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Important Telephone Numbers

Emergency:
- Fire, police or ambulance: 911
- Newark Police (off-campus): (302) 366-7111
- University Police (on-campus): (302) 831-2222
- Dr. Stevens at home, call anytime: (302) 369-4432
  Or call his cell phone: (302) 584-5710
  if you have an emergency
- Joe Matterer at home, call anytime: (302) 738-7810
- Karen Asenavage at home, call anytime: (267) 456-3185

Note: If you are on campus and have an emergency, you can use the blue light phone boxes located all over campus. They are a direct line to the University Police. You do not need to know where you are because the phones are connected to a computerized map of campus. The police will be happy and able to assist you.

Other Important Numbers:

On-Campus
- ELI Office: (302) 831-2674
- Office for International Student and Scholars: 831-2123
- Housing and Residence Life: 831-1201
- Dining Services: 831-6761
- Student Health Center: 831-2226
- University Student Centers: 831-2792

Off-Campus
- Post Office: (302) 737-5771
- Mega Bus: (877) 462-6342
- Greyhound: (800) 231-2222
- Telephone Number Information: 411

For EMERGENCY, call: 911
Save these numbers in your cell phone!
Welcome Message

The Director, faculty, and staff all wish to welcome you to the University of Delaware’s Intensive English program.

We want you to feel comfortable in Newark while you are here. You have been accepted to this Institute because of your expressed interest in a very strong and serious English program. We have many high expectations of you:

- That you will complete all of your work to the best of your ability;

- That you attend all ELI academic classes on time every day, and participate in class activities;

- That you will make every effort to join cultural activities to increase your awareness of the United States, make new friends and improve your English;

- That you will work hard to achieve your goal, whatever it might be;

- That you will speak English in and out of the class.

Please remember that we are here to help you. We will challenge you and give you much work, but we will also help you with problems, and offer our friendship.

We hope you find your time at the Institute useful, rewarding, and enjoyable.

Dr. Scott G. Stevens
Director, English Language Institute
**Mission Statement**

**For our students**

- Through an unwavering commitment to excellence and renewal, the ELI faculty and staff endeavor each day to enhance our reputation as a leader among intensive English programs. Our leadership is based on a clear understanding of our goals and the means to achieve them.

**As teachers, tutors, administrators and staff, we strive to:**

- Meet or exceed our students’ expectations for developing their linguistic, academic, and professional skills.

- Contribute to international understanding by engaging students in meaningful inter-cultural exploration.

- Provide our students with the support and services they require to make the transition from their own countries to life in the United States.

- Meet the ordinary and *extraordinary* needs of our students, ensuring that their experience at ELI is productive and fulfilling.

- Recruit only the most talented and experienced English language specialists and staff and promote their continued professional growth.

- Assume personal responsibility for solving problems, value each other as highly as we do our clients, and support each other in our work.

- Manage our resources, attaining financial viability without compromising the outstanding value of an ELI education.

- Enrich the University of Delaware and the local community, fostering cross-cultural communication and interaction.

Adopted May 19, 1999
Staff Directory

Dr. Scott Stevens, Director  (189 West Main St. Room 104)
• Emergencies, serious problems or concerns

Joe Matterer, Associate Director
• Academic advisement, level changes, UD classes, oversight of SALC Coordinator and listening labs

Karen Asenavage, Associate Director of Academic Programs  
(108 East Main St. Room 227)
• Academic advisement, Conditional Admissions, Bridge program, oversight of Tutoring Center Coordinator

Erin Goertz, Registrar
• Class scheduling, class changes, enrollment verification letters, transcripts, DMV letters, intention forms

Dru Arban, Assistant to the Director
• Billing or financial questions

Nadia Redman, Assistant Director, Admissions & Recruitment  
(189 West Main St. Room 103)
• Questions about: immigration/student visas, I-20 forms, admissions procedures, travelling

Laurie Fuhrmann, CAP Coordinator & Assistant Registrar  
(189 West Main St. Room 109)
• CAP Exit Advising, CAP withdraws, class changes, enrollment verification, immigration questions, I-20 questions

Michael Alexo, CAP Assistant  
(189 West Main St. Room 201)
• Conditional Admissions, immigration questions, I-20 questions

Kathy Kutchens, Admissions Assistant  
(189 West Main St. Room 201)
• Intensive English Program admissions, immigration questions, I-20 questions
### Staff Directory

**Chris Smith, Office Coordinator**  
(189 West Main St. Lobby)

**Linda Morris, Assistant Office Coordinator**  
(108 East Main St. Lobby)

- Schedule appointments, return ELI forms, parking, campus employment information, administrative support, information services

**Jeanne Cannavo, Office Coordinator**  
(108 East Main St. Lobby)

**Tim Kim, Orientation Coordinator**  
(108 East Main St. Room 208A)

- New Student Orientation

**Patrick Maurin, Housing Coordinator**  
(108 East Main St. Room 208A)

- Student Housing Inquiries

**Baerbel Schumacher, Special Programs Manager**  
(189 West Main St. Room 307)

- ALLEI contact, Special programs, Service learning

**Ken Hyde, Tutoring Center Coordinator**  
(108 East Main St. Room 225A)

- Tutoring schedule & changes

**Nicole Servais, SALC Coordinator**  
(108 East Main St. Room 108)

**Aura Draper, SALC Assistant**

**Ryan Cole, SALC Assistant**

- SALC Self-Access Learning Center Assistance
Orientation Week

You must complete new student orientation before you can begin classes. This orientation will introduce you to the ELI, the University of Delaware, and the City of Newark.

Welcome to your ELI Experience!

Campus Tour
You will take a walking tour of the University campus. On the campus tour, you will see the ELI classroom locations, the UD library, the Student Health Center, and Newark’s Main Street. The tour is one hour and thirty minutes long. We advise you to wear comfortable shoes.

Student Identification Cards
On the tour you will receive a University of Delaware student identification card. These picture ID’s allow you to use all University facilities such as the library and the sports facilities. If you are using the University meal plan, you must present your ID in the dining halls.
The University of Delaware gives every student an identification number. This student ID number is not an official Social Security Number (SSN).

Bank Accounts
Many ELI students have bank accounts at the PNC Bank in the Trabant University Center on Main Street. You can take your money and passport to the bank between 9:00 a.m. and 5:00 p.m. You can open checking and savings accounts and also get a debit (cash) card to use in bank machines (ATMs) all over the United States.

ori·en·ta·tion /ˌorənˈteɪʃən/noun
the process of giving people training and information about a new job, situation, etc.

e.g. New students need to go through a short orientation before they begin classes.

From Merriam-Webster Learner’s Dictionary
**Orientation Week**

**Placement Testing**

The ELI uses placement tests to put you in a class that is at an appropriate level for your English ability. Your classes will be a little higher than your current ability. Your classes should not be too difficult or too easy. Our placement tests have been used at the ELI for many years, and they are reliable and accurate. Over 95% of the ELI’s students are happy with their placement into their ELI classes. If you do not agree with your placement or feel that you did not do well on your test, you will have an opportunity to retest during the first week. The ELI uses four placement tests to place you into your two main classes:

You will learn the results of the placement procedures and tests when you receive your schedules on the first day of the session. The schedule shows your levels and classes. It is possible for you to be in a different level for each class. You can get the scores for the Michigan tests after the session begins from the ELI Associate Director.

