismissed from the program, U.S. Department of Homeland Security, sponsors, and other responsible agencies will be notified and given an explanation for the dismissal. Students who are dismissed from the program are

9. If you need to leave the program before the end of the quarter, you need to submit an IELP Withdrawal Form to officially withdraw from the program. If you do not officially withdraw and you simply stop attending classes, you will be dismissed from the program once you accrue more than twelve half-days in your core class or more than four half days in your Tuesday/Thursday class. In addition, for students on F-1 visas, your SEVIS record would be immediately “Terminated” and you would be considered “out of status” with the U.S. Department of Homeland Security if you stop attending classes without officially withdrawing from the program.

It is important to remember that, when you miss a class, it is YOUR responsibility to find out what work you have missed by asking your instructor or a fellow student.
STUDENT SERVICES

The **IELP Offices** are open Monday through Friday from 8:00 a.m. to 5:00 p.m., except on holidays. The International Student Advisors are available for appointments daily at the IELP Offices (UW Tower and Puget Sound Plaza). Appointments are usually for 30 minutes. Please contact an International Student Advisor if you have questions about your F-1 visa or I-20, transferring to another school, taking a vacation quarter, volunteering, and any personal problems. You can also meet with the International Student Advisors if you have any questions about anything in the Student Handbook. If you have questions about IEP coursework, applying for college in the U.S., or taking a UW undergraduate course, please contact an Academic Advisor.

THE IEP ESSENTIAL NEWS

There is a bi-weekly newsletter for students that is sent to all IEP students via email and is also posted on our website: ([http://www.ielp.uw.edu/student-life/resources/](http://www.ielp.uw.edu/student-life/resources/)). **All students are required to read the “Essential News.”** The Essential News contains important information on required meetings, immigration-related information, registration, and activities. Students are encouraged to contribute their thoughts and ideas to the newsletter. Any comments or suggestions for the newsletter can be given to the International Student Advisors.

UNIVERSITY TRACK & PARTNER UNIVERSITIES

For students who plan to pursue undergraduate or graduate degrees in the U.S., the Intensive English Program (IEP) offers the specialized University Track. Students in the University Track will take the following courses:

- Academic Listening & Speaking 150
- Academic Listening & Writing 150
- Academic Reading & Speaking 150
- Academic Reading & Writing 150*
- Applied Academic Skills
- Two additional Upper Division elective courses

To complete the University Track, you must successfully complete the above courses with a grade of at least 80 percent (3.0) in each course. Finally, you must obtain a recommendation from the Director of ELP.

*If you place into level 4, you must take Academic Reading & Writing 140, a prerequisite for Academic Reading & Writing 150.

Successful completion of the University Track of the Intensive English Program at the University of Washington may serve as proof of English Language Proficiency for admission to our partner universities:

- UW Bothell
- UW Tacoma
- Seattle University and Seattle University Graduate School
- Central Washington University
- Washington State University
- University of Washington Graduate School
APPLYING TO PARTNER UNIVERSITIES

Our partner universities accept completion of the University Track as proof of English Language Proficiency, so students do not need to submit TOEFL or IELTS scores. It is still necessary to meet all the other requirements of admission and to apply to the program. Our academic advisors can help you with the application process.

Some partners grant conditional admission to students before they have completed the University Track. Others require that the University Track be completed before the application will be considered.

For more information about the University Track and Partner University requirements, please view our University Track Worksheet or contact the Academic Advisor.

NOTE: At this time, there is no agreement with UW Seattle Undergraduate Admissions. Undergraduate students seeking admission to UW Seattle must submit TOEFL or IELTS scores that meet minimum requirements for admission. Students who are admitted and have completed the University Track will be exempt from any requirements for the Academic English Program.

APPLYING TO AMERICAN COLLEGES OR UNIVERSITIES

After you have completed the IEP, you may want to enter a college or university in the United States. You need to apply to most colleges or universities at least six to nine months in advance. Application deadlines vary at each university for international undergraduate, transfer, and graduate admissions. Some universities have a winter deadline for international students applying for admission for the following autumn quarter. Check the application timelines and deadlines carefully for the schools of your choice.

If you need help choosing a college or filling out applications, make an appointment to see the Academic Advisor in the IELP Office. Most colleges and universities in the United States require official transcripts in English from the high schools and colleges you have attended, and the TOEFL or IELTS. Graduate schools may require additional tests such as the GMAT, GRE or LSAT. Bank statements indicating sufficient financial support for tuition and other fees are required. Some institutions require letters of recommendation as well as essays and personal statements. The application procedure may take six or more months to complete.

TOEFL, IELTS, AND OTHER STANDARDIZED TESTS

Most colleges and universities in the United States require international students to take one of the following standardized tests such as TOEFL, GRE, GMAT or IELTS. Register three to four months in advance to take one of these tests. You can get information about registering these tests from the Academic Advisor.

Do not register to take a standardized test on the same day as final exams for your classes. No IEP final exams will be given early or late to accommodate standardized test dates. Check with your instructors if you are not sure when your final exam will be.

For more information about TOEFL, IELTS, and GRE please attend one of our information meetings.

For information on test locations and dates see:

- Prometric Testing Centers: https://www.prometric.com/en-us/Pages/home.aspx
- Educational Testing Service (ETS): http://www.ets.org/
- Graduate Management Admission Council (GMAT): http://www.gmac.com/gmat.aspx
- International English Language Testing System (IELTS): www.ielts.org
HEALTH INSURANCE

The cost of medical care in the U.S. is very high when compared to costs in other countries. All international students are required by Washington state law to have accidental injury and illness insurance coverage while attending the UW IELP (WAC 478-160-260).

The UW International Student Health Insurance Plan (ISHIP) administered through Lifewise Assurance Company will be required for all international students with F-1 and J-1 visa status who are enrolled full-time.

- This requirement will only be waived for students who are funded by their government or by the U.S. government.
- Eligible international students will be enrolled automatically for quarterly, student-only coverage for each quarter they register for classes.
- If students want to enroll their spouse and/or children, they must indicate this when they register for classes.

Please refer to your policy information or ask the International Health Insurance Counselor, stdins@uw.edu, Hall Health Center 187B, if there is something you don’t understand.

Policy Information: [https://student.lifewiseac.com/uw/SHIP/](https://student.lifewiseac.com/uw/SHIP/)
- Benefits Booklet: ISHIP Students 2015-2016 (pdf), see right column of web site page
- Summary of Coverage: ISHIP Summary of Coverage 2015-2016 (pdf), see right column of web site page

INSURANCE FEES

ISHIP Insurance fees for Autumn Quarter are:

A student only is $300.00

And $290.00 for each dependent

(Subject to change without notice). All fees are non-refundable after the third Friday of class. This fee must be paid each quarter a student is enrolled in our program.

The cost of ISHIP health insurance may be slightly higher in future quarters.

INSURANCE CARD

You will receive your insurance card at the address you give during registration. Your insurance card should be presented at the doctor’s office or hospital every time you visit the doctor. Please do not throw away your insurance card.

