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## **Salisbury University English Language Institute Mission Statement**

The mission of the ELI at Salisbury University is to provide high quality English language courses and a smooth transition to U.S. culture for international students, professionals and other non-native speakers of English.

The English Language Institute's objectives include:

- Improve both the English language and study skills of students in preparation for study at an American college or university, or for personal or professional purposes
- Acquaint students with the cultural knowledge and awareness necessary to transition from life and study in their home countries to life and study in the U.S.
- Provide excellent student support and administrative services
- Maintain the highest standards of English language instruction by employing and developing capable, dynamic and experienced faculty
- Foster an intellectual atmosphere where professional development is supported, appreciated and pursued by all faculty
- Enrich Salisbury University campus and faculty at large by encouraging multicultural communication and interaction
- Advance Salisbury University's reputation as a Maryland University of International Distinction and support a community-wide effort to promote an international, cross-cultural learning environment

## **The Salisbury University Promise**

As a Salisbury University student:

- I will connect what I learn to how I live.
- I will demonstrate personal and academic integrity.
- I will respect diverse groups and individuals.
- I will strive to bring honor to myself and the University.

## **Application and Admission**

All students can apply for study in the English Language Institute and/or they can apply for admission to Salisbury University. Students who apply only to the ELI will be admitted to the ELI only. Students who apply and have been accepted to Salisbury University, but who have not met the English proficiency requirement will be granted "conditional admission."

Online ELI application: <http://www.salisbury.edu/intled/eli/applynow.html>

Online Salisbury University application: <http://www.salisbury.edu/intled/iss/admissions/>

## **Student Visa and Immigration Information**

Most ELI students are international students, holding F-1 visa/visa status. Those students must be full time students at all times in the ELI or in a regular academic program at Salisbury University, once admitted. For admissions, immigration or any other international student questions, please contact the International Student and Scholar Advisor:

Agata Liszkowska, Associate Director

Center for International Education

Phone: 410/677-5027

Fax: 410/677-6563

[axliszkowska@salisbury.edu](mailto:axliszkowska@salisbury.edu)

[www.salisbury.edu/INTLED/ISS](http://www.salisbury.edu/INTLED/ISS)

## **Programs**

### **ASPIRE: Academic Study Preparation through Intensive Readiness English**

ASPIRE prepares students for enrollment in American university programs of study. Based on English proficiency, ELI students are placed in an appropriate level and enrolled in courses at that level. Upon successful completion of required coursework, ELI graduates are eligible to apply to Salisbury University.

### **LEAP: Language Experience in America Program**

LEAP is a semester-long program designed for students from overseas partnering institutions to experience study abroad on the Salisbury University campus. After placement testing, LEAP students are enrolled full-time in an ELI course of study. LEAP students may extend their study abroad experience at SU in consultation with the ELI Advisor.

### **Summer ELI**

- The 3 and 4-week summer sessions provide a rich learning experience for international students. The program integrates linguistic and cultural experiences in the classroom and in various American settings. Students can anticipate 15 hours of language study/week, campus activities, community & guest lecturers, local and regional excursions, and trips to nearby cities.
- The 8-week summer session is an intensive course of study for students seeking to complete ELI Levels 3 or 4. This session includes the core courses of grammar, reading, writing and speaking/listening.

### **Bridge Program**

The Bridge Program allows qualified students to take SU credit-bearing courses while enrolled concurrently in ELI courses. International student visa regulations require students to carry a full-time credit load between SU courses and ELI courses. The ELI Advisor will determine eligibility for the Bridge Program based on placement testing, course grades, and academic readiness.

## **ELI Courses**

The ELI program consists of four (4) proficiency levels with core courses in grammar/structure, reading, writing and speaking/listening, a variety of elective courses and a *TOEFL*-focused course.

### **CORE COURSES**

#### **ELI 11, ELI 12, ELI 13, ELI 14: Grammar/Structure: Form and Function**

Effective communication is strengthened by the study of structures through the grammar curriculum. Each level includes an examination and practice in the fundamentals of English grammar coupled with particular grammar objectives.

#### **ELI 21, ELI 22, ELI 23, ELI 24: Academic Reading**

The reading curriculum focuses on increasing proficiency through the extensive reading of primarily academic and non-fiction cultural texts, vocabulary study, reading skills and strategy practice, critical thinking exercises, and reading-to-writing assignments.

#### **ELI 31, ELI 32, ELI 33, ELI 34: Academic Writing**

The path to better writing is practice, practice, practice. From sentences to essays to research papers, the goal of the ELI writing curriculum is proficient and accurate expression in English at the university level. Instruction includes appropriate syntax/grammar, vocabulary choice, sentence variety, paraphrasing, summarizing, paragraph and essay writing, critical thinking and response writing, and research papers.

#### **ELI 41, ELI 42, ELI 43, ELI 44: Academic Speaking/Listening**

The speaking and listening courses prepare students to be more capable and confident in the communication situations they are likely to experience during their U.S studies, familiarize students with common American university assignments, such as group discussion and individual presentations, and provide students with extensive listening and note taking skills practice.