The ELI will retest new students during the first week of classes (usually on Wednesday). Test results are posted to tell you if your levels or classes have been changed. If you have questions, or disagree with the results of the retests, you may schedule an appointment to speak with the ELI Associate Director.

**Housing**

The ELI will assist each student with housing. For any other questions or concerns regarding your housing, please contact The Housing Coordinator at 108 East Main Street.

**Dining**

You may purchase a meal plan and use the university dining facilities. There are 3 dining options for ELI students:

- 50 “anytime” meals with $140 dining points;
- 25 “anytime” meals with $65 dining points &
- “Flex” points.

---

**place·ment**

/ˈpleɪsmənt/noun

the act of finding an appropriate place for someone to live, work, or learn

*From Merriam-Webster Learner’s Dictionary*
Orientation Week

You can use these meals for approximately four months from the day you buy them. There is no refund available for unused meals.

Tuition & Other Bills

Bills for tuition and other fees will be e-mailed to you before the session begins. Bills are due the first day of the session. The due date is also printed on the front of the bill. If you have been placed in Rittenhouse Station, your ELI bill will include a housing fee; if not, the housing fee will be billed after the session has begun. If you are living with a homestay family, you will pay your family directly. If you are living in an apartment, you pay the apartment in the leasing office when you move in. You may pay your bills by credit card online at the website address that is on the front of the bill. You may also pay your bills by credit card by coming to the ELI Cashier’s Window. If you want to pay your bill by check or cash, you must go to the Cashier’s Office at the Student Services Center (30 Lovett Avenue).

If you have questions about your bills, you should come to the ELI Cashier’s Window, which is located in the ELI Library and is open for service every weekday afternoon from 2:00 pm - 4:50 pm. During the first two days of the session, the ELI Cashier’s Window will be open for additional hours.

The ELI follows the University of Delaware refund policy stated at the following link http://tinyurl.com/d5h3bnp. Refunds are only available if you officially drop or withdraw from courses during the first week of classes (the Drop/Add period). This also applies to students who have requested a 2-session discounted bill. If you decide that you want to change back to a one-session bill, you have until the end of the first week of classes (the Drop/Add period) to do this. No refunds will be given after the first week of classes (the Drop/Add period). Also, with regard to the 2-session discounted bill: no full or partial tuition refunds will be given if a student withdraws from the first session, does not continue in the second session, or changes programs.
Academic Program

Schedule
You will receive a schedule which lists your classes, instructors, tutoring & laboratory schedules, and books to be purchased.

Classes
ELI classes are held every morning, Monday through Friday, and afternoon, Monday through Thursday. The class times are printed on your ELI schedule. Classes usually begin at 8:15 am or 8:30 am depending on the session. You should bring all assigned books to class every day. You can purchase books and supplies at the University of Delaware Barnes & Noble bookstore. You must purchase a separate notebook to be used for writing work.

Tutoring Center
Each full-time student at the ELI has two hours of tutoring each week.

CAP and sponsored students are required to attend tutoring.
Tutoring is an excellent way to improve your English!
Your tutoring is located at the 108 East Main Street and the Tutoring Center Coordinator’s office is located in the same building in room 225A.

Afternoon Laboratories
Your listening lab assignment is printed on your schedule or you may ask your listening/speaking teacher for information. Listening laboratory time varies according to your level. Listening laboratory attendance is mandatory for Basic, Level I, and Level II students.

Self-Access Learning Center (SALC)
The ELI Self Access Learning Center is a multimedia resource room where you can work to improve your reading, writing, listening, speaking, pronunciation, and vocabulary skills with a variety of materials. The SALC has many books, CDs, DVDs, software programs, and access to the Internet to assist you with your study of the English language. The SALC staff can assist you with using the equipment and choosing materials.
The SALC is located at 108 East Main Street in Room 210. The Self Access Learning Center hours appear on your schedule and at the SALC website. After an initial orientation to the SALC during the first week, you can use the SALC.

Testing Preparation Course
Once each session, the Institute offers a course to prepare ELI students for standardized examinations like the TOEFL. The TOEFL prep course is available for students in level four (IV) and above. Please see your teacher for details and dates.
**Academic Program**

**TOEFL**
The Institute administers the Institutional TOEFL examination six times per year. Your ELI teachers will announce the testing dates and the dates will also be advertised in the student newsletter (The Orientation Express). Students enrolled in the program may register for the test for a fee at the ELI Cashier’s Window between 2:00pm-5:00pm, Monday through Friday.

**Administrative Policies & Information**

**Attendance**
You must attend all classes. Three late arrivals for class (up to 15 minutes) equal one absence. To be eligible to receive a certificate, you must attend 85% of your classes and maintain a minimum average grade of a C. To receive honors or other awards, you must attend 90% of your classes and maintain an A grade average. **16 class absences in one session (14 class absences in a 7 week session) violate immigration laws of the United States and may result in dismissal from the program and loss of your student visa.** The ELI permits fewer absences for students attending only part of a session.

**Certificates**
The ELI awards a certificate to each student who completes their ELI course. You must arrive by the first day of each session or you may be asked to wait until the next session. You need overall attendance of 85% and an average grade of C to qualify for a certificate.

**Late Arrival/Early Withdrawal**
Our sessions are 7 or 8 weeks in length. You must make special arrangements for late arrival or early withdrawal from the program with the ELI Admissions Office before you begin your session of study at the ELI. The ELI offers no refunds for late arrival, early withdrawal, or dismissal. The ELI Admissions Office can be contacted at ud-eli@udel.edu. New or returning students who do not pick up their schedule on the first day of class will be marked absent and will not be able to change classes.

**Student Grade Reports**
The ELI will issue student grade reports each session. Students who are graduating will receive their grade report at graduation. Students who are continuing at the ELI will receive their grades when they receive their new schedule. Please see the rubric in ‘Appendix A’ for a detailed description of ELI level skills.
Administrative Policies & Information

Multiple Repeater Policy
“A student has two sessions to pass* at any given level.** A student who fails or is retained at the end of the second session will take the placement test and be considered for replacement at a lower level (subject to a administrative discretion in exceptional cases). If the placement test does not indicate replacement, the student may stay at the same level. If the student does not pass in the next (third) session (either at the same or lower level), the student will be dismissed, except by special permission of the Director or Associate Directors in extraordinary circumstances.”

*A “pass” in EAP VI for CAP students is defined as meeting the university requirement (i.e. B grades in each skill and a 6.5 or 7.0 on the final essay and an effort score of 1 or 2). A “pass” for Graduate-CAP and MBA-CAP students in Grad VI and all pre-MBA classes is defined as meeting the university requirement for graduate students (i.e. B+ grades in all skills and a 6.5 or 7.0 on the final essay and effort score of 1 or 2).