COPAYS

It is always best to see a doctor at UW’s Hall Health Center on campus whenever possible, because doctor’s visits at Hall Health are covered 100% by our student insurance.

CLAIM FORMS

If you need help filling out the claim form or have questions about your medical bills and insurance, contact the ISHIP Counselor Chris Dessert, at 206-543-6202 or stdins@uw.edu, 187B Hall Health, inside the Wellness Resource Center. It is important to keep copies of all of your correspondence and your medical bills.
**IMMUNIZATIONS**

The health of our students is important to us. Therefore, all UW IELP students will be required to provide proof of Measles (Rubeola) immunity.

- New students will not be allowed to register for any Autumn Quarter 2015 classes until they have satisfied the UW Measles Requirement.
- Continuing students will not be allowed to register for any Winter Quarter 2016 classes until they have satisfied the UW Measles Requirement.

To comply with this requirement, students must do one of the following two options:

- Submit a completed UW Measles Immunity Requirement Form to the UW Hall Health Center by email, mail, fax, or in-person. Please identify yourself as an IELP student by writing "IELP" on the form, or by saying "I am an IELP student" if you go to Hall Health Center.
- Get vaccinated at the Hall Health Center

**Note:** Students born before January 1, 1957 are considered immune to measles and do NOT need to submit proof of immunity.

It is recommended that international students also get a health certificate (in English) from their doctor that lists all immunizations and diseases they have had or have been exposed to, and bring this with them to the University of Washington. Students should consult their doctor to determine which additional immunizations may be best for them.

**LANGUAGE EXCHANGE PROGRAM**

The Language Exchange Program (LangEx) matches IELP students with English-speaking students studying their language. The conversation partners help each other with both languages. Matching depends on the availability of English-speaking students interested in your native language. This is a great opportunity to work on your English skills and to make new friends. Please complete an online application at [http://www.ielp.uw.edu/student-life/activities/language-exchange/](http://www.ielp.uw.edu/student-life/activities/language-exchange/) as early in the quarter as possible. If you have questions, please send an email to langex@pce.uw.edu.

LangEx also has an In-Class Facilitator program. One day a week, fluent speakers of English are invited to some classes to give the international students an opportunity to practice the English they have been studying in class. This is yet another great way to make new friends. You will need to ask your instructor whether your class will be having volunteers during the quarter. Typically, classes such as Intermediate Conversation, Advanced Conversation, and Listening and Speaking 5 have some volunteers.

**PRIVATE TUTORS**

IELP students who feel they need a private tutor should pick up a list of tutors from the receptionist in the IELP Office, or request a copy of the tutor list by email: IELPInfo@pce.uw.edu. The IELP maintains a list of tutors in the Seattle area who have made their contact information available to our students. Not all of the tutors on the list are UW instructors. Most tutors charge from $20.00 to $45.00 an hour depending on their experience.

**VOLUNTEER TUTORS**

When possible, volunteer tutors who do not charge for tutoring are available during specific hours during the quarter. Students are welcome to drop by and meet with a volunteer tutor during the quarter. Announcements of the volunteer tutor schedule are emailed to students.
IELP students are encouraged to participate in a variety of activities offered by the IELP and by FIUTS (Foundation for International Understanding Through Students). Program-related, free activities for all students include the Pizza Lunch & Resource Fair, Campus Tours, and Meet Your Teacher Reception during Orientation Week, Conversation Clubs, IELP Mid-Quarter Party, and the End of Quarter Ceremony. These are excellent opportunities to meet other students in the program, as well as the teachers and staff of the IEP. We also offer a variety of IELP student activities on weekends to help you get to know more about Seattle and American culture.
F-1 IMMIGRATION INFORMATION

Please contact the International Student Advisors if you have any questions about your I-20, F-1 visa, or F-1 immigration rules. The U.S. Department of Homeland Security is the U.S. government agency in charge of your non-immigrant visa status while you are in the United States. **If you are admitted to the United States on an F-1 Visa, it is your responsibility to maintain your F-1 status and keep your documents up-to-date.** We are here to help you understand the rules you need to follow while you are on an F-1 visa. Call 206-543-6242 to make an appointment to see the International Student Advisors in the IELP Office if you have any questions. You can also send an email to: IELPAdvising@pce.uw.edu.

REGARDING YOUR I-20

UW Educational Outreach issues I-20s to students who are accepted into our International & English Language Programs. We are required to report in SEVIS when you enroll in classes, make changes in your study or address, extend your stay in our program, stop attending classes, or transfer to other programs. Your I-20 must have a valid travel signature on page 3 if you plan to travel outside of the U.S. and re-enter the U.S. while you are a student in our IELP. Each signature is valid for six (6) months as long as your I-20 is not expired and you are still a full-time student in our IELP.

CHANGING YOUR ADDRESS

All F-1 STUDENTS are required to notify the IELP OFFICE of all address changes within 10 days OF MOVING. To do this, you must send us your new address via email (aid@pce.uw.edu) or come to the IELP office to fill out a Change of Address Form immediately after you move. The International Student Advisors can then update your address in SEVIS for you. **IMPORTANT: If you fail to NOTIFY THE IELP OFFICE that you have changed your address, you will be out of status!**

MAINTAINING F-1 STATUS

Staying in “Status”

You can stay in status by attending classes regularly (not more than 10 absences a quarter) and by making progress in the program (not failing a class more than one time). To maintain your F-1 status, you must:

- Attend classes regularly and make satisfactory progress
- Report all address changes to the IELP office WITHIN TEN DAYS of moving. (We will then update your address in SEVIS.)
- Be sure your I-20 is signed and valid before you leave the country if you plan to re-enter the U.S. for study in our IELP! The signature on page 3 of the I-20 is good for six (6) months as long as your I-20 is not expired and you are still a full-time student in our IELP.
- Check the program end date on page 1, Section #5. If your I-20 will expire before you are finished studying in IELP, you must make an appointment to see an International Student Advisor to request an extension of your I-20. You will need to bring the International Student Advisor an updated bank statement (from within the past 6 months) or valid financial guarantee from your sponsor showing you have enough funds to cover the period of time you wish to extend your I-20. Your I-20 must be extended BEFORE the program end date. Your I-20 will become invalid after the program end date has passed. **IT IS YOUR RESPONSIBILITY TO KEEP YOUR I-20 UP TO DATE!**

Do not wait until the last week of the quarter to ask for an extension of your I-20!
“OUT OF STATUS”

If you are dismissed from our program for any reason (i.e., failure to comply with attendance policies, failure to make normal progress) you will be out of status with U.S. Citizenship and Immigration Services. If you stop attending classes without officially withdrawing, you will be out of status. If you fail to notify the IELP office of your new address within 10 days of moving, you will be out of status. Please be aware that if you fall out of status, there will be serious and permanent consequences. Becoming out of status will negatively affect your ability to return to the U.S. in the future.

