



**INTENSIVE ENGLISH INSTITUTE
STUDENT HANDBOOK**

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Welcome!

Welcome to the Intensive English Institute (also called the IEI) at Ball State University! The IEI is an exciting and dynamic place. More and more students come to the IEI every year. They come from many different countries all over the world.

We wrote this handbook for you, the students. In this handbook, you will find important information about the IEI and Ball State University. You will also find information about being an international student and about living in the United States.

There is a lot of information in the handbook. Do not worry. You do not need to know everything in this book now. We wrote this handbook, because we wanted you to have all of this information. You can always find it and read it again if you have questions about the IEI.

Please read this handbook. If you read it, you will learn more about the IEI. If you have questions, ask your IEI advisor.

We are very excited to teach you English and to learn about you and your country.

Introduction to the Intensive English Institute

The IEI Mission

The mission of the Intensive English Institute (IEI) is twofold, with both parts having equal importance.

- One goal is to facilitate international students' progress in English proficiency and the knowledge of US culture that is necessary for success in academic coursework in the United States. In other words, the IEI aids students in the acquisition of English in order for students to begin their coursework as soon as possible.
- Our second purpose is to encourage the development and research of best practices in the area of language teaching and learning. Therefore, the IEI provides graduate students in the MA TESOL and the PhD in Applied Linguistics programs opportunities for hands-on teaching experience and practical teaching training in a supportive environment. Additionally, participation in classroom-based research is encouraged for all IEI faculty members.

Students may apply for study in the IEI or they may apply for admission to Ball State University. If a student is given "conditional admission", this may mean that the student has not shown a high enough level of English proficiency to be able to attend regular BSU classes and must take classes in the IEI first. Some students are admitted for the IEI only.

F1 Visa Holders

If you are studying in the US on an F1 Visa, you are required to maintain fulltime status every semester you are studying. For the IEI, that means you must be enrolled in all six courses for your level.

You are also required to stay enrolled as a full time student for the entirety of the semester. This means that if you finish level six during the first session of the IEI term, you must enroll for the second session of the semester. There is a level of open topics that reflects further skills and will help you continue to enhance your English skills.

If you do not enroll, your immigration document will be cancelled and you will need to leave the USA immediately. Please see the Rinker Center for International Programs before leaving the USA.

Location of the IEI

The IEI offices are in the Robert Bell building on the third floor. The office is room 353 (at Ball State, we say "RB 353"). Also, most of the IEI instructors have their offices on the third floor. The IEI lab is also on the third floor in RB 354.

Organization of the IEI

Director

The Director manages and supervises the IEI. This person provides guidelines for present issues and future development. The Director is responsible for representing the IEI to the greater university community and to other people and schools in the teaching English to speakers of other languages profession. The Director's office is room 353 in the Robert Bell building. The director of the IEI is Dr. Seig.

Associate Director

The Associate Director supports the Director by managing the daily operations of the IEI. This person is in charge of student and instructor issues. If a student or an instructor has a problem, he or she might need to contact the Associate Director. If you have a problem, please read the sections about **Complaints** to decide if you should contact the Associate Director with the problem. The Associate Director's office is room 353 in the Robert Bell building and the email contact is demcmillan@bsu.edu. The Associate Director of the IEI is Dr. McMillan.

Administrative Assistant

The Administrative Assistant does many important things in the IEI. This person keeps track of student records and also communicates important information to the students in the IEI. You can find this person in the IEI office in RB 353. The Administrative Assistant is Ms. Kara Clark-Duquette

Instructors

The instructors teach the IEI courses. They work hard to provide excellent classes that will challenge you to improve your English so that you can begin your academic coursework in your major field of study.

Advisors

IEI Advisors: Each IEI student has an IEI Advisor. Each IEI instructor is also an advisor. You will learn the name of your IEI advisor on your first day in the IEI. You will meet with your advisor every session. You should meet with your advisor if you have a problem with living in the United States or studying in the IEI. The role of the IEI advisor is to give you advice and to help you with the English for solving any challenges that you face in the United States. Your advisor will not speak for you. The job of the advisor is to help you to speak for yourself.

Other Advisors: It is important to note that you have more than one advisor while you study in the IEI and at Ball State University. You can also speak with the international student advisors at the Rinker Center for International Programs (RCIP). International student advisors will help you with any issues that are not related to IEI academic issues. Once you are admitted to the university, then you will also have an academic advisor. Your academic advisor will give you advise about your academic program.

Lab monitor

The Lab Monitors are in charge of the IEI laboratory (or “lab”). The IEI laboratory is in RB 354. If your instructor gives you an assignment to do in the lab, then you must check in with the Lab Monitor. Tell the Lab Monitor your name, your instructor, your course, and the assignment. You can use the IEI lab, only if there is a Lab Monitor there. You cannot use the IEI lab, if there is no Lab Monitor. If you want to know when the IEI lab is open, look at the hours posted outside of the lab’s door.

Length and Structure of the Program

Curriculum Overview

Every new student takes the IEI placement test (see the Placement section). The IEI uses the placement test results to put students in one of the IEI’s seven levels. The lowest level is level F (or Fundamentals). The highest level is level 6 (advanced, academic English).

In each level, students take six courses. These courses are:

1. Writing
2. Grammar
3. Reading
4. Speaking
5. Listening
6. Open Topic: a course in pronunciation, culture, study skills, or research skills

Each course meets for 4 hours every week. Full-time IEI Students have 24 hours of class every week. Students earn 3 credit hours for each course. If you pass the level (or class), you will earn a grade of “Credit.” If you fail the level (or course), you will earn a grade of “No Credit.” IEI courses are not included in your grade point average at Ball State University.

Levels in the IEI

The 7 mandatory levels in the IEI are listed in the table below. Levels F and 1 are survival English courses. These courses are for students, who need to learn English for daily living. Levels 2 and 3 are communicative English courses. These courses are for students, who need to learn to communicate their ideas to English speakers. Levels 4-6 are academic English courses. These courses are for students, who need to learn advanced English so they can study at a university.

Open Topics

For each session, full-time students in the IEI are required to take an open topic course. Each level has a different open topic course. See the table below for information on these courses. ..