Students who do not meet their requirements in two sessions of EAP VI RW or Grad VI RW and are retested at Level VI may take ACRW once prior to retaking EAP VI/Grad VI RW for the third and final time.

**For the purposes of this policy, general V and EAP V are considered two levels, and general VI and EAP/Grad VI are considered two levels. Further, the two pre-MBA LS courses (OBCS and Entrepreneurship) will also be considered two levels.

University Courses
If you are in levels V and VI, you may register for University of Delaware courses through the Division of Continuing Education. Your instructor and the director of the ELI must approve the course and give permission to study. Please see the Associate Director for details.

Advisement
If you are planning to attend a university program in the United States after your English studies, we can help you select and apply to a university.

For questions about:

- All MA TESL admissions
- All undergraduate admissions (UD and others)
- All MBA admissions
- All other graduate admissions

Dr. Scott Stevens
Laurie Fuhrmann
Laurie Fuhrmann
Laurie Fuhrmann

ad·vise
/ədˈvaɪz/ verb
to give an opinion or suggestion to someone about what should be done

From Merriam-Webster Learner's Dictionary
Administrative Policies & Information

Admissions
If you have questions and/or problems about admission to the University of Delaware, you should make an online appointment with the ELI Admissions Office (contact CAPadmissions@udel.edu).

The ELI’s Conditional Admissions Program (CAP) offers conditional admission to UD for qualified international undergraduate students who complete the highest level of the English for Academic Purposes Listening/Speaking and Reading/Writing classes with appropriate grades. Please see Laurie Fuhrmann for more details. (CAPadmissions@udel.edu)

Student Concerns
If you have questions and/or problems about the program and the policies of the Institute should make an appointment to speak with the Director or the Associate Director.

You are welcome to speak to any ELI staff member or teacher about any problems or concerns. Remember, the ELI staff is here to help you as well as teach you English.

University Buildings

With the University ID card, you have the same access to many UD facilities and the same privileges as UD students. The ELI encourages you to take advantage of everything the University of Delaware has to offer. You can use your ID for:

- **Academic facilities** such as the Morris Library, the Educational Resource Center, and all UD computing sites. The library has over 2.8 million books, electronic journals, DVDs, and much more.

- **Sports facilities** like the Carpenter Sports Building and the UD Ice Arena. The sports buildings are great places to meet UD students in a relaxed environment. You can make friends while playing basketball, swimming, or exercising. ELI students also receive free admission to UD football and basketball games, and reduced admission prices for other sporting events.

- **Cultural facilities** such as the University Gallery, Music Department practice rooms, and student activities centers. The UD Art Department hosts several exhibitions each year and maintains a permanent display in the Old College gallery. The Music Department presents concerts every few weeks with student, faculty, and visiting performers. The university also has two student centers which host films and other programs that can give you great exposure to American culture.
**Code of Conduct**

The ELI Code of Conduct is designed to help you know what kinds of behavior American college students find acceptable. To avoid trouble, know and follow these policies. All of the [ELI Student Policies](http://sites.udel.edu/eli/) are on the ELI web page (http://sites.udel.edu/eli/). The box below contains a brief guide to some of the behaviors you should avoid.

Below is a list of Code of Conduct violations that can lead to disciplinary hearings, possible dismissal from the ELI, or even criminal charges. Please note that this list is not exhaustive:

**Disciplinary Hearing Violations:**

- **Academic Dishonesty** - Stealing an exam, giving another student an answer during a test, handing in work or papers written by someone else, posing as someone else to take a test for her/him
- **Attendance Problems** - Arriving late to class more than three times, missing too many classes
- **Cheating** - stealing an exam—either physically or electronically, giving another student an answer during a test, handing in work or papers written by someone else, posing as someone else to take a test for her/him, copying an answer from another student's paper or test, peaking at notes when notes are not to be used during an exam
- **Disruptive Classroom Behavior** - Talking to another student while class discussion is going on or while the teacher is speaking to the whole class, making other distracting noises or gestures, talking too much—so that no other student has time to talk, verbally or physically threatening another student or the teacher
- **Plagiarism** - stealing another person's idea or illustration and using it as one's own without giving credit to the original author or source, copying sentences of paragraphs directly from an article or book to use in an essay without giving credit to the original author

**Criminal Charges and/or Violations of the University Code of Conduct:**

- **Alcohol & Drug Violations** - possession or use of alcohol by a minor (person under the age of 21), providing alcohol to a minor, carrying an open container of alcohol in a common or public area, driving under the influence, possession of a controlled substance
- **Sexual Harassment** - persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature; unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body; repeated degrading or insulting comments about an individual's sexuality or sex; sexual assault
- **Driving Violations** - speeding, reckless or careless driving, failure to obey traffic signals, etc.

The [UD Student Guide to University Policies](http://www.udel.edu/stuguide/) contains very detailed descriptions of all conduct and housing violations, including felonies. This document is available on the University of Delaware webpage (http://www.udel.edu/stuguide/).
Policy on Academic Dishonesty

“All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation must be reported to the Office of Judicial Affairs.” (Retrieved from: http://www.udel/stuguide/)

The flowchart provides a visual guide to the way in which the ELI’s Judicial System works when a student violates ELI and/or UD policy.

If a teacher believes you have cheated or plagiarized, he/she will give you a warning on the first violation and may require you to do the work again at the teacher’s discretion.

After a second violation, your teacher may have you do the work again and/or fail you on that assignment. Your teacher will also complete a Formal Notice of Academic Dishonesty form and give a duplicate copy to the Chair of the Student Attendance and Conduct Committee.

After the third violation, whether in the same class or a future class, the teacher will take the following actions:
- The teacher will give you a zero for the test or assignment in question.
- You will receive notice requiring you to attend a hearing to determine if you should be dismissed from the program and, if a CAP student, whether UD should withdraw its offer of conditional admissions.

However, if you have committed an egregious act of plagiarism or cheating, you will not be given three chances.

What is an egregious act of plagiarism? Egregious acts of cheating or plagiarism include: (1) submitting the work of another as one’s own; (2) downloading a paper (in whole or in part) from the internet and submitting as one’s own; (3) stealing or copying an exam either physically or electronically; and (4) plagiarizing a paragraph or more from another source. Egregious violations of ELI’s policy will be immediately reported to the Student Attendance and Conduct Committee, which will make a record of the event and issue a letter of warning. If a second egregious act occurs, you would be asked by the Student Attendance and Conduct Committee to meet for a hearing to determine if you should be dismissed from the program and, if a CAP student, whether UD should withdraw its offer of conditional admissions.
Let’s take a walk through the ELI Judicial System!

1) Your potential student violation of ELI or UD Code of Conduct reviewed by the ELI Director

2) ELI Director determines that you have violated UD Housing Policy or criminal code

3) You and/or Complaintant(s) appeal to ELI Student Conduct Committee to amend or revise the decision of the ELI Director

4) Situation Resolved

At any stage of the judicial process, the ELI may call upon appropriate university or community resources (e.g., Dean of Students Office, Office for International Students and Scholars, UD Counseling Center, UD Public Safety) for assistance or consultation.