PASSPORT

Your passport must be valid for at least six (6) months beyond your intended period of stay in the U.S. Renew your passport with your government at least six (6) months before it expires. You are required by law to maintain a valid, unexpired passport at all times while you are in the U.S.

VISAS

A visa is an application for permission to enter the U.S. A student visa (F-1) is issued to those who wish to enter the United States to study. To keep your F-1 status, you must remain a full-time student in good standing with the institution that issued your I-20. The visa stamp that you got in your country is an entry visa. If it says "multiple," that means you can enter and leave the U.S. more than once before the expiration date. If your visa expires while you are in the U.S., it is okay because the visa is used for entry to the U.S. Once you are in the U.S., you can stay as long as you have a valid I-20 and maintain your F-1 status. Citizens from most countries can also travel to Canada or Mexico even if their F-1 visa is expired as long as they have a valid, unexpired I-20. (Please check with the International Student Advisors BEFORE traveling if your visa is expired!) If your visa expires and you travel to another country besides Canada or Mexico and you plan to return to the U.S., you must get a new entry visa from a U.S. embassy or consulate before you can re-enter the U.S. Be sure your I-20 has not expired before your date of return to the U.S.

ANNUAL VACATION QUARTER (BREAK)

If you are an F-1 visa holder, you will be eligible to take an annual break (one quarter off) in the U.S. if you meet all of the following requirements:

- You have studied continuously in the U.S. for at least nine (9) months (three quarters) in F-1 status
- You intend to enroll in full-time studies in the U.S. immediately after the break
- Your I-20 is not expiring before the end of the vacation quarter
- You have permission from an International Student Advisor
- You have met in-person with an International Student Advisor to complete the Break Request Form before the end of the previous quarter

IMPORTANT: If you have not met all of the above requirements, you cannot take a break.
TRAVELING OUTSIDE THE U.S. AFTER THE END OF YOUR PROGRAM

U.S. Immigration regulations state that you have up to 60 days to leave the U.S. after completing your program of study if you have maintained your valid F-1 status. During those 60 days, you are free to travel around the U.S. Please remember that Canada and Mexico are not part of the U.S.! Therefore, it is SAFEST to travel to Canada or Mexico DURING your study (on weekends or holidays). After you have finished studying in our program, you cannot use our I-20 to re-enter the U.S.

LEAVING THE IELP BEFORE THE END OF THE QUARTER

If you need to leave any of our International & English Language Programs before the end of the quarter for any reason, you must officially withdraw by completing the IELP Withdrawal Form. After you officially withdraw from our program you must leave the U.S. within 15 days and your SEVIS record will be terminated for “Authorized Early Withdrawal”. (If you are dismissed from our program, you do not have any grace period and should make plans to leave the U.S. immediately.)

TRANSFERRING TO ANOTHER SCHOOL

To transfer from UW Educational Outreach to another school in the U.S:

1. You must first apply and get accepted to the new school for their next available start date.
2. Turn in a completed UWEO Transfer Out Form and written proof of admission to the IELP Office. This can be a copy of your acceptance letter or an email from your new school's admissions office confirming your acceptance. Your Transfer Out Form and acceptance letter must be submitted at least two business days BEFORE the end of your 60-day grace period!
3. If you are currently enrolled and do not plan to continue studying in IELP classes, you must also turn in a completed IELP Withdrawal Form together with your Transfer Out Form and written proof of admission.

If you have a transfer -in form from the new school, you may turn it in together with your other transfer documents. We will fill out the form and send it to your new school.

Your new school cannot issue your new I-20 until the SEVIS "transfer release" date. Please note that after this date the UW will no longer have access to your SEVIS record, so you should only request a transfer after you are certain about your plans. If you have questions about the transfer process, please contact the International Student Advisors at IELPAdvising@pce.uw.edu.

ON-CAMPUS EMPLOYMENT FOR STUDENTS

F-1 visa holders are allowed to work up to 20 hours per week ON-CAMPUS only while they are full-time students.

- "On-Campus" means that the student is paid by the University of Washington. Most on-campus student jobs on the UW campus are 19.5 hours per week maximum.
- If the job you are interested in is not on the UW Campus, you cannot work there!
  - 1st Step: Apply for an on-campus job. You must get a special letter offering you employment and describing the nature of your job. You can get this special letter from your supervisor.
  - 2nd Step: Bring the letter from your employer to the IELP Office. An International Student Advisor can then give you another letter to use when you apply for a Social Security card.
  - 3rd Step: Take both letters to the nearest Social Security office to apply for a Social Security card. (See handout in your packet for more instructions.)
How do you find an on-campus job?

- **IN-PERSON:** Go directly to the place on campus you would like to work. Ask to speak to the Office Supervisor or Manager. Ask the Manager if they have any part-time jobs available for students. If they do not have a job at that time, they may call you later when they do. Some IELP students have found work in places such as the Copy Centers on campus, or the computer labs. Please be aware that most campus jobs are only open to matriculated (degree) students who are enrolled in at least six UW credit courses per quarter.

Note: International students are not eligible for "Work Study" jobs. **If you do not have an on-campus job, you CANNOT get a Social Security Number!**

### SOCIAL SECURITY CARD INFORMATION

A Social Security card is a card that gives you permission to work in the U.S. on-campus only. It is not an identification card, and most students do not need one. F-1 visa holders can only get a Social Security card if they have a part-time job on-campus. If you find a job on campus, you will need to get a Social Security card before beginning to work. You have to go to a Social Security Office to fill an application for a Social Security card. There is no charge for a Social Security card. You must take a letter from an International Student Advisor, a letter from your potential employer on the UW campus, your passport, I-20, and your Husky Card to the Social Security Office to apply for this card.

**IMPORTANT:** You should contact an International Student Advisor once you have been offered an on-campus job so you can learn about the necessary steps to get a Social Security card.

When you go to the Social Security Office ask for a Receipt of Application and take this to the place where you will work as soon as possible. You will not be able to work until your employer receives this document. You will receive your Social Security card in the mail. When it arrives, sign it and bring it to the employer as soon as possible. Your employer must enter the number on your payroll documents and copy the card for your records.

### SOCIAL SECURITY OFFICE LOCATIONS

Business hours are Monday-Friday 9:00 a.m. to 4:00 p.m. For more information and office locations, please visit [www.ssa.gov/seattle/index.htm](http://www.ssa.gov/seattle/index.htm). You can also call 1-800-772-1213 or for Deaf and hearing-impaired call toll free TDD 1-800-325-0778.