Levels	Core Courses					Open Topic Course
Level F	ENIEI 101- Writing 4 hours	ENIEI 102- Grammar 4 hours	ENIEI 103- Reading 4 hours	ENIEI 104- Speaking 4 hours	ENIEI 105- Listening 4 hours	ENIEI 106 Pronunciatio n 1 4 hours
Level 1	ENIEI 111- Writing 4 hours	ENIEI 112- Grammar 4 hours	ENIEI 113- Reading 4 hours	ENIEI 114- Speaking 4 hours	ENIEI 115- Listening 4 hours	ENIEI 116 Study Skills 1 4 hours
Level 2	ENIEI 121- Writing 4 hours	ENIEI 122- Grammar 4 hours	ENIEI 123- Reading 4 hours	ENIEI 124- Speaking 4 hours	ENIEI 125- Listening 4 hours	ENIEI 126 Culture 1 4 hours
Level 3	ENIEI 131- Writing 4 hours	ENIEI 132- Grammar 4 hours	ENIEI 133- Reading 4 hours	ENIEI 134- Speaking 4 hours	ENIEI 135- Listening 4 hours	ENIEI 136 Study Skills 2 4 hours
Level 4	ENIEI 141Writing 4 hours	ENIEI 142Gram mar4 hours	ENIEI 143Rea ding4 hours	ENIEI 144Spea king4 hours	ENIEI 145Listening4 hours	ENIEI 146Culture 24 hours
Level 5	ENIEI 151- Writing 4 hours	ENIEI 152- Grammar 4 hours	ENIEI 153- Reading 4 hours	ENIEI 154- Speaking 4 hours	ENIEI 155- Listening 4 hours	ENIEI 156- Pronunciatio n 2 4 hours
Level 6	ENIEI161 or 171 Writing 4 hours	ENIEI162 Grammar 4 hours	ENIEI 163 Reading 4 hours	ENIEI 164 Speaking 4 hours	ENIEI 165 Listening 4 hours	ENIEI 166 University Culture 4 hours

There are some specific classes for graduate students. These are 171 (writing skills), and 176: Research Skills, and 816: ITA Skills, which is specifically designed for graduate teaching assistants. While other graduate students are generally allowed to take this class, graduate students with teaching assignments have priority. In levels F through 5, graduate students have the same options as all other IEI students according to the open topic assigned for that level.

Finals

IEI classes do not have finals during the Ball State finals week. Each class will have a final assessment during the last week of each session. The IEI final exam schedule is determined at the beginning of each session.

Course Numbers

At Ball State University, course numbers have a lot of information. A few example course numbers are below:

ENG 103, Section 27, Reference # 34526

ENIEI 131, Sec. 2, Ref. 27892

MATHS 113, S.13, R. 67345

Each course number begins with a prefix. The prefix tells you what department the course is taught in. In the examples above, the prefixes are: ENG (for the English Department), ENIEI (for classes in the IEI), and MATHS (for classes from the Mathematical Sciences Department).

Each course number also has a Section number and a reference number. If you look at the examples above, you can see the many abbreviations for “section” and “reference number” used at BSU. The section number tells you how many different classes –or sections – of a particular course are available. The reference number is a specific number that you will need in order to register for classes once you are out of the IEI.

IEI Course Numbers

The course numbers in the IEI have a simple system. There are 3 digits (or numbers) in each course number. The first digit for all classes is ‘1’. The second digit is the level. This will be the same for all courses you are taking in one semester. If you are in level 1, all of your courses will be 11X.

2 nd digit-Level:	0	Fundamental
	1	Level 1
	2	Level 2
	3	Level 3
	4	Level 4
	5	Level 5
	6	Level 6
	7	Graduate students only

The third digit is for the class type or the skill that on the class focuses on. This is the same across all levels. For example, Writing is “1” in every level.

3 rd digit-Skill:	1 – Writing
	2 – Grammar
	3 – Reading
	4 – Speaking
	5 – Listening
	6 – Open Topic

Examples: ENIEI 152 = Level 5 (advanced) grammar
ENIEI 141 = Level 4 (high intermediate) writing
ENIEI 133 = Level 3 (intermediate) reading
ENIEI 116 = Study Skills 1

Academic Calendar

Ball State University Academic Calendar

Ball State University offers two fifteen-week semesters in the fall and spring and one ten-week semester in the summer. The terms are as follows:

<u>Semester</u>	<u>Begins</u>	<u>Ends</u>
Fall	Late August	Mid-December
Spring	Early January	Early May
Summer	Mid-May	Late July

IEI Academic Calendar

The schedule for the IEI is a little different. The most important difference is that there are two 7-week sessions in each of Ball State's semesters. Each of Ball State's semesters is 15 weeks long. The first 7 weeks of the session are for one session. The 8th week is to help the IEI prepare for the next session. During that week, students meet with their advisors and prepare for the next session.

<u>Semester</u>	<u>Session</u>	<u>Begins</u>	<u>Ends</u>
Fall	1	Late August	Mid-October
Fall	2	Mid-October	Mid-December
Spring	3	Early January	Early March
Spring	4	Mid-March	Early May
Summer	To be determined (TBD)		

US Holidays Observed at BSU

During the school year, there are several United States holidays. On these holidays, there are no classes at Ball State University and no classes in the IEI. There are also two university breaks. There is one break during Fall semester. There is also one break during Spring semester.

Fall: Labor Day (usually the first Monday in September)
Fall Break (usually the third Friday in October)
Thanksgiving (third Thursday in November)

Spring: Martin Luther King Day (Monday in mid-January)

Spring Break (one week break near the beginning of March)

Summer: Memorial Day (final Monday in May)
Fourth of July

For more detailed information and exact dates for each semester, see the [official calendar of Ball State University](http://www.bsu.edu/calendar). You can find this calendar on the Ball State website: <http://www.bsu.edu/calendar>.

Daylight savings time:

In the United States, there is a change of time every year. It is called daylight savings time.

This means that in the spring, you need to set your clock one hour forward. For example, change your clock from 10:00 to 11:00 on Daylight savings day in the Spring. Every year, this day is the second Sunday in the month of March.

In the Fall, you need to set your clock backward. For example, change your clock from 11:00 to 10:00 on Daylight savings day in the Fall. Every year, this day is the first Sunday in the month of November.

You should pay attention to the news and your instructors. These people will remind you when it is time to change your clock.

Full-time & Part-time Study

Full-time students- A full-time IEI student is a student who is required to take 6 courses in the IEI.

Partial students- A partial IEI student is a student who is taking both IEI and academic courses. If you are an undergraduate, you must take a minimum of 12 credit hours and a minimum of 9 credit hours if you are a graduate student.

IMPORTANT: Full-time or part-time study in the IEI is determined by a number of factors including but not limited to your admission status, your sponsor requirements, and what semester of the year it is. Students may not change their status with the IEI without permission from an international student advisor and the Director of the IEI.

Assessment

Placement Testing

The IEI uses the placement test to decide which level students will study in. The IEI currently uses the ACT COMPASS ESL test. The placement test has four different parts: listening, reading, writing, and grammar. Students take all four parts in one day. A

computer grades the listening, reading, and grammar parts of the test. IEI instructors, the associate director, or the director grade the writing part of the test.