*For more information on the UD Judicial System, see the Student Guide to University Policies under the Rules and Responsibilities section of the UD Official Student Handbook (http://www.udel.edu/)
Getting Involved

Social and Cultural Activities
The ELI has many cultural trips and activities each session. These activities are a valuable part of your experience here in the United States so you should take advantage of them.

Some ELI activities are free but require a deposit of $20. Other trips require advance payment. Seating on any trip may be limited and refunds are not available. Make sure you reserve your tickets as soon as possible.

American Host Program
The Institute can provide American hosts for interested ELI students to visit for social gatherings and holidays. The American Host Program Coordinator is Karen Hale. Contact her if you would like an American host (info@eliahp.com). Unfortunately, American hosts are limited in number and we cannot guarantee a host for every student.

Book Club
The book club is a vital part of the SALC. You can join to read one book each session, get lots of chances to practice your speaking and reading skills, as well as get to know your ELI classmates. Check the SALC website for book club times and dates.

University Clubs
There are over 300 organizations and activities in the University that you may join. These organizations give you excellent opportunities to meet American students and share cultural experiences with them. The ELI orientation staff can provide you with information about UD clubs. You can also check out UD’s Registered Students Organizations at www.udel.edu/RSO
Hygiene and Grooming

Americans are easily put off by grooming that they view as poor hygiene. Body odor, bad breath, or a messy appearance can negatively affect their opinion of a person.

Because ideas about hygiene differ so widely from culture to culture, this can be a very tricky subject. Many Americans, for instance, consider a daily shower or bath to be the minimum level of cleanliness (in hot, humid summer weather, some Americans will even take multiple showers a day).

The perception or reality of poor dress or grooming can have small, yet very real, negative effects for international students. For example, you may find that American students avoid you because of your natural body odor or the odor of your breath.

Other ELI students may also form a negative opinion about you as a person since many people associate poor hygiene with low moral character.

Here are some helpful tips to adjust to the American view of Hygiene and Grooming:

Clothing:
Any clothing that touches your skin should be washed between every use (before you wear it again).
- If you are not sure how to wash your clothing, ask a teacher or tutor. We’ll be happy to teach you!
- Use laundry soap (soap that is designed for use in a washing machine, such as Tide™ or Gain™) and follow the instructions on the box.
- You should avoid clothing that has visible stains, even if the clothing is fresh from the laundry and completely clean.
- Avoid wearing the same clothes several times in a row.

Natural Body Oder:
A major goal of American grooming and hygiene is to remove all hints of personal, natural body odor. To do this you should:
- Take a daily shower
- Use antiperspirant (deodorant)
- Brush your teeth daily with toothpaste

However, wearing too much perfume and cologne is not recommended, since it can cause serious allergic reactions for other people.
Student Visas and I-20 Forms

The UD Office for International Students & Scholars (OISS) is the office which issues your visas and I-20 forms. OISS handles all details concerning visas and U.S. Citizenship and Immigration Service regulations. Frances O’Brien is the Immigration Services Advisor for ELI students. You should make arrangements in advance if you need to see her; call 831-2115 to set up an appointment or contact frances@udel.edu.

Student Visas

Most ELI students have either an I-20 form (F-1 visa) or DS-2019 form (J-1 visa). The United States Citizenship and Immigration Service requires these students to attend all classes. If a student has excessive absences, the ELI notifies the student by email that his/her non-attendance may be reported to the United States government for appropriate action.

Federal Law Requirements

- You must report any change of address or phone number to the office within 5 days of the change.
  (do this online at http://sites.udel.edu/csp/forms/contactupdate)
- Before you leave the program, you must complete a Departure Form and return it to the Institute.

Travel Outside of the United States

Most ELI students have a multiple-entry visa, which allows you to leave the United States and come back more than one time. However, if you travel outside of the U.S. you must have your I-20 form signed by the UD Foreign Student Advisor before you leave the country.

If your I-20 is not signed, you may not be allowed to re-enter the United States. To apply for travel authorization, you must complete a Leave Request Form at:

http://sites.udel.edu/csp/important/vac-travel/travelform

reg·u·la·tion /ˌregəˈleʃən/ noun
an official rule or law that says how something should be done

From Merriam-Webster Learner’s Dictionary
**Health Care Procedures for ELI Students**

**Do you have ELI insurance?**

- **YES**
  - Is this an emergency situation? (trouble breathing, bleeding, broken bone)
  - Call 911 or visit the closest Emergency Room. You should also contact the ELI to let them know.
  - You submit the claim to HTH Worldwide Insurance. Claim forms available at the ELI or online (www.hthstudents.com).

- **NO**
  - Go to the doctor of your choice, and submit the claim to your insurance company.
  - You are referred to off-campus health care provider.
  - Treatment completed. No insurance claim.

**YES**

- You must visit the Student Health Center on campus or make an appointment with them.

**NO**

*All non-sponsored students have ELI Insurance through HTH Worldwide.*

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In an emergency situation, ELI students or their homestay families should contact one of the ELI administrators listed below:

- **Scott Stevens** (H) 302-369-4432; (W) 831-8224
- **Joe Matterer** (H) 302-738-7810; (W) 831-1809
- **Karen Asenavage** (H) 267-456-3185; (W) 831-7418

While the University of Delaware Student Health Center is staffed 24 hours per day, students will be seen more quickly if they make an appointment in advance.

**Student Health Center—831-2226**
Medical Information

Medical Emergencies

Phone: 831-2222 or 911

If you have a medical emergency on campus, you can call UD Public Safety for an ambulance. Public Safety's telephone number is 831-2222. You can also use one of the emergency telephones, which are located around the campus and marked with a blue light on top. Push the red button and you will have a direct open line to the Public Safety.

If you are off campus and have any kind of emergency, you can call 911 from any telephone. Tell the operator where you are and what kind of emergency you have (fire, injury, etc.). The operator will send your message to the appropriate emergency department. You can also use your orange emergency card to contact an ELI staff member if you have any kind of emergency.

Student Health Service

Phone: 831-2226

If you feel ill or are injured and you need to see a doctor, you can go to the University's Student Health Service in Laurel Hall. Laurel Hall is located on South College Avenue near East Park Place, 5 minute walk past the Morris library. The Student Health Service is open 24 hours/day and every day. Physicians are on duty from 8:00 a.m. to 5:00 p.m., Monday through Friday. A doctor is "on call" after hours and nurses are on staff all the time. All ELI students pay a mandatory Health Center fee, so there is no charge at the time of your visit. You should always visit the Student Health Service first if you are not well. They will advise you if you need to go to the hospital. This approach will also avoid problems with insurance payments.

Medical Insurance & ELI Insurance Coverage Policy

All University and ELI students must have medical insurance. English Language Institute students are required to have HTH Worldwide insurance coverage for the duration of their studies at the ELI. Health insurance is included on students' tuition bills.