- **BELLEVUE:** 505 106th Ave. NE St., Ste. 301 Park Plaza, Bellevue, WA 98004
- **BELLOUTAN:** 901 Lenora St., Suite 100, Seattle, WA 98121
- **DOWNTOWN:** 915 2nd Ave, Suite 901, Seattle, WA 98174
- **EVERETT:** 3809 Broadway, Everett, WA 98201
- **KENT:** 321 Ramsey Way, Suite 401, Kent, WA 98032
- **LYNNWOOD:** 18905 33rd Ave W., Suite 207, Lynnwood, WA 98036
- **NORTH SEATTLE:** 13510 Aurora Ave N, Suite B, Seattle, WA 98133
- **WEST SEATTLE:** 151 SW 156 St., Burien, WA 98166
The **Husky Card**, also called a “UW Student ID card,” is your permanent University of Washington student ID card. The Husky Card is not reissued each quarter. You can use the Husky Card to access a variety of campus services and facilities. It is important to carry your Husky Card at all times while on campus. You can use your Husky Card as your library card at the UW libraries, for admission to events, purchasing game tickets, for discounts at the UW golf driving range and Waterfront Activities Center, and for free admission to the Henry Art Gallery and Burke Museum on campus. For more information, see [http://www.hfs.washington.edu/huskycard/](http://www.hfs.washington.edu/huskycard/).

If you believe your Husky Card has been lost or stolen, you must inform the Husky card Account & ID Center (Husky Card Office) at once. The best way to report a lost or stolen Husky card is through the Online Card Office ([https://www.hfs.washington.edu/olco/](https://www.hfs.washington.edu/olco/)), where you can suspend activity on your Husky Card Account until the Husky Card is found or replaced. You may also contact the Husky Card Office during regular business hours at (206) 543-7222 or by email at huskycrd@uw.edu.

You should also notify the **UW Library System** at (206) 543-2553 to prevent anyone from using your card to check out books. If you need assistance replacing your Husky Card, contact the IELP Office at (206) 543-6242 to speak with an International Student Advisor. A nonrefundable fee of $20.00 is charged for replacement Husky Cards. The U-PASS will automatically activate on your new card within 24 to 48 hours of obtaining the replacement. Contact UW Commuter Services ([http://www.washington.edu/facilities/transportation/](http://www.washington.edu/facilities/transportation/)) for additional questions about the U-PASS.

All Husky Cards are automatically linked to a debit account (Husky Card Account) which can be conveniently used for on-campus events and services. After adding funds to your card, you can use it to make purchases at the University Bookstore or any on-campus restaurant, food truck, express market, or espresso bar. You can also use your Husky Card Account for copying and printing in the UW libraries, Computer Labs, and Copy Centers. UW residence hall students can use the Husky Card to pay for laundry in the UW residence hall laundry rooms. These machines only accept the Husky Card Account for payment.
**U-PASS**

The U-PASS is a bus pass plus more. The U-PASS provides students with a variety of low-cost transportation options—from buses, commuter train service and light rail, to vanpooling and discounted impromptu carpooling. Other benefits of the U-PASS include free rides on the NightRide Shuttle and discounts and special offers at many local businesses. You can purchase the U-PASS from the UW Educational Outreach Registration office for $132.00 per quarter when you pay your tuition. For more information on this optional program, see [https://www.washington.edu/facilities/transportation/commuterservices/u-pass/student/purchased](https://www.washington.edu/facilities/transportation/commuterservices/u-pass/student/purchased).

**NIGHT RIDER SHUTTLE**

If you are studying late on campus and it is dark outside, you may not feel comfortable walking alone to the bus stop or to your home.

If you live to the west, north or east, within a mile of campus and you stay on campus after dark, use your U-PASS to take the Night Ride. The Night Ride shuttle takes you from campus right to your front door Sunday through Thursday from 8 p.m. to midnight (excluding University holidays and Summer Quarter).

The Night Ride operates in three zones, each colored for identification: the east zone is blue, the north zone is yellow, and the west zone is green. Both the zone and the color are displayed on the front and side of each van.

You can board the Night Ride from any of the six campus stops, including the IMA. Then just let the driver know where you want to get off and he or she will drop you in front of the location requested. It’s that easy! Schedule information is available at: [http://www.washington.edu/facilities/transportation/uwshuttles/NightRide](http://www.washington.edu/facilities/transportation/uwshuttles/NightRide).

**FACILITIES AT THE UNIVERSITY OF WASHINGTON**

The IELP Office on the 13th floor of the UW Tower houses the main office of the UW International & English Language Programs. It is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, and there are staff there to answer your questions and give you advice about your studies and life in Seattle. Please call the IELP Receptionist at 206-543-6242 to make an appointment with the person you would like to meet with. Emails to IELPInfo@pce.uw.edu are welcome.

What you can do in the IELP Office

- Pick up applications for programs in the IELP.
- Register for IELP courses; payment is made at the UW Educational Outreach Registration office.
- Ask questions about tuition billing.
- Pick up schedules.
- Add/Drop courses; change course schedules.
- Talk about taking a UW credit course.
- Talk about applying for colleges or universities in the U.S.
- Pick up and turn in transfer forms.
- Find out about IELP Student Activities.
- Request and pick up transcripts, grades, enrollment letters, participation certificates, and graduation applications.
- Ask insurance questions and pick up a replacement insurance card.
- Meet with advisors about personal problems or complaints.

The Language Learning Center (LLC) is located in the basement of Denny Hall. It contains many tapes that you can use to improve your English proficiency. You can pay $4.00 per CD to get a copy of the listening program for a textbook if the publisher allows this.
The UW Library system is very large. There are two main libraries, the Odegaard Undergraduate Library and Suzzallo and Allen Libraries. There are about 25 branch libraries located throughout campus, each with a focus on a specific subject area. Your Husky Card is your UW library card. Use it when checking out books and materials from the UW Libraries. For more information, you can go to the website at www.lib.washington.edu or call the Library Cashier at (206) 543-1174. You will also need to create a UW NetID to access the online library catalog.

Odegaard Undergraduate Library (OUGL) has a Media Center where you can watch videotapes, films, and slides. This is an excellent way to improve your listening comprehension. In addition, there is an ESL area on the main floor which has readers, grammar books and reference books at all levels. OUGL also has a good periodical (magazine) section. Open 24 hours a day from Sunday at 1:00 p.m. through Friday at 9:00 p.m.

Odegaard houses the largest course reserve collection for disciplines not served by a branch library. The UW Libraries' Media Center, 400-seat computer lab, a writing and research center, a 140,000 volume collection that supports curriculum and study at the University, and building-wide wireless access are available in Odegaard. Students can borrow materials from the collection using their Husky Card and a self-checkout station is also available on the 1st Floor. For more information about Odegaard hours see: http://lib.washington.edu/about/hours/ougl/odegaard.

The Suzzallo Library (Graduate) has an Elementary Education section with easy-to-read books, a section of foreign newspapers, college catalogs, and a periodicals section. For more information about Suzzallo Library, visit: http://www.lib.washington.edu/suzzallo/.

The Intramural Activities Building (IMA) is an on-campus sports facility located north of the Husky Stadium. Although it is mostly reserved for UW matriculated students during the regular academic year, quarterly memberships are also available for up to 40 students who are enrolled in Campus IEP, Downtown IEP, or IBEP. Students who are eligible will need to pay a one-time activity fee for use covering one quarter. As an alternative, IELP students may also use the IMA as a guest of a current IMA member for a per visit fee (current member must be present). For cases when the 40-student limit has been reached, we have included an information sheet on your flash drive on other sports facilities such as community centers for your exercise needs.