Students take this placement for two different reasons:

1. Initial placement (mandatory for all new students)
2. "Re-Placement" to attempt to skip levels (optional for returning students)

Students take the same test for the two different reasons, but there are different rules for each reason. These rules are described in the next two sections.

Initial Placement

During the week before classes start every session, all new students must take the IEI placement test. The test is mandatory for all new students who have not submitted an appropriate TOEFL score to the Rinker Center for International Programs.

The IEI uses the test scores from the four different parts to place the students in one level. The student enters the level of their third highest score.

Examples:

Student #1 earns the following scores:

Listening: Level 4

Reading: Level 3

Writing: Level 4

Grammar: Level 4

Student #1 enters Level 4.

Student #2:

Listening: Level 1

Reading: Level 5

Writing: Level 2

Grammar: Level 3

Student #2 enters Level 2.

Student #3:

Listening: Level 6

Reading: Level 2

Writing: Level 1

Grammar: Level 2

Student #3 enters Level 2

Student #4:

Listening: Level 5

Reading: Level 3

Writing: Level 3
Grammar: Level 5

Student #4 enters Level 3.

“Re-Placement”

Students, who are already studying in the IEI, can also take the placement test. They can use the test to try to move to a higher level. The test results can only help the student. The test results cannot move a student down. To move up students must show that they are advanced in all of the skill areas.

Students who are already studying in the IEI can take the placement test at 3 different times during the year: during the last two weeks of fall semester, during the last two weeks of spring semester, and during the last two weeks of summer semester. You must make an appointment with Testing Programs when you do not have class. Testing Programs is in Lucina Hall, room 366. Their phone number is 765-285-1290. The IEI instructors will inform IEI students when the testing window is open and appointments can then be made with the Testing Center.

After the student takes the Re-Placement test, IEI instructors, the associate director, or the director grade each of the four sections. The student’s level for the next session will be one of three levels:

1. The original level that the student placed into through the Initial Placement test
2. The level that is one above the last level that the student earned a passing grade in (so if a student took and passed level 4 in session 2, then in session 3 he will be in level 5)
3. The level of the student’s lowest skill on the re-placement test

The student will be placed in the level that is the highest of these three. Therefore, the re-placement test can never hurt the student, because he or she can always enter the next level in the sequence if he or she passes the previous level.

Let’s take a look at some examples to understand how the re-placement test scoring works.

Examples:

Student #5 was taking level 3 classes in session 2. She took the re-placement test, because she knew that her speaking and listening were very good, and she thought she could move up to level 5. She took the re-placement test, and these were her results:

Listening: Level 6
Reading: Level 5
Writing: Level 3
Grammar: Level 5

Re-Placement Result: Level 3

Student #5 did well on Listening, Reading, and Grammar. However, her lowest score was in Writing. Therefore, her re-placement scores show that she should be in level 3. However, Student #5 did well in her level 3 classes during session 2. She passed these classes. Therefore, she will enter level 4, because the highest level that the student has earned is used (the highest of the 3 different levels discussed above).

Student #6 was taking level 1 classes during session 2. Session 2 was his first session in the IEI. He was often absent from class. He did not do his homework. He was worried that he would fail level 1. He decided to take the re-placement test, because he knew he could still move up to level 2, if he did well on the test. Here are his results:

Listening: Level 3

Reading: Level 2

Writing: Level F

Grammar: Level 2

Re-Placement Result: Level F

Student #6's results show he should be in Level F. He had not passed any level, and he did not pass level 1. However, he was originally placed in level 1. Therefore, Student #6 stayed in Level 1, because it was the highest of the three levels that he earned.

Student #7 was taking level 2 classes during session 2. She knew that she was only in level 2, because of her grammar score on the initial placement test. During sessions 1 and 2 she worked very hard, because she wanted to skip a level. She wanted to take level 4 classes during session 3. Here are her results:

Listening: Level 6

Reading: Level 5

Writing: Level 4

Grammar: Level 4

Re-Placement Result: Level 4

Student #7 passed all of her level 2 classes, but she also did well on the re-placement test. The test shows she should be in level 4. During session 3, Student #7 was placed into level 4 because of her re-placement results.

Student #8 was taking level 4 classes. He tried and studied very hard, but he forgot to hand in some of his homework and he was sick a lot. He was worried that he was going to fail level 4. He decided to take the re-placement test, because he hoped that he could still move into level 5. Here are his results:

Listening: Level 5

Reading: Level 5

Writing: Level 5

Grammar: Level 6

Re-Placement Result: Level 5

Student #8 failed level 4, but his re-placement results showed he should be in level 5. Therefore, even though Student #8 failed level 4, he still moved up to level 5.

IMPORTANT NOTE: The placement test cannot replace grades. A student can move up a level with the placement test even if he or she fails the level. However, the official grade that the student will earn will still be “No Credit.” In the above examples Student #8 failed his classes, but he still moved up to level 5. However, Student #8 still received “No Credit” on his official university transcript. In addition, Student #7 skipped level 3. She did not receive credit for level 3. You must pass the class to earn the credit.

Change of Level Requests

You may request to move out of your proficiency level at the beginning of any session. You may only request a change of level for two reasons:

1. Instructors have determined that the course material is too difficult or too easy for you.
2. You feel that the course material is too difficult or too easy for you.

Follow these steps if you wish to move out of your current proficiency level:

Step 1: Talk to the instructors of all of the classes you are taking. Ask all of them if they think that you should change levels. If at least one of your instructors believes that you should change levels, then it will become that instructor’s responsibility to gather information from the other instructors at your level to request a change of level.

Step 2: Your advisor or your instructor should have a change-of-level form. Fill out the form with all of your information: name, current level, requested level, etc. Ask one of your instructors and your advisor to sign the form.

Step 3: Ask your instructors to provide the Associate Director with examples of your class work. This class work must demonstrate that you are misplaced in the level. It must show that you have mastered all of the learning objectives for the current level that you are placed in. This information is due to the IEI office **before the end of the first week of classes or before the first 4 hours of class time has passed. It is your responsibility to make sure that the Associate Director receives this information.**

Step 5: Your instructors will provide information to the Associate Director with your change of level form.

After you have turned in the form and after your instructors have given the Associate Director your evidence, the Associate Director will make a decision about your request. The Associate Director will make this decision before the second week of classes begins. If you do not finish your form and gather your evidence before this time, then the Associate Director will not consider your request. The decision that the Associate Director makes is final.

The Associate Director will consider only these things when making the decision:

- Does the evidence show that the student is in the wrong level?
- Is there enough space for the student in the new level? (In other words, is there room in the courses at that level for the student?)
- (For students who want to move up to the next level) Does the student have a history of success in the IEI?