We will make exceptions only for students who are sponsored and have insurance through their sponsor.
Student Insurance Information

Medical History Forms
You must complete the medical history form. This form contains important medical information and is kept on file at the Student Health Service.

Insurance Provider
Insurance coverage for ELI students is provided by HTH Worldwide Insurance Services; the coverage is underwritten by the HM Life Insurance Company. You will receive an ID card with your name and insurance ID number on it during your first session at the ELI.

If you need to see a doctor or go to the hospital outside of the campus before you have received your insurance card, the ELI Financial Office can print a temporary card for you. You can request this at the ELI Cashier’s Window between 2—5 pm.

Any questions regarding HTH claims should be addressed to:

HTH Worldwide Insurance Services
One Randor Corporate Center, Suite 100
Randor, PA 19087
Phone: 888-350-2002; Website: www.hthstudents.com

*If you still have questions about your claim, please come to the ELI Cashier’s Window for assistance between 2 pm — 5 pm.

Procedures
If you purchased insurance through the ELI you should, whenever possible, use the Student Health Center on campus for health care needs. The HTH Worldwide policy requires a deductible of $100, but this is waived IF you use Student Health Services before visiting another provider. The Student Health Center will refer you to another facility as required.

The UD Student Health Center, located in Laurel Hall, is staffed 24 hours per day. The university’s Public Safety office will transport you from any location on campus to the health center upon request. In case of an emergency, you should go directly to the Newark or Christiana Hospital emergency room.

de·duct·ible
/di’dəktəbəl/ adjective
able to be subtracted from an amount of money
From Merriam-Webster Learner’s Dictionary
**Student Insurance Information (continued)**

The HTH Worldwide policy covers 50% of the cost of prescription drugs after the deductible is met. You may have to pay for the prescription, then submit a claim to the insurance company. The company will reimburse you for half the cost of the prescription. When filing a prescription claim, you should be sure to include the address to which the company should send the reimbursement check.

**Dentist Information**

In case you need to visit a dentist, the closest offices are: Newark Dental Associates on East Main Street (www.newarkdental.com), and Park Place Dental Care on West Park Place (www.thedentalgroupofdelaware.com). Your insurance has minimum dental coverage.

**Size, Weights and Measures**

The United States is one of the few nations of the world that has not adopted the metric system in daily life. The metric system is used only in scientific fields but is slowly becoming more common in everyday life. The following charts will help you make conversions between U.S. measurements and metric measurements.

**Linear Measurement**

The most common unit of length is the “foot”. The foot is divided into 12 “inches”. Inches are divided into halves, quarters, eighths, sixteenths, etc.

\[
12 \text{ inches (12") } = 1 \text{ foot (1')}
\]

\[
3 \text{ feet } = 1 \text{ yard}
\]

\[
1 \text{ mile } = 5,280 \text{ feet}
\]

**Metric Conversion**

\[
2.54 \text{ centimeters } = 1 \text{ inch}
\]

\[
1 \text{ centimeter } = 0.39 \text{ inch}
\]

\[
30.48 \text{ centimeters } = 1 \text{ foot}
\]

\[
39.4 \text{ inches } = 1 \text{ meter}
\]

\[
91.44 \text{ centimeters } = 1 \text{ yard}
\]

\[
0.62 \text{ miles } = 1 \text{ kilometer}
\]

\[
1.6 \text{ kilometers } = 1 \text{ mile}
\]

**Liquid Measurement**

\[
0.24 \text{ liter } = 1 \text{ cup } = 8 \text{ ounces (8 oz.)}
\]

\[
0.47 \text{ liter } = 1 \text{ pint } = 2 \text{ cups } = 16 \text{ oz.}
\]

\[
0.95 \text{ liter } = 1 \text{ quart } = 2 \text{ pints}
\]

\[
3.8 \text{ liters } = 1 \text{ gallon } = 4 \text{ quarts}
\]

\[
1 \text{ liter } = 1.05 \text{ quarts}
\]
Size, Weights and Measures

Weight

28.35 grams = 1 ounce (oz.)

454 grams = 1 pound (lb.) = 16 ounces

1 ton = 2,000 pounds

1 kilogram (kg) = 2.2 pounds

1 metric ton = 2,200 pounds

Temperature

The United States uses the Fahrenheit scale for thermometers measuring body, cooking, and air temperatures. Science laboratories use the Centigrade (also called "Celsius") scale.

Water freezes at 32°F (0°C)

Water boils at 212°F (100°C)

Room temperature is about 70°F (21.11°C)

Human body temperature is 98.6°F (37°C)

To convert Fahrenheit to Centigrade:

º F - 32 x 5/9 = º C

º C x 9/5 + 32 = º F

Bad Weather?

- In case of very bad weather (like a big snowstorm or hurricane), the University and the ELI may close. Your teacher will inform you if the ELI is closed because of bad weather. You may call the ELI office at 831-2674 after 7:30 a.m. or check the ELI’s webpage. (ELI News)

- You should visit UD’s web site at www.udel.edu or listen to the radio station WVUD 91.3 between 6:30 and 7:45 in the morning to know if the University will be closed or open late.
United States Currency (money)

The "dollar" is the basic unit of exchange. The dollar is divided into 100 "cents". One cent = $0.01 = a penny.

Coins come in denominations of $1 and smaller. Coins are silver-colored except for the penny, which is copper-colored. Note that the size of the coin is not related to its value.

- penny: 1¢ ($0.01)
- nickel: 5¢ ($0.05)
- dime: 10¢ ($0.10)
- quarter: 25¢ ($0.25)

Paper money is usually referred to as "bills". All bills are the same color and have similar designs, so pay attention to the denomination (number). They are also the same size, so be careful.

Bills come in denominations of $1 (often called a "buck"), $2 (rare), $5, $10, $20, $50, $100 and higher. New currency designs were introduced recently, so you may see different designs on large bills.

“ten bucks”
$10
U.S. Mail

Post Offices
The closest post office is on Main Street, next to 108 E. Main St. You can purchase air letters, postage stamps and money orders from 8:30 a.m. to 3:30 p.m., Monday through Friday.

The main Post Office, where you can pick up packages, is on the corner of Ogletown Rd. and Library Ave., near "Pathmark". The main Post Office hours are 7:30 a.m. - 6:00 p.m. Monday through Friday, and 9:30 a.m. - 1:00 p.m. on Saturday.

Receiving Mail
You can receive mail at your local home address and at the ELI. If you are receiving a letter, the sender should address it at 189 W. Main St. (as shown below), and if you are receiving a package, the sender should address it at 108 East Main Street, 2nd floor. Mail is delivered to the ELI in the afternoon. Your address at the ELI is:

For letters:
Your Name (Last, First)
English Language Institute
189 West Main Street
Newark, DE 19716
USA

For packages:
Your Name (Last, First)
English Language Institute
108 East Main Street, 2nd floor
Newark, DE 19716
USA

Sending Mail
You can send mail from the Post Office, any public mailbox (often located on street corners) and from the ELI "outgoing mail" basket. Be sure you include stamps on your envelope or package. You need $0.70 in postage to send a half ounce letter to a foreign country.