Hall Health Primary Care Center is an outpatient medical clinic on campus which offers care to UW students, faculty, staff, and to the public. Hall Health is open Monday through Friday from 8:00 a.m. to 5:00 p.m., except Tuesdays when it is open from 9:00 a.m. to 5:00 p.m. Appointments are strongly recommended although "walk-in" appointments are available. Please call 206-685-1011 or for more information, see http://depts.washington.edu/hhpccweb/.

Your First Visit to Hall Health

First-time patients may register and make an appointment at Hall Health by calling 206-616-2495. You may also register and make an appointment in person at the Patient Services Center at the main entrance on the 1st floor. All patients must check in at the Patient Services Center for each visit. There is a charge for missed appointments, so please let them know in advance if you will miss your scheduled appointment. Plan to arrive 15 minutes early for your first visit to complete the registration process. You will need to show your insurance card and your student ID card. Non-matriculated students who have no insurance coverage are asked to provide a $50.00 deposit prior to their visits.

Urgent Medical Questions? Same-Day Care Information

If you have an urgent medical problem, please call the Patient Services Center at 206-616-2495 to schedule a same day appointment. They will make every effort to schedule a visit for the day you call. Hall Health also offers consulting nurse services, http://depts.washington.edu/hhpccweb/content/consulting-nurse-service. You may seek advice from one of the nurses by calling the numbers below. The consulting nurse is also available on a walk-in basis until 4:30 p.m. Monday through Friday.

Primary Care Consulting Nurse 206-221-2517
Family Health Consulting Nurse 206-616-2368
Women's Health Consulting Nurse 206-221-2491
Mental Health Professional 206-583-1551
If you need to talk with someone after regular clinic hours, call the 24-hour Community Care Line nurse consult service at 206-744-2500.

LIFE IN SEATTLE

TIPS TO STAY HEALTHY

- Wash hands frequently with soap and water
- Cover nose and mouth with a shirt sleeve or tissue when sneezing or coughing
- Avoid touching your eyes, nose or mouth
- Stay home when sick. Stay in communication with your teacher.
- Get enough sleep
- Eat healthy food regularly

For more information on stopping the spread of germs, visit: http://www.cdc.gov/flu/protect/stopgerms.htm

PERSONAL SAFETY

The university community has more than 90,000 people working, studying, and living within the borders of the 680-acre campus. While the campus is a relatively safe place to live and study, it experiences many of the same crime problems that occur in the Seattle area.

UW ALERT

The University of Washington (UW) has developed UW Alert to distribute official information during emergencies or crisis situations that may disrupt the normal operations of the UW or threaten the health or safety of members of the UW community. After you have created your UW NetID, visit www.uwalert.org to sign-up for UW Alert. You will then receive emails and text messages from UW in the event of an emergency or crisis on campus.

Help the Police Help You. If you observe anything that seems suspicious or unusual or are confronted with a potentially dangerous situation, call the police at 911 immediately. It is very important to report all thefts, property losses and other crimes to the police right away.

If you need to report a crime that is not in progress, or is not an emergency, you can contact the Seattle Police Department or UW Police Department’s Non-Emergency Contact Number:

- UW Police Department Non-Emergency Phone Number: (206) 685-8973
- Seattle Police Department Non-Emergency Phone Number: (206) 625-5011

If you experience an incident of hate speech and feel you are not safe, call 911, please contact an IELP teacher or staff member so we can discuss safety and reporting options with you.

Protect Yourself

- Do not carry large amounts of money. Most Americans usually only carry about $20.00 in cash.
- Only use ATMs in lighted, busy areas. ATMs in grocery stores are best.
- Do not leave purses, briefcases, backpacks or valuables unattended in public places, including the library, cafes, or classrooms.
- Do not walk alone at night. Walk with a friend or in a group at night.
- Do not walk in potentially dangerous areas such as dark alleys. Always choose a path that is well-lit.
- Walk with a purpose. Project an assertive or businesslike image.
• Pay attention to who is around you at all times.
• Yell loudly and run if you feel afraid. Go to a well-lighted public area and call the police if you are still concerned.

What to Do If You Lose Your Purse or Wallet
• Cancel your credit cards immediately. Keep the toll free phone number and your credit card number on a separate piece of paper in a safe place where you can find it easily (not in your purse or wallet).
• File a police report immediately with UW Police (if lost on-campus) or Seattle police (if lost off-campus).
• If you have a Social Security number, call the three national credit reporting organizations immediately to place a fraud alert on your name and Social Security number. The numbers are:
  
  Equifax  1-888 766-0008  Trans Union  1-800-680-7289
  Experian  1-888-397-3742
• Social Security Administration fraud line at 1-800-269-0271.

Protecting Yourself at Home
• Lock doors and windows when you are home alone, while you are sleeping, and whenever you leave the house.
• Do not open your door unless you know who is there. If a stranger is representing a group, insist on identification. Do not worry about being polite.
• If a stranger asks to use your phone, do not let him/her in.
• Do not put your home address on your key ring.
• Do not leave large sums of money, jewelry, or valuables visible in your room.

CULTURE

When you move from one culture to another, you may experience a series of reactions, or stages, that are called Culture Shock. These feelings may make you feel tired and depressed or lead to a change in your eating habits.

These are the five stages of Culture Shock:

Honeymoon Period
This is a time of excitement and happiness a person feels when everything is new. The food, the atmosphere, and the language all seem fun and exciting. The length of the Honeymoon Period differs from person to person.

Burnout
This is a time when everything that was interesting to you when it was new now becomes annoying. This is when a person feels homesick and wants to go home. This stage may occur during week three or four.

Reality Time
This is a period of adjustment. You realize that there are things you like and things that you don’t like. You begin to make new friends and they make the transition easier. A person will either pass successfully through this stage or decide to go home. This may occur around week five or six.

Assimilation
This is when you begin to feel at home in your new country. You have learned the rules of the game and how to get things done. Life becomes easier. You may decide to stay longer in the new country.

Reverse Culture Shock
You may also go through a similar period of culture shock when you return to your own country. How serious the culture shock is depends on your personality, how long you lived in a different culture, how different the new culture was from your own culture, and how your values were affected by the new culture. People are often surprised by their feelings about their home culture after living in another country.
The most important thing to remember while studying at UW is that this is a very important time of your life. You are having a life-changing experience from which you can learn a lot about other people and cultures, which can let you discover a lot about yourself. It is important to take advantage of this opportunity. Be active, be open to trying new things, and don’t be afraid to make mistakes. If you do feel confused, sad or depressed, please contact an Academic Advisor or the International Student Advisors in the IELP Office.

HOUSING INFORMATION

The International & English Language Programs office does not make housing arrangements. However, this site has some information to help you: [http://www.ielp.uw.edu/housing/](http://www.ielp.uw.edu/housing/).