#### **ELI 97: TOEFL**

All students in Levels 3 and 4 will enroll each semester in a two hour per week TOEFL course, which provides students with greater skills and confidence to score higher on this standardized test of academic English. The ELI administers the *TOEFL ITP* to all students at the conclusion of each session.

#### **ELI 77: Language Lab**

All students in Levels 1 and 2 will enroll in an instructed language lab course for two hours per week. This course provides support and individualized instruction for the core courses.

## **ELECTIVE COURSES**

The ELI typically offers a minimum of three (3) of the following elective courses each semester:

**ELI 51** Introduction to American Universities

**ELI 52** American Pronunciation and Accent

**ELI 61** ELA for American Life

**ELI 62** Basic Vocabulary

**ELI 71** ELA for Vocabulary for Academics

**ELI 72** ELA through American Social Studies

**ELI 81** ELA through Issues in American Media

**ELI 82** ELA through American Music

**ELI 83** ELA through American History

**ELI 84** American Culture through Movies

**ELI 85** ELA through Note taking

**ELI 91** ELA for Business

**ELI 92** ELA for Technology

**ELI 93** ELA for Health Professionals

**ELI 94** Talking with Confidence with Native Speakers

**ELI 95** Writing with Reduced Accent

**ELI 96** Selective Readings of American Classics

## **Placement Testing**

Before classes begin, students will be tested to identify their English proficiency level. The placement test results are used to enroll students in leveled grammar, speaking/listening, reading and writing courses. Returning ELI students who are progressing rapidly and believe their skills would be better met in a higher level course may elect to retake the placement test at the beginning of the semester, during the regularly-scheduled placement testing session.

## Class Schedules

Full-time ELI students placed in Level 1 and Level 2 are enrolled in the four (4) Level 1 or Level 2 core courses at four (4) hours each and two (2) language lab hours/week.

### Typical schedule

	Grammar/Struc	Reading	Writing	Speaking/Listng	Language Lab
<b>Level 1</b>	ELI 11 (4 hrs)	ELI 21 (4 hrs)	ELI 31 (4 hrs)	ELI 41 (4 hrs)	ELI 77 (2 hrs)
<b>Level 2</b>	ELI 12 (4 hrs)	ELI 22 (4 hrs)	ELI 32 (4 hrs)	ELI 42 (4 hrs)	ELI 77 (2hrs)

Full-time ELI students placed into Level 3 and/or Level 4 must enroll in four core courses @ 12 hours, two ELI elective courses @ 2 hours each, and the TOEFL course @ 2 hours per week.

### Typical schedule

<b>Level 3 &amp; Level 4</b>	Grammar/Struc ELI 13 or 14 (3 hrs)	Reading ELI 23 or 24 (3 hrs)	Writing ELI 33 or 34 (3 hrs)	Speaking/Listng ELI 43 or 44 (3 hrs)
	2 ELI electives (4 hrs)		ELI 97 TOEFL (2 hrs)	

Part-time enrollment is welcome for students who do not hold F-1 visa/visa status. Questions about eligibility, immigration issues, and visa status can be answered by Agata Liszkowska at the SUCIE Office.

There is a balance of courses and credits required for the Bridge Program, so students' schedules will vary.

## Grading System

The ELI uses the same grading system as Salisbury University:

**A = 4.0      B = 3.0      C = 2.0      D = 1.0      Failure = 0**

## Normal Progress

Students are expected to make normal progress toward completion of ELI in order to maintain good status. Normal progress is defined as passing each course with at least a grade of "B". Failure to make normal progress may negatively affect a student's immigration status. In general, international ELI students are given an I-20 for one (1) year. Those students who make normal progress but need additional time may apply for a program extension.

### ***TOEFL ITP***

The SU English Language Institute administers the *TOEFL ITP* three times every year in May, August and December. The test has three parts: listening, structure, and reading. All full-time ELI students are required to take the *TOEFL ITP* each semester. Successful completion of the ELI and the results of this test are used to support a student's admission to undergraduate and graduate programs at Salisbury University.

### **Graduation Requirements**

Initial placement testing will determine in which core courses students will be enrolled. Successful completion of the ELI includes grades of B or higher for all core courses and a C or higher for ELI 97, ELI 77, and all elective courses. An overall GPA of 2.75 is required for graduation from the program.

### **Salisbury University Admissions**

ELI students wishing to pursue undergraduate or graduate programs at Salisbury University must contact SU Admissions or graduate program department as soon as possible. Full or conditional admission to SU undergraduate or graduate studies may be revoked should a student fail to meet ELI graduation requirements.

### **ELI Policies**

The following policies apply to all ELI classes. Read carefully and ask for clarification if needed.

