Welcome to the English Language Institute (ELI) at Jackson College! We are pleased you have chosen to be part of our community. We are here to support you in accomplishing your goals and helping you achieve success. We are providing you with this student handbook that has important information to help you during your studies in the ELI. Please read your handbook to find answers to questions you may have about the ELI program and Jackson College.

To make the most of your experience at Jackson College, I would urge you to study hard, ask questions, and get involved in campus life. We encourage you to talk with the office staff and your teachers if you have any questions or problems. We want you to be successful during your time in the ELI.

From all of us, we wish you a great semester!

Ted L. Miller

English Language Center Director
ACADEMIC CALENDAR

Fall 2018
Semester Dates Sept. 4 - Dec. 20
In-Service Day Thanksgiving Sept. 18 No classes
Break Nov. 21 - 25 No classes
End of Fall Semester Dec. 20

Winter 2019
Semester Dates Jan. 14 - May 5
In-Service Day Feb. 1 No classes
Spring Break March 11-17 No classes
End of Winter Semester May 5

Spring 2019
Semester Dates May 22 - Aug. 14
Memorial Day Holiday May 27 No classes
Independence Day Holiday July 4 No classes
End of Spring Semester Aug. 14
ENGLISH LANGUAGE INSTITUTE OVERVIEW

Core Courses - 4 credits each

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Elementary</td>
<td>Level 1</td>
</tr>
<tr>
<td>Elementary</td>
<td>Level 2</td>
</tr>
<tr>
<td>Intermediate</td>
<td>Level 3</td>
</tr>
<tr>
<td>Pre-Advanced</td>
<td>Level 4</td>
</tr>
<tr>
<td>Advanced</td>
<td>Level 5</td>
</tr>
</tbody>
</table>

Non-Core Courses - 2 credits each (pass/fail)

<table>
<thead>
<tr>
<th>Level</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels 1 - 3</td>
<td>ELI 097</td>
</tr>
<tr>
<td>Levels 4 - 5</td>
<td>ELI 098</td>
</tr>
<tr>
<td>Levels 1 - 5</td>
<td>ELI 099</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS

Level 1 - Pre-Elementary

11 Speaking and Listening
In this course, students begin with the verb “to be” and learn how to respond appropriately to basic questions about personal information and family, discuss everyday activities, describe the weather, give directions, make polite requests, request information from others, introduce themselves and others verbally.

12 Reading and Vocabulary
This course focuses on sight-reading and phonetics. The themes correlate with those discussed in the Speaking and Listening course.
13  **Writing**  
This course focuses on the development of basic writing skills. Sentence structure formation and punctuation is stressed at this level. Students will identify parts of the sentence, apply basic rules for writing, write sentences in simple present and simple past, and practice the writing process, especially proofreading.

14  **Grammar**  
The use of the verb “to be” will be reinforced with additional focus on the simple present tense, simple progressive, nouns and pronouns, count and non-count nouns.

---

**Level 2 - Elementary Level**

21  **Speaking and Listening**  
In this class, students will be able to demonstrate the ability to engage in simple spoken interactions on personal and familiar topics along with presenting ideas and information orally for academic purposes. Note-taking skills are introduced and developed.

22  **Reading and Vocabulary**  
This course is designed to help students develop reading skills while building vocabulary learned within a context. Skimming and scanning strategies are introduced using real-world topics.

23  **Writing**  
This course focuses on building students’ ability to express their thoughts and inquiries in written form by using added tenses and learning about sentence variety.

24  **Grammar**  
This course focuses on basic grammatical rules. Students continue to master the present tense with the addition of the past tense, future tense, modals, nouns and modifiers, and comparative forms.
Level 3 - Intermediate

31 Speaking and Listening
Through open-ended, in-class group discussion and a variety of listening activities, students learn more about subjects and topics common to academic contexts. Note-taking skills and listening strategies are of importance in this course.

32 Reading and Vocabulary
Students will develop additional reading strategies such as guessing the meaning of vocabulary in context, inferences, patterns of organization and building on prior knowledge of a topic when reading.