If you are interested in staying in a dormitory at the university, contact the UW Housing and Food Services Office (HFS) listed below. Housing for IELP participants is not typically available during Autumn Quarter, due to high demand for housing. However, HFS anticipates being able to house all applicants for Winter, Spring, and Summer Quarters, and encourage you to apply at your earliest convenience.

**UW Housing and Food Services Office**
Lander Hall, Room 210  
Telephone: (206) 543-4059  
Fax: (206) 543-3124  
Website: [http://hfs.washington.edu/](http://hfs.washington.edu/)  
Email: hfsinfo@uw.edu

If you are interested in staying with an American host family, please contact one of the following homestay agencies. There is a fee for the homestay services.

**Abode Homestays**
20126 Ballinger Way NE #84  
Shoreline, WA 98155, USA  
Telephone: (206) 527-8654  
Fax: (206) 524-7780  
Web site: abodehomestay.com  
E-mail: info@abodehomestay.com

**American Homestay Network**
8201 164th Ave NE Suite 200  
Redmond, WA 98052, USA  
Telephone: (425) 285-4466  
Fax: (925) 396-7063  
Web site: www.homestaynetwork.com  
Email: info@homestaynetwork.com

**Intercultural Homestays**
P.O. Box 27184  
Seattle, WA 98165, USA  
Telephone: (206) 367-5332  
Fax: (206) 367-5320  
Web site: ihincusa.com  
Email: ihincusa@aol.com

**Seattle Homestay**
P.O. Box 25615  
Federal Way, WA 98093-2615, USA  
Telephone: (253) 835-4337  
Fax: (253) 835-4341  
Web site: [www.seattlehomestay.net](http://www.seattlehomestay.net)  
Email: info@seattlehomestay.net

**USA International, Inc.**
9614 NE 201st St.  
Bothell, WA 98011, USA  
Telephone: (425) 483-5974  
Fax: (425) 485-1891  
Web site: [www.ushomestay.com](http://www.ushomestay.com)  
Email: info@ushomestay.com

If you have any problems with your homestay or host family, an International Student Advisor can help you talk to your homestay agent.
OTHER PLACES TO LOOK FOR HOUSING

Newspapers

Local newspapers (The Seattle Times, The Seattle Post Intelligencer) and campus newspapers (The Daily and University Today) have listings for apartments, rooms, and houses in the Classified section of the paper.

HOUSING COSTS (PER MONTH ESTIMATES)

<table>
<thead>
<tr>
<th>Shared Housing</th>
<th>$550 - $650</th>
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</thead>
<tbody>
<tr>
<td>Apartments:</td>
<td></td>
</tr>
<tr>
<td>Studio</td>
<td>$750 - $900</td>
</tr>
<tr>
<td>1-bedroom</td>
<td>$900 - $1,200</td>
</tr>
<tr>
<td>2-bedroom</td>
<td>$1,200.00 - $1,600</td>
</tr>
<tr>
<td>3-bedroom</td>
<td>$1,450 - $2,000</td>
</tr>
<tr>
<td>Houses:</td>
<td></td>
</tr>
<tr>
<td>2-3 bedroom</td>
<td>$1,400.00 - $2,000</td>
</tr>
</tbody>
</table>

HOMESTAY Prices start at $650 (includes meals)

TYPES OF HOUSING

Apartments

There are many apartment buildings near the university. However, vacancies can be difficult to find, and apartments are usually expensive. In addition to rent, many apartments require a lease or rental agreement and security deposit. Most apartments are not furnished. Utilities and phone service are not included in the rent.

Rooms

There are many rooming houses or group houses in the University District that can be rented jointly by several students. When you rent a room in a house, you can usually expect a private bedroom and the shared use of kitchen, bathroom and living areas.

Houses

Houses within the University District are extremely difficult to find and very expensive. Sometimes several students can find a house to rent together. Most houses require a lease, and security deposit in addition to the first and last month’s rent.

Furnished and Unfurnished Housing

A stove and refrigerator are usually provided in unfurnished apartments. Inexpensive furniture can be bought or rented, but you may need to have a car to carry it home or pay a small fee to have it delivered. Most students prefer the convenience of renting a furnished apartment.

HOUSING LEASE & RENTAL AGREEMENTS

What Should You Know Before Renting?

Most problems new tenants face usually result from poor communication rather than bad business practices. **Be sure you understand the rental agreement completely before you rent.** Talk over everything with your potential landlord. Do not be afraid to ask questions.
QUESTIONS YOU SHOULD ASK

- What does the monthly rent include; gas, water, electricity, garbage, telephone?
- Which day of the month is the rent due? Are there any late fees?
- Is parking available? Do I have to pay extra to park?
- Is a deposit required? Does it cover damages and cleaning? Is it refundable, non-refundable, or partly refundable? If refundable, when will I receive my refund?
- Is there any damage to the apartment? Be sure you check the rental unit with the landlord. Write down every defect that you find (i.e. loose tiles, cracked walls or windowpanes, burns in the rug or counter, etc.) Keep a copy of this record. If the landlord says that he will make repairs, make sure that this is in writing and is dated and signed by the landlord and you.
- Is there a lease? Is the lease for the calendar year (12 months), the academic year (9 months), or month-to-month? If you are not planning to stay for the full duration of the lease, is it possible to sublet? If subletting is possible, be sure this is clearly written in the lease.

If you sign a lease, the landlord cannot raise the rent for the duration of the lease. If you do not sign a lease, the landlord can raise the rent at any time. Most rental agreements require you to give the landlord a written notice of at least 20 days before you plan to leave.

DO NOT SIGN ANY DOCUMENTS THAT YOU DO NOT UNDERSTAND.

AVOIDING SCAMS

Most housing scams involve sending cash or wiring funds via Western Union, MoneyGram, money order, cashier's check or through some kind of “guarantee.” The other party's inability or refusal to meet face to face before a payment is required is a sign that something is suspicious. Please use caution. The following practices can help you avoid being scammed:

- NEVER WIRE FUNDS VIA WESTERN UNION, MONEYGRAM OR OTHER WIRE SERVICE!
- Never give out personal financial information (bank account number, credit card number, eBay/Paypal account information, etc.)
- Avoid deals involving shipping or escrow services
- Do not rent housing without seeing it in person
- Do not submit to credit or background checks until you have met the landlord or agent in person

BANKING

All students should open a checking account or a savings account at a local bank. It is not a good idea to carry a lot of cash. A bankcard to withdraw cash any time from an ATM is useful. A social security number is not required to open an account. Below is a list of banks in the University District.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>4701 University Way NE</td>
<td>206-358-1959</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.bankofamerica.com">http://www.bankofamerica.com</a></td>
<td></td>
</tr>
<tr>
<td>Key Bank</td>
<td>1300 NE 45th</td>
<td>206-585-9410</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.keybank.com">http://www.keybank.com</a></td>
<td></td>
</tr>
<tr>
<td>US Bank</td>
<td>University Bookstore Location</td>
<td>206-632-1124</td>
</tr>
<tr>
<td></td>
<td>4326 University Way NE</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.usbank.com">http://www.usbank.com</a></td>
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</tbody>
</table>
DRIVING

If you are going to drive a car while you are here, be sure that you have a legal U.S. driver's license and car insurance. An international license is not valid if you are going to be in the country for more than one month. When you move to Washington, you must apply for a new driver’s license within 30 days of your arrival. There is a $250.00 fine if the police stop you while you are driving, and you do not have a driver’s license.