#### **Attendance & Absences**

Going to class is important for all students, especially those studying a foreign language. Attendance not only helps to develop language skills but is also required by the U.S. Department of Homeland Security for student in non-immigrant visa status. While instructors may not give specific grades for attendance, class participation grades will be affected by absence. Furthermore, it is ELI policy that any student missing more than six (6) instructional hours in a single class within a semester will receive a failing grade for the class(es). Students with extenuating circumstances may appeal this policy in writing.

#### **Punctuality**

Students must arrive at the classroom in a timely manner. Being late disrupts the class and is considered disrespectful. Arriving after class instruction has begun is considered LATE. Arriving LATE to class three (3) times is equal to one (1) absence. Six (6) absences will result in a failing course grade as per the ELI Attendance policy.

**Student Disposition:** All ELI students are expected to demonstrate respect for peers, all Salisbury University faculty and staff, and members of the community. Any ELI student who fails to display respect and cooperation at the discretion of any ELI instructor or ELI staff member will receive a maximum of two written warnings. Upon a third incidence of disrespect and/or uncooperative behavior, he or she will be dismissed from the ELI program.

### **Use of Electronic Devices in class**

ELI students are expected to use their devices for academic purposes only during classes, which includes taking notes, looking up new words, or doing course-related reading or research projects. Students using electronic devices for a purpose other than what is necessary for the class will first receive a warning from the instructor, and a second offense will result in a grade penalty in that course.

### **English Only**

ELI students must use English to communicate in their classes. If a student deliberately and continually uses her/his native language, s/he can expect these consequences: a) 1<sup>st</sup> offense - verbal warning from the ELI instructor; b) 2<sup>nd</sup> offense - meeting with the ELI Chair and a one-day suspension from all ELI classes; c) 3<sup>rd</sup> offense – meeting with the Chair and a one-week suspension from all ELI classes.

### **Good Academic Standing and Dismissal**

Students enrolled in the ELI program must maintain a 2.75 GPA. If a student's GPA falls below 2.75, he/she will automatically be put on academic probation for one semester. If the student fails to raise his/her GPA above the minimum 2.75, he/she will be dismissed from the ELI program with no eligibility to appeal the dismissal process.

### **Multiple Failures**

Students with grades of C, D or F in a core course will have the opportunity to repeat the course and replace the grade with a new grade. A second failure of the same core course results in dismissal from the program regardless of GPA. An appeal process is permitted in this case. Students must submit a letter of appeal, which includes an individual plan for successful completion of the failed course(s). Approval or denial of the appeal can be expected within a week of submission. Dismissed students may transfer to another school or return to their home country.

### **Academic Integrity Policy regarding Cheating and Plagiarism from the SU *Code of Conduct*** **Cheating**

Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids or the ideas or work of another in order to gain an advantage. Acts of cheating include but are not limited to:

- giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or projects;
- using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or projects;
- submitting as one's own work material written by someone else, whether purchased or not; altering or falsifying any information on tests, quizzes, assignments or projects;



- working on any project, test, quiz or assignment outside of the time constraints imposed;
- submitting an assignment in a somewhat altered form or using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty;
- using fraudulent methods in laboratory, studio, field, computer work or professional placement; other acts generally recognized as dishonorable or dishonest which bear upon academic endeavors.

The consequence for an instance of cheating is a "zero" on the assignment. For a second time, the student will fail the course.

### **Plagiarism**

Students are responsible for learning proper scholarly procedures which require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source.

Acts of plagiarism include but are not limited to:

- intentionally or unintentionally deceiving or disregarding proper scholarly procedures
- participating in illicit collaboration with other individuals in the completion of course assignments
- presenting information, thoughts or ideas from another source as if they are your own, or without giving appropriate attribution
- other acts generally recognized as plagiarism

Plagiarism is **not** tolerated in the ELI, Salisbury University, or any other academic institution in the United States. It is a crime, and at U.S. universities the penalty for stealing another's work is often permanent removal from the program. All work turned in must be your own or must be attributed to the source. The ELI Plagiarism policy is as follows:

1. The consequence for first time plagiarism is that students will be required to have a one-on-one guidance session on plagiarism. In this case, too, students can resubmit the plagiarized work in revised form or with proper attribution. The assignment will be reassessed and graded with a 50% penalty.
2. More than one instance of plagiarism will result in an automatic failure in the course in which the student has plagiarized, and may involve further penalties.

## **Salisbury University Code of Conduct, Policies and Procedures**

In addition to the Academic Integrity Policy mentioned above, ELI students must adhere to all other codes of conduct, policies and procedures established for the broader SU student community. Please review the document online.

<http://www.salisbury.edu/studentconduct/code.html>

## **Email Usage**

ELI faculty and staff will only use Salisbury University email addresses, for example: [rsmith01@gulls.salisbury.edu](mailto:rsmith01@gulls.salisbury.edu). Do not send email from personal accounts, such as Gmail, Hotmail, and QQ. Students must check their Salisbury University email accounts daily.

## **ELI Faculty**

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