This is the correct format for addressing an envelope:

Your Name
Address
City/State/ZIP

Person you are sending mail:
Name
Address
City/State/Country/ZIP

purchase /ˈpɜːtʃəs/ verb
to get (something) by paying money for it
From Merriam-Webster Learner's Dictionary
Planes, Trains, and Automobiles

UD Shuttle Bus Service
See a UD Campus Map flier in your Orientation folder for more details.

DART Buses
DART ("Delaware Administration for Regional Transit") buses serve most of New Castle County around Newark and Wilmington. There are over 20 different routes, most of which begin or end in downtown Wilmington.

**Bus number 33 or 34** travels from Newark to the Christiana Mall. **Bus 6** travels from Newark to the Wilmington Amtrak Station on Kirkwood Highway (Route 2). **There is no DART service on Sundays.**

The schedules may change slightly every six months. You can get a bus schedule from the ELI Office, the Student Center, or OISS. You can also check the DART website [www.DartFirstState.com](http://www.DartFirstState.com)

Buses to other cities
Bus travel in the U.S. is usually the cheapest public transportation, but also the slowest. Greyhound ([www.greyhound.com](http://www.greyhound.com)) and Mega Bus ([www.megabus.com](http://www.megabus.com)) provide service to major cities on the east coast of the United States and depart from the Parking Lot #6 on Christiana Drive, located on North Campus above Christiana Commons (See a UD Campus Map flier in your Orientation folder for more details). Be alert and pay attention in and around bus stations.

Trains
Newark has a train station on South College Avenue (under the South College Avenue railroad bridge). Here you can take an Amtrak train ([www.amtrack.com](http://www.amtrack.com)) to New York or Washington DC (it is very expensive). You can also use the SEPTA train ([www.septa.org](http://www.septa.org)) to get to Philadelphia.

Taxi Cabs
There is only one taxi company in Newark. If you need a cab, you need to call in advance. The Seacoast Cab Company serves Newark and Wilmington. Their number is 834-7575. Taxi cabs are very expensive.
**Airport Rentals**

**Airport Shuttle Service**

If you need transportation to the Philadelphia Airport, call the Delaware Express Shuttle:

**Delaware Express Shuttle (302) 454-7800**

You can also make a reservation online at [www.delexpress.com](http://www.delexpress.com)

If you enter the student **discount code, 114906**, you will receive an 8% discount. The price includes the price of the trip, plus a tip for the driver. Simply call the service and tell them where you want to be picked up and what time you need to be at the airport. Shuttle service to JFK Airport is very expensive; if you need to go to JFK you should take the train or rent a car.

**Driving in the United States**

Driving laws are different for each state, but the general rules are the same. Many states, including Delaware, have mandatory seatbelt and child *restraint* laws. **The driver and passengers must always wear a seatbelt.** In addition, small children (under 5 years old) must be restrained in an approved car seat.

Also, **using a cellphone while driving is illegal.**

Cars in this country drive on the **right side of the road.** It is extremely important to remember this, even if you do not drive.

**Renting a Car**

Renting a car can be complicated and most rental companies want you to have several of the following qualifications:

- You must pay a $400 deposit (you will get this money back when you return the car)
- You must be at least 25 years old
  - Some companies will allow you to rent a car at the age of 18 or 21 but may charge an additional fee.
- You must have a valid American or an international drivers license
- You must have a major credit or debit card
- You must show your passport and student ID

The closest car rental agency is Enterprise Car Rentals, Newark Shopping Center (next to the Cinema Center), 292-0524. **You should always buy renter’s insurance.**
Getting a Driver’s License

Do you need a driver’s license?

- You can drive in the US for up to 60 days with a driver’s license from another country
- You must get a Delaware license within 60 days
- If you do not have a license from another country, then you must get a Delaware license before you can drive

Required Documents (Delaware only)

To get a license you will need the following documents:

- Your I-20 form (it must be valid for at least 60 days)
- Proof-of-residence verification letter from the ELI (it must be an original letter that is sealed by the ELI Registrar)
- Social Security Card
  - If you do not have a Social Security Card, you may request a “Letter of Ineligibility” from the Social Security Administration. To do this, you can visit the closest SSA Office at 101 Chesapeake Blvd, Elkton, MD 21921. Take your I-20, your passport, and your I-94 card to them and request the “Letter of Ineligibility”
- Passport
- I-94 card
- F-1 visa
- Two documents that show where you live
  - Examples: Your apartment lease, a utility bill, any piece of mail that shows your address

DMV Locations and Hours of Operation

The New Castle DMV is appointment only. To make an appointment, call 302-326-5000.
The address is:
Division of Motor Vehicles
Airport & Churchman’s Rd.
New Castle, DE

The Georgetown DMV is open Monday, Tuesday, Thursday and Friday from 8:00 a.m. to 4:30 p.m. and Wednesdays from 12:00 noon to 8:00 p.m.
The address is:
Division of Motor Vehicles
23737 DuPont Blvd.
Georgetown, DE

How to get the Driver’s License

- Go to the local DMV office
- Complete a drivers license application
- Take an eye exam to test your vision
- Take the driver’s license examination. This includes a written test about driver laws and take a driving test on the road

Visit the ELI’s webpage for more information:
http://sites.udel.edu/csp/important/driverslicense/
**Alcohol in the U.S.A.**

American customs and laws regarding alcohol and drinking are probably very different than the laws in your country. Please read the following information and follow the rules. The university and local authorities are very serious when they enforce alcohol laws, and “It’s different in my country,” is not an excuse.

You must be 21 years old to purchase and drink alcohol in Delaware. This law is very strict. It is very common for the store clerk to ask to see your "ID" to prove your age when you are buying alcohol. You will need to show your passport or driver’s license.

Students under the legal drinking age of 21 may not legally possess nor consume alcohol anywhere. If an underage student is drinking in your room, you will both be charged with an alcohol violation.

It is illegal for anyone, regardless of age, to possess an open container of alcohol in an area that is not licensed for alcohol consumption. This means that you may not carry an open can or bottle, for example, from your apartment to your friend’s house. It is also against the law to take an open container out of a restaurant or bar.

**Drinking and Driving**

Drunk driving is a serious crime in the United States, and one of the leading killers of people under the age of 25. Drivers are considered drunk if their blood-alcohol level is .08 (that’s about three drinks in one hour).

If you are arrested for driving under the influence of alcohol (DUI), you will lose your license and may go to jail. Also, any rental car insurance you purchase is invalid if an accident is alcohol-related.
Shopping in the United States

Shopping in the U.S. may be a new and different experience for you. Fortunately, Delaware has no sales tax! Here are some "tips" to help you in your shopping experience.

- Prices at retail stores are fixed; you cannot bargain for a reduced price. The only exceptions are car dealers and flea markets (second-hand markets);
- Remember, there is no sales tax in Delaware. Other states may charge you a sales tax.
- When eating at a restaurant it is customary in the United States to leave at least a 20% tip. This is because the servers mostly get paid through tips, not through a salary.