If you own a car, you must purchase car insurance to protect yourself and others should you have an accident. It is illegal to drive without car insurance. If you drive without car insurance, you could receive a fine of $500 or more. Always wear a seat belt when you are in a car as either a driver or a passenger. You can be fined $124.00 for driving or riding in a car without a seat belt.

Do not drink alcohol and drive. In Washington, if you are stopped and found to be intoxicated while driving, you will be sent to jail, your car may be impounded, and your license may be taken away. You will also receive a large fine and your car insurance rates will be affected.

WASHINGTON STATE DRIVER LICENSE INFORMATION

The Written Test (Knowledge Test)

- To prepare for your driver license tests, you should study the Washington Driver Guide. Online driver guides are available in English, Chinese, Japanese, Spanish, Vietnamese, Korean, & Russian at http://dol.wa.gov/driverslicense/guide.html. You may also get a copy of these printed guides at any driver licensing office.
- You will take the written test at a computer in a driver licensing office. The driver license application will cost $35.00. A $35.00 fee is charged for each expired application or test failure.
- If you take the written test in the morning and pass it, you will need to make an appointment to take the driving test at a later time.

Instruction Permits are available to practice driving if you pass the knowledge test. The cost is $25.00, and it is good for one year. This permit allows you to practice driving with a licensed driver.

THE ROAD TEST

Make an appointment two weeks in advance to take the road test. You must have or must borrow a car in order to take the road test. Upon passing the road test, you can obtain a driver's license for $35.00. This license will be valid for five years.
DEPARTMENT OF MOTOR VEHICLES

Check the website at [http://dol.wa.gov/officelocations.html](http://dol.wa.gov/officelocations.html) for a complete list of other Licensing Services Office locations.

**Bellevue/Bel-Red**
13133 Bel-Red Road, Bellevue, WA 98005  
425-649-4281

**Seattle Downtown**
205 Spring St, Seattle, WA 98104  
206-464-6845

**Shoreline**
18551 Aurora Ave N, Suite 100, Shoreline, WA 98133  
425-670-8376

AUTO INSURANCE INFORMATION

If you plan to buy and drive a car in the United States, you are required by law to have car insurance. Please do not drive without some form of auto liability insurance. The fine for driving without auto insurance is at least $500.00. First, you should get a Washington State Driver's License. Then, before you buy a car, you should contact a car insurance company. Rates can average from $600.00 to $1500.00 for six months. Rates depend on your gender and age, as well as the year and model of your car, previous insurance in your name, and your driving record. Below are some local companies that handle car insurance for international students. Call more than one to see which one has the best price for you.

- **Allstate** 1-800-255-7828
- **Farmer's Insurance** 1-800-327-6377
- **GEICO Insurance** 1-800-861-8380
- **PEMCO** 1-800-467-3626
- **State Farm** 206-525-4141

WASHINGTON STATE IDENTIFICATION CARDS (STATE ID)

A **Washington State Identification Card** can be obtained at any Motor Vehicle office. The ID will cost $45.00 and is good for five years. While living in the U.S., you may be required to show a photo ID. Usually, you will be asked to show photo ID when you use a credit card, go to a bank, pick up important documents, purchase tobacco, go to a nightclub or bar, or purchase alcohol. The Washington State ID is more convenient and safer to carry than your passport. If you lose your passport, it may be difficult to replace. However, it is easier to replace a lost Washington State ID card.

PHONE ETIQUETTE IN THE U.S.

1. If you call someone and they do not answer, you should **always** leave a voicemail message with your name, phone number, and the reason for your call.
2. If you do not leave a message, the person will not know that you called and cannot assist you.
3. If you have already left a message for someone, it is not necessary keep calling the person over and over. He or she will respond to you as soon as they are able to.
4. If you have not heard back from someone yet, it probably means that they are still busy.
5. It can be perceived by Americans as impolite if you continue to call them over and over.

OFFICE MANNERS IN THE U.S.

1. Make an appointment with the person you want to meet.
2. Write down your questions. Bring your list of questions to the meeting.
3. Arrive a few minutes early.
4. Check in with the receptionist on Floor 13 of the Tower. Ask if you will need to wait and ask how long the wait may be. It is polite for the person you are meeting to apologize for any delay.
5. Apologize if you are late for an appointment. Be prepared to reschedule the appointment if you are late.

If you are going to be late or cannot come to the appointment, please call the IELP receptionist at (206)543-6242 or the person with whom you are meeting to let them know.
HOW TO CONTACT US

If you have any questions, concerns, or comments about our program, please let us know. Here are some people you can contact directly for different types of questions or concerns.

**Academic:** This includes comments about the teachers, classes, books, grades, and class schedules.

- Talk to your teacher first.
- If talking to the teacher does not help, you can contact either:
  - Amy Renehan, Curriculum Specialist, (206) 685-6441, arenehan@pce.uw.edu
  - Elisabeth Mitchell, Director of Student Services, (206) 616-0882, IELPAdvising@pce.uw.edu

**University Track, Partner Universities, College & Graduate School Applications:** This includes information about course requirements for the University Track, our partnership with UW Bothell, UW Tacoma, Central Washington University, Seattle University, Washington State University, and the UW Graduate School, as well as information about the college/graduate school application process.

- Contact Nicole Minkoff, Academic Advisor, (206) 616-0881, IELPAdvising@pce.uw.edu

**Student Services & Visas:** This includes questions or concerns about SEVIS, I-20, and F-1 visa-related issues, and about adjusting to life in the U.S. and in Seattle.

- Contact Marissa Dioso, Manager of International Student Advising, (206) 543-6242, IELPAdvising@pce.uw.edu
- Contact Suzy Cowgill, International Student Advisor, (206) 543-6242, IELPAdvising@pce.uw.edu
- Contact Ethan DeCoster, International Student Advisor, (206) 685-0607, IELPAdvising@pce.uw.edu

**Administrative:** This includes comments about office staff, your appointments at the IELP Office, and registration.

- Talk to the staff member you are meeting with first.
- If you are not satisfied, for IEP contact James Evans, Director of ELP, (206) 685-6363, jevans@pce.uw.edu, to make an appointment to discuss your concern.
- If you are not satisfied, for Business Certificates contact Chanda Chen, Director of International Specialized Programs, (206) 685-6547, cchen@pce.uw.edu, to make an appointment to discuss your concern.
HOW WE SHARE INFORMATION WITH YOU

Administrative staff will send individual and group emails. We also email an electronic newsletter, “Essential News,” to students every two weeks during the quarter. “Essential News” is required reading. Other ways to stay connected with all the latest news from the UW International & English Language Programs are:

- www.facebook.com/UWSeattleCIEP
- uwielp.wordpress.com
- twitter.com/uwielp
# UW INTERNATIONAL & ENGLISH LANGUAGE PROGRAMS STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ali Dahmer</td>
<td>Admissions Specialist</td>
<td><a href="mailto:IELPAdmissions@pce.uw.edu">IELPAdmissions@pce.uw.edu</a></td>
<td>206-543-6242</td>
</tr>
<tr>
<td>Amy Renehan</td>
<td>Curriculum Specialist</td>
<td><a href="mailto:arenehan@pce.uw.edu">arenehan@pce.uw.edu</a></td>
<td>206-685-6441</td>
</tr>
<tr>
<td>Carol Lowe</td>
<td>Tower Receptionist</td>
<td><a href="mailto:IELPInfo@pce.uw.edu">IELPInfo@pce.uw.edu</a></td>
<td>206-543-6242</td>
</tr>
<tr>
<td>Chanda Chen</td>
<td>Director of International Specialized Programs</td>
<td><a href="mailto:cchen@pce.uw.edu">cchen@pce.uw.edu</a></td>
<td>206-685-6547</td>
</tr>
<tr>
<td>Darielle Horsey</td>
<td>IEP Program Coordinator</td>
<td><a href="mailto:IELPAdvising@pce.uw.edu">IELPAdvising@pce.uw.edu</a></td>
<td>206-685-6358</td>
</tr>
<tr>
<td>Dina Johnson</td>
<td>Program Support Supervisor</td>
<td><a href="mailto:djohnson@pce.uw.edu">djohnson@pce.uw.edu</a></td>
<td>206-685-6365</td>
</tr>
<tr>
<td>Elisabeth Mitchell</td>
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<td><a href="mailto:IELPAdvising@pce.uw.edu">IELPAdvising@pce.uw.edu</a></td>
<td>206-616-0882</td>
</tr>
<tr>
<td>Ethan DeCoster</td>
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<td>206-685-0607</td>
</tr>
<tr>
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<td>206-685-6363</td>
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<tr>
<td>Keith Dammer</td>
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<td>206-685-5045</td>
</tr>
<tr>
<td>Lynn Giradeau</td>
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<td>206-221-3824</td>
</tr>
<tr>
<td>Marissa Dioso</td>
<td>Manager of International Student Advising</td>
<td><a href="mailto:IELPAdvising@pce.uw.edu">IELPAdvising@pce.uw.edu</a></td>
<td>206-543-6242</td>
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<tr>
<td>Nasrin Nazemi</td>
<td>Assessment Coordinator</td>
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<td>206-685-2346</td>
</tr>
<tr>
<td>Nicole Minkoff</td>
<td>Academic Advisor</td>
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<td>206-616-0881</td>
</tr>
<tr>
<td>Paoline Ferrese</td>
<td>Admissions Specialist</td>
<td><a href="mailto:IELPAdmissions@pce.uw.edu">IELPAdmissions@pce.uw.edu</a></td>
<td>206-543-6242</td>
</tr>
<tr>
<td>Sandra Janusch</td>
<td>Senior Director IELP</td>
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<td>206-543-6242</td>
</tr>
<tr>
<td>Stephanie Sidhom</td>
<td>Internship Coordinator</td>
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</tr>
<tr>
<td>Suzy Cowgill</td>
<td>International Student Advisor</td>
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<td>206-543-6242</td>
</tr>
<tr>
<td>Warren Jones</td>
<td>Downtown Program Assistant</td>
<td><a href="mailto:wjones@pce.uw.edu">wjones@pce.uw.edu</a></td>
<td>206-685-0606</td>
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# FACILITIES STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tbody>
<tr>
<td>Cristina Ortiz</td>
<td>Program Coordinator PSP 5th floor</td>
<td><a href="mailto:cortiz@pce.uw.edu">cortiz@pce.uw.edu</a></td>
<td>206-221-0277</td>
</tr>
<tr>
<td>Deborah Maniscalco</td>
<td>Program Support Supervisor PSP 2nd floor</td>
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<td>206-221-6126</td>
</tr>
<tr>
<td>Rachel Livingston</td>
<td>Facilities Assistant 45P 4th floor</td>
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<td>206-543-4279</td>
</tr>
<tr>
<td>OFFICE ADDRESSES &amp; EMAILS</td>
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<tr>
<td><strong>Main IELP Office</strong></td>
<td>4333 Brooklyn Ave NE, 13th Floor</td>
<td><a href="mailto:IELPInfo@pce.uw.edu">IELPInfo@pce.uw.edu</a></td>
<td>206-543-6242</td>
</tr>
<tr>
<td><strong>Downtown Office</strong></td>
<td>1325 - 4th Ave, Suite 400</td>
<td><a href="mailto:dtelp@pce.uw.edu">dtelp@pce.uw.edu</a></td>
<td>206-685-0606</td>
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<tr>
<th>HELPFUL EMAILS &amp; WEBSITES</th>
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<tr>
<td><strong>Admissions and Immigration</strong>: questions regarding applications, I-20, taking a break</td>
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<tr>
<td><strong>IEP</strong>: question regarding IEP registration, change of class schedules, and grades</td>
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<tr>
<td><strong>IELP Activities</strong>: information regarding student activities</td>
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<tr>
<td><strong>IELP Language Exchange Program</strong>: questions about the being matched with a native English speaker</td>
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<tr>
<td><strong>IELP Receptionist</strong>: picking up schedules, grades, turning in forms for example graduation requests, and record requests, making an appointment with advisors, add/drop, and pre-registration</td>
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<tr>
<td><strong>International &amp; English Language Programs (IELP)</strong></td>
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<td>Wendy</td>
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IELP WITHDRAWAL FORM

WITHDRAWAL: If you need to leave any of our International & English Language Programs before the end of the quarter you must officially withdraw by completing this form. Please complete this form and either bring or send it to the IELP Office as soon as possible. For further information, see the Refund Policy in your Student Handbook.

UW ID Number: _________________

Student Name: _______________________________________________________

First Name      Family Name

Phone Number (where you can be reached after today’s date): ______________________________

Email Address: ______________________________________________

My last day in IELP will be or was: ______________________________

Reason for withdrawing:

❑ Medical Emergency
❑ Family Emergency
❑ Transfer to another school (must provide written proof of acceptance from new school)
❑ Other Reason (Please explain): _____________________________________________  
_____________________________________________________________________________

Do you want to return to study in this program?  No       Yes       Maybe

Quarter/Year: _____/______  □University Track       □Communication & Culture

Mailing Address (where you can be reached after today’s date):

______________________________________________
Street Address

______________________________________________
City    State/Province

Postal Code   Country

Student Signature: _________________________________  Today’s Date: _____________

Official use only:

Notified Program Coordinator to contact UWEO Registration: __________________     ______________  
month/day/year          DSO initials
IELP Office Location Map

http://www.washington.edu/maps/