Grades

There are two types of grades that you will earn while you study in the IEI. The first type of grades is the grades from individual courses. These are letter grades or percentages that the student earns in each course. Students must earn a 73% or higher (“C” or better) in a course. If a student earns a 73% or higher will, then he or she will pass the course. If a student does not earn at least a 73%, then he or she will fail the course.

At the end of each session, you can pick up a grade report of your grades. You will receive the grade report approximately one week after the end of the session. Notices will be posted on IEI bulletin boards announcing when and where grade reports can be picked up. The grade report will tell you the percentages that you earned in each of your IEI courses for the session that you just completed.

There is a second type of grades used in the IEI. The second type is the Ball State University official grades. “Official” means that these grades are the grades that someone will see if they look at your university transcript. You can also request a copy of your transcript from the Registrar. For each level, you will receive one grade: “Credit” or “No Credit.” If you pass the level, then you will receive “Credit.” If you do not pass the level, then you will receive “No Credit.” Level 6 is an exception. In that level, you will receive a grade for each of your courses. If you want to learn more about how to pass a level, read the “Requirements for Passing a Level” section below.

Requirements for Passing a Course:

Different teachers use different assessment and grading methods. They use different ways of grading you, because they teach different skills and have different teaching styles. You should read your syllabus, course outline, and any project or assignment guidelines carefully. These documents will tell you how the instructor will grade you. If you have questions about how grades in the course will work, then you should ask your instructor.

Requirements for passing Levels F-5:

There are two requirements for passing a level and moving up to the next level. You must meet BOTH of these requirements:

1. You must pass at least 4 of your 6 courses. That means you must earn a 73% or higher in 4 or more of your courses.

AND

- The average of your grades in your 6 courses must be 73% or higher. That means you must add up all six grades. Then, divide them by 6 (for 6 courses). The number must be 73% or higher.

If you meet both of these requirements, you will move up to the next level.

If you do not meet one or both of these requirements, you will repeat the level during the next session.

Examples:

Student #1 received the following grades:

ENIEI 131 (Level 3 Writing)	81
ENIEI 132 (Level 3 Grammar)	82
ENIEI 133 (Level 3 Reading)	95
ENIEI 134 (Level 3 Speaking)	75
ENIEI 135 (Level 3 Listening)	90
ENIEI 136 (Study Skills 2)	78
Average	84 (83.5 rounds up to 84)

Student #1 received a grade of 73% or higher in all of her courses, so she passed all of her courses. Her average grade was an 83.5. Therefore, she met both requirements. In the next session, she will move up to level 4 and take level 4 courses.

Student #2 received the following grades:

ENIEI 131 (Level 3 Writing)	64
ENIEI 132 (Level 3 Grammar)	73
ENIEI 133 (Level 3 Reading)	51
ENIEI 134 (Level 3 Speaking)	23
ENIEI 135 (Level 3 Listening)	75
ENIEI 136 (Study Skills 2)	80
Average	61

Student #2 received 3 grades that were below 73% (131, 133, and 134). His average grade was a 61%. Therefore, he did not meet either of the two requirements. In the next session, he will repeat level 3. He will take level 3 courses again.

Student #3 received the following grades:

ENIEI 131 (Level 3 Writing)	15
ENIEI 132 (Level 3 Grammar)	48
ENIEI 133 (Level 3 Reading)	81
ENIEI 134 (Level 3 Speaking)	73
ENIEI 135 (Level 3 Listening)	84

ENIEI 136 (Study Skills 2)	79
Average	63 (63.2 rounds down to 63)

Student #3 received 4 grades that were 73% or higher (133, 134, 135, and 136). However, her average grade was 63%. Therefore, she did not meet the second requirement. In the next session, she will repeat level 3. She will take level 3 courses again.

Student #4 received the following grades:

ENIEI 131 (Level 3 Writing)	70
ENIEI 132 (Level 3 Grammar)	98
ENIEI 133 (Level 3 Reading)	93
ENIEI 134 (Level 3 Speaking)	67
ENIEI 135 (Level 3 Listening)	95
ENIEI 136 (Study Skills 2)	69
Average	82

Student #4 received 3 grades that were lower than 73% (131, 134, and 136). Therefore, he did not meet the first requirement. His average was 82%. He did meet the second requirement. However, he must meet both requirements. In the next session, he will repeat level 3. He will take level 3 courses again.

Requirements for passing Level 6:

Because classes in Level 6 are the final capstones for each of the skills, students in Level 6 are required to complete each course with a final grade of 73% or higher. If a student, receives a grade lower than 73%, then he or she must repeat that course in the next session. However, he or she must only repeat the course that he or she failed. If the repetition occurs in the middle of a semester, the student will still be required to maintain full-time enrollment in the IEI and pass the courses during the second session.

Example:

Student #5 received the following grades:

ENIEI 161 (Level 6 Writing)	60
ENIEI 162 (Level 6 Grammar)	54
ENIEI 163 (Level 6 Reading)	84
ENIEI 164 (Level 6 Speaking)	73
ENIEI 165 (Level 6 Listening)	71
ENIEI 166 (University Culture)	92
Average	73 (72.7 rounds up to 73)

Student 5 received a passing grade (73% or higher in 3 courses: 163, 164, and 166). Therefore, she does not have to take any more classes in reading or speaking courses in the IEI. However, she received a failing grade (below 73%) in 3 courses: 161, 162, and 165. She must repeat these courses in the next session. She must earn a 73% or higher in each

of these courses in the next session or she will repeat them until she earns this grade. It may be possible for Student #5 to become a partial student, but only with permission.

If you are a student who must repeat only a few classes in level 6, then you may want to become a partial IEI student. You should discuss this with your IEI advisor, your academic advisor, and your international student advisor.

Registration

The IEI's Administrative Assistant registers all full-time IEI students.

Dropping a Course:

No full-time IEI student is allowed to drop a course.

If you are a partial IEI student, you may drop a non-IEI course if the following requirements are met:

- You have met with your academic advisor. Your academic advisor agrees that it is a good idea.
- You have met with your international student advisor to ensure that you will still be registered for enough credits to maintain full-time student status (for visa purposes)

Partial IEI students may not drop any IEI courses, because you are required to complete them before you begin your other coursework at the university. If partial IEI students do drop an IEI course, they will be unable to register in the next semester until they complete the IEI course requirements.

Textbooks and Technology

Textbooks

You are required to buy a textbook for most of your courses in the IEI. You should not buy the textbook immediately, because the instructor needs some time to make sure you are in the correct level. The instructor will tell you when to buy the textbook.