A Word of Caution

No matter where you buy, you should always keep your receipt or sales slip and return the product’s warranty card to the manufacturer. Ask the shopkeeper or salesperson about the store’s return/refund and service policy. If you don’t like the answer, take your business somewhere else.

Places to Shop

<table>
<thead>
<tr>
<th>Main Street:</th>
<th>Newark Shopping Center:</th>
<th>College Square Shopping Center:</th>
<th>Christiana Mall:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UD Barnes &amp; Noble: This is where you can get your school books. They also have an Apple Store and Starbucks.</td>
<td>Dollar Tree: This is a store where you can get many item for under $5.00. The prices are low but the quality is not the best.</td>
<td>K-Mart: This is a department store with a wide variety of clothes and household goods. The prices are low but the quality is not the best.</td>
<td>The mall has four department stores: 1. Target ($) 2. Macy's ($$) 3. Nordstrom ($$$) 4. J.C. Penney ($)</td>
</tr>
<tr>
<td>Walgreens: This is a pharmacy where you can get many general items and medicine.</td>
<td>Goodwill: This store sells many used clothing and other items at a low price.</td>
<td>RadioShack: This is an electronic store. You can get a cellphone plan here.</td>
<td>It has over 150 different stores and many restaurants. It is a very popular place to shop.</td>
</tr>
<tr>
<td>National 5&amp;10: They have many school and household supplies at low prices.</td>
<td>Enterprise Car Rentals: If you want more information on how to rent a car please see page 27</td>
<td>Pathmark: This is the closest grocery store which sells a wide variety of food and household goods.</td>
<td>To get there take the DART Bus #33. The fare is $1.75, one way.</td>
</tr>
</tbody>
</table>

$ - cheaper; $$$ - more expensive
## Proficiency Scale for Level Advancement

**Written Interpretation of Proficiency Scale:**

Students must meet these objectives at 70% proficiency in order to earn grades of C- or above. Grades are given for Reading, Writing, and Grammar for the Reading/Writing class and for Listening and Speaking for the Listening/Speaking class. Students must earn a grade average of C- or higher in each class in order to advance to the next level or be certified as passing a level. More detailed level/course objectives are available.