33 Writing
This course teaches students to identify and write the following types of paragraphs: academic, narrative, process, definition, cause/effect, comparison/contrast and opinion paragraphs. Review of the elements of a paragraph (i.e. topic sentence, supporting sentences and concluding sentence) is reinforced with additional emphasis on spelling, accurate grammar (correctly using grammar from Levels L-3), and a variety of sentence structures.

34 Grammar
This course introduces more complex concepts of English grammar with a review of verb tenses, nouns and pronouns. More focused instruction concentrates on modals, passive voice, count/non-count nouns, adjective clauses, gerunds/infinitives and noun clauses.

Level 4 - Pre-Advanced

41 Speaking and Listening
This course is a communicative speaking/listening course that focuses on higher level usage of speaking skills necessary for success in academic settings. Students will practice more with listening for the main idea, listen for details as well as improve their speaking skills in discussions, debates and critical thinking.
42  Reading and Vocabulary
Reading strategies and vocabulary-building are developed in this level. Students will read more on topics such as business, psychology, nutrition, medicine, literature and sociology.

43  Writing
Level 4 Writing is the introduction to the academic essays. Students will first review the structure of a paragraph with emphasis on unity, coherence and using outside sources. Then, students will learn the basic features of an essay and write three essay types: cause/effect, compare/contrast and argumentative. Deeper development of critical thinking skills is taught throughout the course.

44  Grammar
Review of grammar features covered in the previous levels is made with the addition of the perfect simple and perfect progressive tenses.

Level 5 - Advanced
51  Speaking and Listening
Students continue to learn and master the skills of participating in and leading academic classroom discussions in a culturally, pragmatically appropriate way. More advanced complex topics are discussed at this level with practice on giving speeches, agreeing/disagreeing with others, identifying strong and weak arguments and supporting arguments with external sources.

52  Reading and Vocabulary
This course focuses on improving reading fluency through reading a high-level reading textbook combined with authentic texts. Reinforcement of the reading strategies is made continuously throughout the semester.

53  Writing
This course provides students with the strategies and skills needed to write and edit a variety of different essay types such as: classification, process, cause/effect, problem/solution, summary/response, argumentative and research papers. How to find credible sources of information and accurate use of APA style are emphasized.
54  Grammar
This course focuses on grammatical features including the passive voice, noun clauses, adjective clauses, gerunds and infinitives, coordinating conjunctions, adverb clauses and conditional structures.

LANGUAGE LAB

The Language Lab is required for all full-time students on F-1 visas. It is optional for all other students.

The Language Lab is designed to offer:

• Additional class assistance to students
• Extended reading opportunities
• ESL websites to students for additional practice
• TOEFL Prep practice
• One-on-one tutoring from an ELI faculty member.

Students should not be on Facebook or other websites unless assigned by one of their teachers.

ATTENDANCE

If you are on a student visa (F-1), you are required to attend classes. If you don’t attend class, you will miss important information. You are graded on examinations, homework, participation, in-class work, and you are responsible for any information that you miss when you are not in class.

If you have six or more unexcused absences, you will be in violation of your F-1 visa and may be dismissed from ELI and Jackson College.

If you have a serious illness or emergency situation, please contact the ELI director by e-mail or telephone. It may be possible to apply for a Reduced Course Load (RCL).
TARDINESS
In the U.S., classes begin on time. Do not be late for class. If you are late, you will miss important information which may affect your grade. If you are more than 15 minutes late, you may be counted absent for the first hour of class.

COURSE SYLLABUS
Every class has a “course syllabus.” The syllabus has important information like your instructor’s office location, office hours, e-mail address and phone number. It also has the goals of the class, how students will be graded, and what subjects will be taught each week. Please refer to your syllabus often.

JETNET
Jackson College uses JetNet as the “website” for classes. You will learn how to use JetNet in your classes to see your course syllabus, homework, interesting websites, videos, quizzes and tests, etc. You will also see your mid-term grades and final grades on JetNet.

GRADES
Students must have a grade of 2.0 (70%) or higher to pass a class.