You can buy the textbook at the campus bookstore. This bookstore is near the Atrium in the Arts and Journalism building. There are also other bookstores especially those in the Village. These bookstores may also have your textbooks. Finally, you are also allowed to buy the textbooks online. If you buy your textbook online from a website such as Amazon.com you may save a lot of money. However, it can take a long time for your book to arrive. The instructor will not wait for your book to arrive. If you choose to purchase the book online, then you must find a way to make sure you can still do your work while you wait for the book to arrive.

You can buy many of your textbooks used. That means that you can buy a copy of the book that someone else has already owned and sold back to the bookstore or sold on Amazon.com. However, you cannot buy your textbook used if it is a workbook. If your book has the answers written in it already, then you cannot buy it. You will have to find a different book. Be careful of this when buying used textbooks.

Email

Ball State University gives every student a Ball State email address. Your Ball State email address looks like this: studentname@bsu.edu. You should remember your email address and your password. It is your responsibility to remember this information. It is also your responsibility to check your Ball State email address at least once a day. The IEI and the university will send you important messages to your Ball State email address. The IEI will not send emails to any other email address. You should use only your Ball State email address to send emails to your instructors or anyone else in the IEI.

Blackboard

Blackboard is an online tool for teachers and students to help with course management. Some of your teachers will set up a blackboard site for your class. This is a place for online discussion, file sharing and submission of course work. Many courses at Ball State utilize this program, so it is important to spend some time getting familiar with the way it works.

Wireless

Ball State University is committed to maintaining a wireless campus, so if you have a laptop of your own it will be able to wirelessly access the internet from any point on campus. You will use your Ball State ID to log on to the system!

Attendance Policy

University instructors expect to begin class right when the class is scheduled to begin. If the class starts at 9:00 a.m., then many professors will begin class at 9:00 a.m. This may be a different expectation from your culture. This means that instructors expect students to be in their desks, with appropriate writing materials and textbooks for the class out on the desk. Ideally, students will arrive a moment or two early for class to prepare adequately for the

It is important to attend all of your classes all the time. Each class builds upon skills learned previously, and missing a few classes in a row can be harmful to your learning and your grade. In addition, many of our classes depend on student interaction and creating a community. When students are absent, this changes the way the class works together and is harmful for all students.

It is also important that you arrive to class **on time** every day. This means that you should be in the room *before* the class is scheduled to start. Instructors often give out important information at the beginning of the class. You need to be there to hear it.

Remember, attending class is not optional. It is a mandatory part of your learning experience. It is your responsibility to ensure that you are in class, on time every day.

With that in mind, the IEI has a strict attendance policy.

Definition of Absence:

A student is absent for the class if any of the following is true:

- The student does not come to class. He or she is not present during the entire class period.
- The student arrives to the class 15 or more minutes late.
- The student leaves the class 5 or more minutes early.

There are two types of absences:

1. Unexcused absences
2. Excused absences

Most of the time, when a student is absent, he or she receives an unexcused absence. An unexcused absence is an absence without a valid reason for being absent. Unexcused absences include absences for being sick (and not visiting a doctor's office), for sleeping too late, for making an appointment during class time, for taking a day off to work on other work, and for any other reason not included in the excused absence section below.

Sometimes, a student can receive an excused absence. Excused absences are for absences that are necessary for some valid reason. There are five types of valid reasons:

1. Medical emergencies - A "medical emergency" refers to a situation where the student is sick or injured and goes to see a doctor either at the Ball State Student Health Center or another medical facility. A scheduled doctor's appointment is not a medical emergency. Students need to schedule routine medical appointments during their free time. If you were absent for a medical emergency, then you should bring a doctor's note to the instructors whose classes you missed.
2. Academic field trips and events - From time to time, instructors may schedule field trips for students. Because these opportunities are targeted toward learning, students are welcome to attend these trips or events even if they will occur during class time. However, students should be aware that there is a proper procedure for making sure that their absence will be excused. If you will participate in an academic field trip or event, please follow these steps:

Step 1: Ask the instructor who is planning the event to write a note or an email to any other instructors, whose classes you will miss. Ask your instructor do this at

least one week before the field trip or event. You should do it as soon as you know you will miss classes.

Step 2: Give the note to the instructors, whose classes you will miss. Give them the note and tell them you will be absent at least one week before you will miss the class. You should do it as soon as you know you will miss classes.

Step 3: When you give your instructors the note, ask them for the homework you will miss. They may or may not be able to give you your homework assignments. You might need to ask your instructor later for your work. Politely remind your instructor that you will miss class, so that he or she gives you your assignments before you miss the class.

Step 4: Do your homework assignments before you miss the class. Hand in your assignments before you miss the class

Step 5: Go on your field trip or attend your event.

Step 6: After your field trip or event, return to your courses. Be prepared to rejoin the course. Study for any tests or quizzes that the instructor will give on the day you come back.

3. Participation in Ball State University athletic competitions - If you are the member of a Ball State University athletic team, then you might need to miss classes sometimes. Your coach will give you a note to tell your instructors that you will miss your courses. You should follow the same steps that you should follow if you are going on a field trip or attending an academic event. Read the 6 steps above.
4. Medical Emergencies for immediate family members - If an immediate family member (parent, spouse, child, sibling) has a medical emergency, then you may also receive an excused absence to accompany that person to a medical facility.
5. Observance of approved religious holidays - It is university policy that instructors should allow students to observe religious holidays. Therefore, students can miss class if they would like to celebrate a religious holiday. In writing, you should explain the day or dates for the religious holiday that you would like to observe. You should take that explanation to and speak with your IEI advisor at least one week in advance of the religious holiday that you would like to observe. The IEI advisor will speak with the IEI Associate Director regarding your request. Once your request has been approved, it will be your responsibility to make arrangements with your instructors to make up the work that you will miss so that your absence does not harm your grade in your courses.

Definition of Tardy:

“Tardy” means late. Specifically, if a student is between 5 to 15 minutes late to class, then he or she is tardy.

Student responsibilities related to absences and tardies

It is the student's responsibility to find out what they missed when they miss part of a class or a whole class. The student can find out this information in a few different ways:

- The student can ask a responsible classmate to tell them what the assignments were
- The student can email the instructor to ask
- The student can make an appointment or go to the instructor's office hours to ask there

It is the student's responsibility to find out this information before their next class. It is also their responsibility to get copies of all worksheets or other materials before the next class. The student should do all of their homework before the next class when they return. The student should also be careful not to accumulate too many absences as this can affect their grades through penalties as well as through missed class time and work.

Attendance can affect students' grades. Excused absences do not affect a student's grade. Unexcused absences and tardies can affect a student's grade.