### At the end of the session students can:

<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>LEVEL II</th>
<th>LEVEL III</th>
<th>LEVEL IV</th>
<th>LEVEL V</th>
<th>LEVEL VI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>READING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice pre-reading activities</td>
<td>Develop pre-reading skills</td>
<td>Identify the main idea of paragraphs and passages in an intermediate-level text</td>
<td>Identify the main ideas in a high-intermediate reading passage</td>
<td>Identify main ideas, supporting details, and relationships between the two to an advanced-level text</td>
<td>Recognize the author's point of view and tone</td>
</tr>
<tr>
<td>Develop word-recognition skills</td>
<td>Guess meaning from context</td>
<td>Understand the relationships of ideas within a paragraph</td>
<td>Identify the major and minor details of a reading passage</td>
<td>Understand and use academic vocabulary and improve the ability to guess vocabulary from context and affix clues</td>
<td>Identify the main ideas, supporting details, and relationships between the two to an advanced-level text</td>
</tr>
<tr>
<td>Use context to understand new vocabulary</td>
<td>Identify the main idea of a high-beginning ESL Paragraph</td>
<td>Understand the relationships of ideas among paragraphs</td>
<td>Determine meaning of vocabulary words through context</td>
<td>Understand and use academic vocabulary and improve the ability to guess vocabulary from context and affix clues</td>
<td>Identify the main ideas, supporting details, and relationships between the two to an advanced-level text</td>
</tr>
<tr>
<td>Practice scanning for information</td>
<td>Identify the main idea of a high-beginning ESL text</td>
<td>Identify the functions of parts of a reading passage</td>
<td>Identify the major and minor details of a reading passage</td>
<td>Understand and use academic vocabulary and improve the ability to guess vocabulary from context and affix clues</td>
<td>Identify the main ideas, supporting details, and relationships between the two to an advanced-level text</td>
</tr>
<tr>
<td>Recognize the main idea of a beginning ESL reading passage</td>
<td>Understand the minor and minor details of a high-beginning text and their relationship to the main idea</td>
<td>Identify pronoun referents</td>
<td>Determine meaning of vocabulary words through context</td>
<td>Identify the major and minor details of a reading passage</td>
<td>Understand and use academic vocabulary and improve the ability to guess vocabulary from context and affix clues</td>
</tr>
<tr>
<td>Develop vocabulary and vocabulary building skills</td>
<td>Guess the meaning of words from the context and word forms</td>
<td>Identify pronoun referents</td>
<td>Recognize synonyms and antonyms</td>
<td>Identify the major and minor details of a reading passage</td>
<td>Understand and use academic vocabulary and improve the ability to guess vocabulary from context and affix clues</td>
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<td><strong>WRITING</strong></td>
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<tr>
<td>Form basic sentences with correct word order</td>
<td>Express ideas in a paragraph with an introduction, body and conclusion</td>
<td>Write sentences with correct grammar</td>
<td>Write sentences using high-intermediate grammar forms</td>
<td>Write grammatically accurate sentences</td>
<td>Paraphrase a passage grammatically, maintaining the meaning</td>
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<tr>
<td>Write complete sentences</td>
<td>Write a composition to describe something</td>
<td>Combine simple sentences to make compound and complex sentences</td>
<td>Express ideas in multi-paragraph essays with introduction, body and conclusion</td>
<td>Increase the clarity and variety of expression in multigraphs and essay level</td>
<td>Synthesize information from different sources on the same topic</td>
</tr>
<tr>
<td>Use basic punctuation</td>
<td>Write a story</td>
<td>Write clear, well-organized paragraphs</td>
<td>Write different types of essays such as description and comparison/contrast</td>
<td>Write in the following organizational patterns: comparison/contrast, cause and effect, and supporting opinions/argumentation</td>
<td>Compare and contrast using advanced grammar</td>
</tr>
<tr>
<td>Spell common words</td>
<td>Explain a process in writing</td>
<td>Write well-organized paragraphs</td>
<td>Use appropriate mechanics in writing, such as punctuation and indentations</td>
<td>Reproduce an author's main ideas and purpose accurately and appropriately, and synthesize one's own ideas with those of others</td>
<td>Express opinions logically and coherently</td>
</tr>
<tr>
<td>Compose a paragraph</td>
<td>Spell correctly and know basic spelling rules for suffixes such as -s, -es, ed, ing.</td>
<td>Write clear, well-organized compositions</td>
<td>Write clear, well-organized paragraphs</td>
<td>Write well-organized paragraphs with topic sentences and supporting sentences</td>
<td>Describe action using adverbial phrases and transitions</td>
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<td><strong>GRAMMAR</strong></td>
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<tr>
<td>Understand the simple present tense</td>
<td>Use the simple present tense and present progressive tense.</td>
<td>Use conjunctions and adverbial connections</td>
<td>Demonstrate an understanding of the forms and functions of verbs in the simple past, present and future tenses.</td>
<td>Use and use perfect forms of modal verbs</td>
<td>Produce grammatically correct compound and complex sentences</td>
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<tr>
<td>Understand the present progressive tense</td>
<td>Use the simple past and past progressive tenses.</td>
<td>Recognize gerunds and infinitives</td>
<td>Demonstrate an understanding of the forms and functions of verbs in the progressive tenses</td>
<td>Use passive structures accurately</td>
<td>Understand and use the subjunctive</td>
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<tr>
<td>Understand the future tense</td>
<td>Use the simple future tense.</td>
<td>Recognize passive verb forms</td>
<td>Demonstrate an understanding of the forms and functions of verbs in perfect progressive tenses</td>
<td>Use and use perfect forms of modal verbs</td>
<td>Grammatically express hypothetical conditions</td>
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<tr>
<td>Understand the future tense</td>
<td>Recognize articles</td>
<td>Recognize participial adjectives</td>
<td>Demonstrate an understanding of the forms and functions of verbs in perfect tenses</td>
<td>Use passive structures accurately</td>
<td>Use articles correctly most of the time</td>
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<tr>
<td>Understand future tense</td>
<td>Use regular and irregular plural forms of common nouns.</td>
<td>Recognize adjective classes</td>
<td>Demonstrate an understanding of the forms and functions of verbs in perfect tenses</td>
<td>Understand reduced adjective and adverb classes.</td>
<td>Use modifiers phrases and transitions</td>
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<tr>
<td>Identify subjects and verbs</td>
<td>Use personal, possessive and reflexive pronouns</td>
<td>Recognize noun clauses</td>
<td>Understand and use noun clauses</td>
<td>Use gerunds and infinitives accurately</td>
<td>Recognize instances in which special word order is needed</td>
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<td><strong>Prereading/Reading/Writing Levels Mean</strong></td>
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<td>Become familiar with the sounds of English consonants and vowels.</td>
<td>Identify individual words in spoken sentences and in short conversations.</td>
<td>Identify voiced and unvoiced consonants.</td>
<td>Relate vowel and consonant sounds to meaning.</td>
<td>Understand common reductions much of the time.</td>
<td>Understand natural speech reductions</td>
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<tr>
<td>Identify the number of syllables in words.</td>
<td>Understand natural speech some of the time.</td>
<td>Identify reduced and clear vowels.</td>
<td>Relate word endings to meaning.</td>
<td>Recognize modal perfects in reduced forms.</td>
<td>Recognize a speaker's tone</td>
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<td>Recognize contractions and some common reductions.</td>
<td>Follow spoken directions.</td>
<td>Identify -ed and -ing endings.</td>
<td>Understand some reductions, contractions and other features of natural speech.</td>
<td>Understand conditional sentences in contracted form some of the time.</td>
<td>Understand the main ideas of a talk</td>
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<tr>
<td>Be aware of stress and intonation.</td>
<td>Demonstrate understanding of main ideas and major details of a high-beginning listening passage.</td>
<td>Understand conversations by listening for stressed words and main ideas.</td>
<td>Identify the speaker's attitude through his/her tone.</td>
<td>Identify the speaker's tone successfully.</td>
<td>Recognize major, minor and nonimportant details</td>
</tr>
<tr>
<td>Understand main ideas in spoken English.</td>
<td>Take notes on a short lecture.</td>
<td>Identify main ideas and minor details of a talk or conversation.</td>
<td>Improve ability to identify main ideas.</td>
<td>Improve ability to identify major and minor details.</td>
<td>Understand ideas and opinions of classmates in discussions</td>
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<tr>
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<td>Speak about oneself, family, country, daily activities, food and health.</td>
<td>Make introductions and give personal information.</td>
<td>Ask for clarification, confirmation and related information.</td>
<td>Express personal opinions and ideas.</td>
<td>Initiate and sustain conversations in known and some unknown situations, satisfying nearly all social functions.</td>
<td>Paraphrase the speech of others</td>
</tr>
<tr>
<td>Name objects, locations and activities.</td>
<td>Get information from others by asking and answering questions.</td>
<td>Participant in conversation/discussions and reach group decisions.</td>
<td>Paraphrase and report information.</td>
<td>Paraphrase a story in English.</td>
<td>Present/report heard information</td>
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<tr>
<td>Describe objects, people, places, emotions, weather and clothing.</td>
<td>Learn common functions such as apologizing, congratulating or making a request.</td>
<td>Make formal presentation.</td>
<td>Give short presentations.</td>
<td>Develop proficiency in reporting read and heard information.</td>
<td>Explain and express personal ideas and opinions clearly</td>
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<tr>
<td>Use classroom language for participation in class and group work.</td>
<td>Give directions.</td>
<td>Make a formal presentation.</td>
<td>Check audience comprehension.</td>
<td>Improve ability to give explanations and express opinions.</td>
<td>Participate effectively in discussions</td>
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<tr>
<td>For the sounds of English</td>
<td>Pronounce vowels correctly.</td>
<td>Pronounce consonants correctly.</td>
<td>Pronounce consonants and vowels in a more native-like manner.</td>
<td>Pronounce word endings accurately.</td>
<td>Improve ability to produce the sounds of American English intelligibly.</td>
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<tr>
<td>Become aware of stress in words and sentences.</td>
<td>Separate and count syllables.</td>
<td>Clearly pronounce word endings.</td>
<td>Speak with syllable stress much of the time.</td>
<td>Use correct word stress.</td>
<td>Use correct word stress in phrases and sentences most of the time.</td>
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<td>Use intonation in questions.</td>
<td>Use correct stress in high-beginning vocabulary.</td>
<td>Correct pronunciation of individual sounds.</td>
<td>Speak with more native-like intonation.</td>
<td>Use appropriate rhythm in sentences and longer discourse.</td>
<td>Use correct intonation patterns for questions and statements.</td>
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<td>Use commands.</td>
<td>Use simple verb forms correctly.</td>
<td>Understand and use phrasal verbs related to core content.</td>
<td>Use modal verbs correctly much of the time.</td>
<td>Use passive and perfect tenses with frequent success.</td>
<td>Use rhythm in a native-like manner.</td>
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<tr>
<td>Use simple verb tenses.</td>
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<td>Use modal verbs to make requests and invitations or give advice.</td>
<td>Use perfect tenses correctly much of the time.</td>
<td>Use simple embedding and cohesion.</td>
<td>Use linkage in a native-like manner.</td>
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<tr>
<td>Use the present progressive tense.</td>
<td>Use simple word order and grammar with some success.</td>
<td>Understand and use conditional forms.</td>
<td>Use the passive voice correctly much of the time.</td>
<td>Self-monitor.</td>
<td>Produce vowels, consonants, word endings and syllables intelligibly.</td>
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<tr>
<td>Use singular and plural endings.</td>
<td>Use common prepositions with some success.</td>
<td>Use infinitives and gerunds correctly much of the time.</td>
<td>Use infinitives and participles with some success.</td>
<td>Use articles correctly most of the time.</td>
<td>Use proper stress in words and sentences.</td>
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