<table>
<thead>
<tr>
<th>Total % of points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>85 - 89</td>
<td>3.5</td>
</tr>
<tr>
<td>80 – 84</td>
<td>3.0</td>
</tr>
<tr>
<td>75 – 79</td>
<td>2.5</td>
</tr>
<tr>
<td>70 – 74</td>
<td>2.0</td>
</tr>
<tr>
<td>65 – 69</td>
<td>1.5</td>
</tr>
<tr>
<td>60 – 64</td>
<td>1.0</td>
</tr>
<tr>
<td>50 – 59</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Your final class grade will be a combination of grades from homework, exams and quizzes, in-class work, participation, and a final examination.

You must receive a grade of 2.0 or higher in 3 or more core classes to move to the next level.

**Example 1:**
- Speaking/Listening: 4.0
- Reading/Vocabulary: 3.5
- Writing: 3.0
- Grammar: 2.5

You PASS to the next level

**FINAL EXAMS**
Students are required to take their final exams during the final exam week. Exams will not be given early, except with prior approval by the international admission office and the ELI director.

**TEXTBOOKS AND MATERIALS**
Students are required to have textbooks. Textbooks are available in the Jackson College Bookstore. You may also order books online, but be very careful to order CLEAN copies and the correct edition. Also, you should use 1-2 day delivery. All students should have textbooks by the start of Week 2.

**PROBATION**
If you fail a level, you may repeat it, and you will be on probation. If you fail the same level two times, you will be put into a lower level.

**ACADEMIC HONESTY (Plagiarism)**
Plagiarism is the act of taking the words, ideas, strategies, formulas, compositions, research, or creative ideas of another and presenting them as if they were your own. In any presentation, creative, artistic, or
research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. Plagiarism can be either intentional or unintentional, but in either case is a serious offense. Academic integrity is an important value at Jackson College. We consider all forms of cheating a serious academic infraction. Plagiarism and cheating may lead to dismissal from the College.

Please do not cheat on tests, copy homework from your friend, or copy information from a website or book without giving credit to the author. Your teachers will help you learn how to avoid plagiarism when you write your papers.

**ACCEPTANCE INTO THE ELI**

For students who wish to join the English Language Institute, you will be required to take the Accuplacer-ESL test during orientation.

English proficiency is required to begin your academic program at Jackson College. You may submit proof of English proficiency during admissions or take the Accuplacer-ESL upon arrival.

**DISABILITY SERVICES**

Jackson College provides services for students with physical or learning disabilities which may prevent them from succeeding in classes. Please see the Center for Student Success website for more information or talk with the ELI director.

www.jccmi.edu/center-for-student-success/

**WITHDRAWING FROM THE COLLEGE**

If you need to withdraw from the college, please go to the Registrar’s Office. If you are on an F-1 visa, be sure to notify the International Student Institute Coordinator, Darren Chase.
CONTACT INFORMATION

English Language Institute

Phone: 517.990.1437
E-Mail: MillerTedL@jccmi.edu
Address: Bert Walker Hall, Room 220

International Student Institute

Phone: 517.990.1315
E-Mail: international@jccmi.edu
Address: Bert Walker Hall, Room 221
Office Hours: The office is open from 8:00 a.m. to 5:00 p.m. Monday - Friday. The office is closed on Saturdays and Sundays, as well as major holidays.

Administrative Staff

Todd Butler, Dean of Arts and Sciences
ButlerToddA@jccmi.edu

Ted Miller, Director of English Language Institute
MillerTedL@jccmi.edu

Darren Chase, Coordinator of International Student Institute
ChaseDarren@jccmi.edu
ABC - ABC Child Care
AT - Automotive Technology
BW - Bert Walker Hall
CS - Campus Services
CV1 - Campus View 1
CV2 - Campus View 2
CV3 - Campus View 3
GP - George E. Potter Center
HLC - Health Laboratory Center
JETS - Jets Hangar
JM - James McDivitt Hall
JW - Justin Whiting Hall
WA - William Atkinson Hall
FH - Victor Cuiss Fieldhouse