Students may have 2 unexcused absences with no penalty to their grades. After 2 absences, the students' grade will be penalized. For every absence after 2, 5% will be deducted from the student's final grade. Therefore, at the end of the semester, if a student has 3 absences, then he or she will lose 5% from his/her final grade. If the student has 5 absences, then he or she will lose 15% from his/her grade.

In addition, tardies can also negatively affect a student's grade. Two tardies count as one unexcused absence. Therefore, if a student has 4 tardies in one semester, then he or she has 2 unexcused absences.

Examples:

Student #1 took ENIEI 145. He had these grades and this attendance record:

Grade before attendance	80
Unexcused absences	3
Tardies	0
Penalty	-5%
Final Grade	75%

Student #1 earned a 75%. He lost 5% because of his 1 absence that was over the 2 absence limit. He still passed this course, but earned a lower grade because of his attendance.

Student #2 took ENIEI 145. She had these grades and this attendance record:

Grade before attendance	97
Unexcused absences	6
Tardies	4
Penalty	-30%
Final Grade	67%

Student #2 earned a 67%. He lost 20% because of her 4 absences that were over the 2 absence limit. In addition, she also lost 10% because of her 4 tardies (4 tardies = 2 absences).

Student #3 took ENIEI 145. He had these grades and this attendance record:

Grade before attendance	74
Unexcused absences	2
Tardies	1
Penalty	-0%
Final Grade	74%

Student #3 earned a 74%. He lost no points, because he did not have more absences than he is allowed. Also, he had one tardy, but he did not have two. If he had had one more tardy, then he would have received a 5% penalty for tardies. He passed the class, but with one more tardy he would have failed.

Academic Honesty:

The following is from the Ball State University Code of Students Rights and Community Standards. This is the section called the Student Academic Ethics Policy (Section VII). You can find these policies here on the Ball State website:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIIEthicsPolicy.aspx>

Below you will find the exact words of the Ball State University policy. Under each section you will find a summary of what this means. This summary will help you understand the difficult language in the policies.

7.1 Introduction.

Honesty, trust, and personal responsibility are fundamental attributes of the University community. Academic dishonesty by a student will not be tolerated, for it threatens the foundation of an institution dedicated to the pursuit of knowledge. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative

performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity.

Summary of 7.1: In the United States, being honest about your schoolwork is very important. Professors and university officials are very serious about this. They feel that if a student is not honest about his or her work or if he or she cheats, then this can hurt the whole university.

7.2 Academic Dishonesty.

Academic dishonesty involves violations of procedures which protect the integrity of the coursework completed by a student.

Academic dishonesty includes, but is not limited to the following:

7.2.1 Violations of procedures which protect the integrity of a quiz, examination, or similar evaluation, such as:

- a.** Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
- b.** Copying from another person's paper;
- c.** Communication with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
- d.** Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
- e.** Taking a quiz or examination or similar evaluation in the place of another person;
- f.** Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;
- g.** Changing material on a graded examination and then requesting a re-grading of the examination;
- h.** The use of any form of technology capable of originating, storing, receiving or sending alphanumeric data and photographic or other images to accomplish or abet any of the violations listed in parts a through g.

Summary of 7.2.1: This policy says that you are cheating if you do any of these things:

- a.** Get the answers to a test, quiz, or exam from your textbook, notes, or some other place. Your instructor can give you permission to use these, but if your instructor does not give you permission that you may not use them.
- b.** Copy answers from another student's test, quiz, or exam.
- c.** Talking during an exam, quiz, or test when you are not allowed to talk. This includes sending emails, text messages, talking on the phone, or other forms of communication. You cannot communicate with another student or anyone else except your instructor.
- d.** Having or buying copies of the test, quiz, or exam or having something else that will help you on the test, quiz, or exam that you are not allowed to have.
- e.** Taking someone else's test, quiz, or exam for them. In other words, you cannot take a test, quiz, or exam for someone else and write his or her name on it.
- f.** Asking someone to take a test, quiz, or exam for you and ask them to write your name on it.

- g.** Changing answers on a test, quiz, or exam that was already graded and then asking the instructor to re-grade it. You cannot change something that was already graded, and then ask the instructor to re-grade it.
- h.** You cannot use any electronic devices to do any of the things already discussed. Even if you cheat through email or text message, it is still cheating!

7.2.2 Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as:

- a.** Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person;
- b.** Presenting as one's own work, ideas, representations or words of another person without customary and proper acknowledgment of sources;
- c.** Submitting as newly executed work, without faculty member's prior knowledge and consent, one's own work which has been previously presented for another class at Ball State University or elsewhere;
- d.** Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.

Summary of 7.2.2: Plagiarism is a very serious offense in the United States. Plagiarism can mean any of these things:

- a.** Turning in an assignment that someone else wrote. This includes if they wrote only part of the assignment.
- b.** Turning in an assignment that takes ideas or words from another person and does not properly cite the words or ideas to show that they do not belong to you. If you take the words or ideas from another person you must cite them properly. You will learn about this in your writing classes.
- c.** Turning in work to an instructor that you have already turned in to another instructor at Ball State or at any other place.
- d.** Allowing another person to turn in your work as his or her own.

7.2.3 Falsely claiming to have completed work during an internship or class group assignment.

Summary of 7.2.3:

Claiming that you did work during an internship or special project when you did not.

7.2.4 Cooperating with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker.

Summary of 7.2.4:

You cannot help other people cheat. You can be punished for helping another student cheat.

7.2.5 Knowingly destroying or altering another student's work whether in written form, computer files, art work, or other format.

Summary of 7.2.5:

You cannot damage another student's work in any way.

7.2.6 Aiding, abetting, or attempting to commit an act or action which would constitute academic dishonesty.

Summary of 7.2.6:

You can be punished if you help someone cheat. You can be punished if you try to cheat but you are unsuccessful.

Consequences of Plagiarism and cheating: Consequences, on BSU and IEI specific bullet points.

Some of the severe consequences of plagiarism are failure of the class, being expelled from school, cancellation of a visa, having a grade changed in a class where the plagiarism was not caught until after the grade had been assigned, or having a degree revoked when plagiarism was detected after the degree was awarded.

Course Evaluations

In the United States, students have the opportunity to evaluate their courses and instructors. Students get to report what they think is good for their learning and what is bad for their learning. These course evaluations have a couple of purposes:

1. To help your instructors improve their teaching and understand what students want
2. To help the university decide which instructors are successful teachers and which ones are unsuccessful

Evaluations may be online or given during class. The questions will be similar if it is online or in class. The questions will ask you about things like your instructors' ability to teach, their professionalism, and the quality of the courses.

You might be afraid to evaluate your instructor, because you might feel that the instructor will become angry. However, there are several ways that the university protects you from this:

1. Students do not write their names on their evaluations.
2. The instructor may not be in the room while you work on your evaluation
3. If you hand-write (if you do not type) your evaluation, then your instructor will not see the hand-written evaluation. Instead, someone else will type your evaluation and your instructor will only see the typed evaluations.
4. The instructor cannot see his or her evaluations until after he or she has handed in the students' grades.

Therefore, you should tell the truth. If your instructor has been a good teacher, then you should make that clear in your evaluation. If you do not think that he or she was a good teacher, then you should make your opinion clear in your evaluation.

STUDENT RESOURCES

The IEI makes sure that there are lots of resources available for all students. One important resource is the IEI lab.

IEI LABORATORY (RB 354)

The language lab is usually open Monday through Friday and attended by a lab assistant. Hours are subject to change every semester, depending on the availability of a/the lab assistant(s).

Often your IEI teacher may assign homework that must be completed in the lab. It is your responsibility to make sure that you can get the assignment done during regular lab hours by checking the lab hours on the door of the lab. IEI students can use other labs on campus that are open to all BSU students; however, the software on those computers may not be what you need for the IEI assignment. Also, the lab monitor in other labs is not a trained ESL professional.

Outside of class, however, IEI students can use other labs that are open to all students.

Other Available Resources:

There are a number of resources available to IEI students for their IEI class work.

- Computers (word processing and internet access)
- Printers
- Video materials
- Audio materials
- TVs with video equipment
- Voice recorders
- Tape recorders
- Magazines: *U.S. News* and *Readers' Digest*
- IEI student library (a variety of fiction and nonfiction books that can be checked out by IEI students only)

Some resources can be checked out; other can only be used in the lab room. In order to find out, speak with the lab monitor or your IEI instructors.

Complaint Procedures

STUDENT COMPLAINTS

From time to time, students may have a complaint or an issue that they do not understand regarding their class, their assignments, or an instructor's expectations. In such a situation, students should follow the IEI policy as it is stated below.

1. Speak directly to your instructor about your complaint.

Talk to your instructor during the instructor's office hours and discuss your complaint. Students can also respectfully ask for clarification of policies and explanations of homework after class. In the United States, instructors expect students to be engaged in their own learning process. They expect you to keep up in class, to work diligently on homework and class work, and to communicate with them. They expect you to talk to them about those needs and problems that are related to your class work.

Therefore, the first person you must talk to about your complaint is your instructor. There are several strategies for discussing a complaint with an instructor. The one you should choose depends upon the seriousness of the complaint:

- Respectfully ask for clarification or explanation of policies and assignments after class.
- Talk to your instructor during office hours and discuss the complaint.
- Send an email to the instructor with a question or request for an appointment to discuss the problem

If you need help deciding which approach to choose, you should talk to your IEI advisor.

2. Seek advice from your IEI Advisor.

One of the IEI Advisor's responsibilities is to advise students in culturally appropriate ways to deal with problems that students encounter in their academic life. It is not the Advisor's job to advocate to your instructor for you, so you should not ask or expect your Advisor to do so.

If you have tried to speak to your instructor repeatedly, but your discussions have been unsatisfactory, then you could ask for advice from your IEI Advisor. Your IEI Advisor can give you advice about ways to communicate with your instructor.

Most complaints should be resolved by this point in the process.

If, however, you still feel that the response from the instructor is unsatisfactory, you can make an appointment to see the IEI Associate Director to seek additional advice regarding the issue. Please make an appointment in the main IEI office to meet with the Associate Director.

When you meet with the Associate Director, the following procedure will be followed:

1. You will complete a written complaint which includes a timeline of your attempts and meetings with your instructor and your advisor to resolve the issue.
2. The IEI Associate Director will review the timeline and interview you.
3. The IEI Associate Director will meet with your instructor and share your written complaint with your instructor.
4. Your instructor will have the opportunity to respond in writing to your complaint providing a timeline etc. You will be given a written copy of that response.
5. One week after being informed of your complaint, your instructor will submit to the IEI Associate Director a response that includes a timeline as well as adaptations that have been adopted in the classroom (if necessary).

ALL complaints about instruction in the IEI will be dealt with in the manner described above.

For all other IEI-related complaints, please talk to your IEI advisor.

Grade Appeal Policy

IEI students can appeal the grade that they receive in any class by following Ball State grade appeal procedure. If you feel that you would like to appeal the grade you received in one of your IEI classes, please contact the IEI Associate Director to get a copy of the grade appeal process for IEI classes.

Student Rights and Responsibilities

As a student here, you need to know that you DO HAVE RIGHTS. You have the right to an education that is free from abuse, harassment and unfair treatment. This extends to the administration of the university, the teachers, and the other students. As a student, you have the right to expect a safe environment, and you also have a responsibility to ensure that others exist in a safe environment as well. It is your job to make sure that you are always upholding the expectations and standards of the school.

As a student, you also have the right to a fair hearing if you feel that your rights are not being upheld. This includes, but is not limited to, the right to seek recourse if you feel you are not being treated fairly.

One of the things you are protected from as a student here is discrimination. If you feel you are being discriminated against, the University has made sure that there are ways you can express your concerns. This goes two ways, however, and as a student you have a responsibility to make sure that you are not discriminating against other students.

Discrimination based on gender, sexuality, religion, race, skin color, language, nationality, culture or age is **not tolerated** under any circumstances.

The Ball State University Student Code describes all of your rights and responsibilities. You can read it here:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode.aspx>

However, some of the language can be difficult to understand. If you have questions about your rights, speak with your advisor. They will be able to help, or direct you to people who can.

International Studies at BSU:

This section is designed to help familiarize you with some important terms and situations related to an international student here at Ball State. For more questions, please refer to the [Rinker Center for International Programs](#).

SEVIS

SEVIS refers to the Student Exchange and Visitor Information System. SEVIS was created by the Bureau of Citizenship and Immigration Services (BCIS)---formerly known as the Immigration and Naturalization Services (INS)---to collect, maintain, and track information about international students and exchange visitors. SEVIS is an Internet-based system that allows Ball State, BCIS, and the Department of State to view a student's information. SEVIS is an effort to reduce paper work, improve reporting procedures, and facilitate compliance with regulations.

*SEVIS will require all students to be issued a new SEVIS-generated I-20 form.

*It is critical that your information be correct in SEVIS. Please report any changes to your personal information (name, address, phone number, etc.) promptly.

*Pay close attention to announcements and notices that may affect your F-1 status, thus your SEVIS record.

Maintaining F-1 Status

- To maintain F-1 status, students must:
 - Maintain a valid passport and I-20.
 - Pursue a full course of study.
 - Make normal progress towards completing the course of study.
 - Follow established procedures for transferring schools, changing education level or program, and/or extending the period of study.
 - Report any change of legal name or residence within 10 days of such change to the school.
 - Limit on-campus work to 20 hours a week or less while school is in session.
 - Do not work off-campus without special authorization.
 - Do not remain in the United States beyond the period of authorized stay.

Travel Information

Planning is the key to avoiding unexpected delays. Plan what you will need for your trip several weeks in advance. This way, you will not be stressed out at the last minute.

Make sure you have the following items when you travel:

- Passport (passport must be valid for at least 6 months)
- U. S. Visa
- Signed I-20
- New financial documents
- It is recommended that you make several copies of all your important travel documents. This includes all of the 1-20s you've been issued (from every school you have attended) and the pages in your passport showing your picture, birth date, passport number, expiration dates, visa and 1-94 card. Keep one set of copies in your carry-on luggage, one set in your checked baggage and leave a set at home preferably with someone who can send them to you if needed.
- Have your Designated School Official sign your I-20. Do not wait until the last minute!
- If you need a transcript for traveling purposes, you will need to request one from the Office of the Registrar. It typically takes about two days to have your request processed.
- If you need to request a "Verification of Enrollment" from the Registrar's Office, go to the Registrar's Office and fill out a "Verification of Enrollment" form. A verification letter states you are currently enrolled as a student at Ball State University. It typically takes approximately two business days to process your request.

If you are traveling outside the United States, there are additional steps to take, so contact your International Student Advisor at the Rinker Center for International Programs.

If you are traveling in the United States, make sure to carry your original passport and I-20 with you at all times. You will need to present these documents should you be stopped by any government official (police, border patrols, immigration officers, etc).

Renewing/Applying for a Visa

If you need to get your F-1 visa renewed or if you needed to apply for an F-1 visa, you should contact your International Student Advisor at the Rinker Center for International Programs. NOTE: Please be aware of the long delays affecting the visa application process. Be sure to plan ahead to avoid serious delays!

Returning to the United States

When returning to the U.S., be prepared for long waits at the initial port of entry. Different routing procedures may be used for students. You will need to plan your travel, transportation, and connecting flights accordingly.

US Customs and Practices

Moving to a new country (or continent!) can be both an exciting and scary process. You are likely to experience something called “culture shock”, which is when the differences between your home and the US can become difficult to deal with.

Don't worry, you are not alone! Most people when living in a new place encounter culture shock to one degree or another, and there are lots of resources here to help you adapt.

The next few pages provide some advice for specific customs here in the US. If you ever feel lost or confused, check back here for some helpful hints, or ask a friend!

General Hints for Living in the US

Smoking

Smoking is not permitted inside any building on the Ball State campus. If you smoke, there are designated smoking areas you can use. Many buildings in Muncie are smoke free, although some bars allow smoking indoors. If you're not sure, you can look for signs, or just ask!

Alcohol

In the United States, a person must be 21 years old to drink alcohol legally. Underage drinking and supplying alcohol to an underage person are both crimes in the United States.

U.S. Social Customs

Language: It is recommended that students use English as much as possible while studying in IEL. Frequent usage of English will make the adjustment to living in the U.S. easier and will greatly increase the likelihood of academic success.

Food: American food might be quite different from the food in your home country. Take the time to try a variety of American foods to find out what you like. Part of the fun of being in a new country is discovering the food and culture of the country.

Time: In general, Americans value punctuality. When specific times are given for events, it is expected that everyone involved will be on time or maybe a little early.

Names: Use “Mr.,” “Mrs.,” or “Ms.” when you speak to people, especially when they are older than you or in formal situations. If someone tells you to call them by their first name, then you can do that.

Eye Contact: In the United States, eye contact is very important. Maintaining eye contact shows interest and honesty.

Polite Words: Use words and phrases such as “please”, “excuse me”, and “thank you” in your conversations.

Questions: In the United States, asking questions is seen as a good way to learn and show interest. Students are encouraged to ask questions in class.

Visiting Someone’s Room or Office: Many Americans keep their office or dorm room doors open when they are in the room. Before you enter the room, you should still knock or ask if it is okay for you to enter the room.

Negotiating Prices: In the United States, the price listed on a product is generally not negotiable. The exception to this is high priced items such as cars and houses.

(This list is taken from the Georgia Southwestern State University English Language Institute)

Glossary

academic advisor: Your academic advisor is the person from your academic program that has been assigned to help you with your academic program. This person will help you with registration and answers all questions about your academic program.

bursar: This is the office that deals with billing (tuition) and payment. It is located in room B31 in Lucina Hall.

bursar hold: A bursar hold is placed on your account when you do not pay all the money that you owe Ball State. A bursar hold may prevent you from registering for classes and/or from being released from the IEI.

skill courses: This refers to the five skills that every student must take at each level. They are speaking, listening, reading, writing and grammar. These are different from the open topic courses.

International student advisor: the person who takes care of all your immigration papers and answers questions about your visas. This is the person that you **MUST** see if you plan to travel outside the US. This person can be found at the Rinker Center for International Programs (RCIP).

health center hold: A health center hold is placed on your account when you have not provided the health center with all the required medical records or when you still need to take some more tests and/or vaccinations. A health center hold may prevent you from registering for classes and/or from being released from the IEI.

IEI advisor: Your IEI advisor is the IEI instructor to whom you have been assigned. This is the person who can answer all your questions about the IEI and about student life here at Ball State.

open topic: This refers to those courses such as pronunciation, US culture, and study skills that provide additional support for the core language courses.

registrar: This is the office where your official student records are kept. This is also the place where you can get a copy of your official Ball State transcript.

Some Abbreviations

CR: Credit

EFL: English as a Foreign language; technically this refers to English learned/taught in a non-English-speaking environment.

EIL: English as an International Language

ESL: English as a Second Language; technically this refers to English learned/taught in an English-speaking environment.

ESLG: English for Specific Language Groups (used in the IEI Library)

ESP: English for Specific Purposes; English for specific subject/career areas.

ETOC: English Texts from Other Countries (used in the IEI Library)

IEI: Intensive English Institute

IEP: Intensive English Program(s)

ITA: International Teaching Assistant(s)

NC: No Credit

R: Thursday (used at Ball State University)

RCIP: Rinker Center for International Programs

RB: Robert Bell Building

TEFL: Teaching EFL (see EFL)

TESL: Teaching ESL (see ESL)

TESOL: Teachers of English (or Teaching English) to Speakers of Other Languages; this is an umbrella term that includes both (T)ESL and (T)EFL.

TOEFL: Test of English as a Foreign Language; the standard English test for non-native speakers.