

# English Language Institute

at

*Georgia Southwestern State University*

## Student Handbook



Have questions about the ELI program?



Get the answers in the handbook.

English Language Institute  
Georgia Southwestern State University  
800 GSW Drive  
Americus, GA 31709  
USA

**Revised August 2013**

## **ENGLISH LANGUAGE INSTITUTE**

Students from around the world come to the GSW ELI to study English before becoming regular students at GSW, attending other educational institutions, or returning to their native countries. In addition, the ELI receives students who want to study English for specific purposes. Nurses, English teachers, businessmen, government officials, and professors study at ELI to improve their English, learn about American culture and business practices, and for professional enrichment.

### **Mission Statement**

The mission of the GSW English Language Institute is to provide ESL (English as a Second Language) learners with a challenging educational environment where they can improve their English abilities, learn about American culture, and prepare for future academic studies by working with a staff that cares about each student on a personal level. We strive to provide high quality instruction in a personal and relaxed manner.

### **About GSW**

Georgia Southwestern State University (GSW) is one of the 35 institutions in the University System of Georgia (USG). It offers degree programs in education, nursing, English, physical and natural sciences, social science, business, fine arts, music, mathematics, and computer science. The University has been highly rated by U.S. News and World Report and Money Magazines. GSW is the alma mater of former U.S. President Jimmy Carter and his wife, Rosalyn Carter.

Cultural Experiences - All ELI students receive student ID cards and have the same privileges as other undergraduate and graduate students at GSW. ELI students can participate in a number of social events and activities both on and off campus.

Programs and Services - We offer English language study year-round for learners of every level and interest. Whether students wish to come to develop their English communication skills or to expand their academic English skills, the ELI has something for them. Outside of class, they can experience Americus, Georgia, and the USA through social activities. While they are attending the ELI, they can stay on campus in the GSW residence halls.

### **Location**

The English Language Institute is located in Americus, Georgia, 135 miles southwest of Atlanta. The population of Americus is approximately 17,000. Americus is well known for being near the birthplace and home of President Jimmy Carter (Plains, GA) and for being the headquarters of Habitat for Humanity.

The English Language Institute is on the 250-acre campus of Georgia Southwestern State University (GSW). The enrollment of GSW is approximately 2750 undergraduate and 225 graduate students.

The weather in Americus is cool and comfortable in the winter and hot and humid in the summer.

## **ELI Application Procedures**

1. Complete the ELI application.
2. Send application along with:
  - a. \$50.00 (U.S.) non-refundable application fee (international money order or check made payable to English Language Institute). This fee covers the cost of mailing the I-20 to the student.)
  - b. Official copies of your high school and university transcripts in English showing graduation dates (Please contact our office if you have any questions regarding this requirement.)
  - c. Copy of most recent TOEFL score (if you have one)
  - d. Bank statement from financial sponsor. (This is required to receive an I-20 and to apply for a visa.)
  - e. Affidavit of Financial Support signed by sponsor
  - f. Foreign Student Financial Statement
  - g. Immunization and health documents

**All documents must be received at least 30 days prior to the start of the semester in which the student plans to attend. For specific dates, please contact the ELI.**

Send all documents and payments to:

English Language Institute  
Georgia Southwestern State University  
800 GSW Drive  
Americus, Georgia 31709 U.S.A.

## **Airport Pick-up**

A member of the ELI staff will be available to pick up new students at the **Columbus, Georgia** airport. The ELI does not usually pick students up in Atlanta.

Students must notify the ELI of flight schedules by phone, fax, or e-mail at least one week prior to arrival. For information about arrival and dorm opening dates, prospective students should consult with the ELI.

## **Program/Office Hours**

During the fall and spring, ELI students attend 20-25 hours of classroom and lab instruction per week (Monday through Friday). Most classes are scheduled during the 8:30 a.m.-3:30 p.m. time period. The summer semester schedule is more intensive with classes scheduled from 8:00 a.m.-5:00 p.m.

The ELI offices are open Monday-Friday from 8:00 a.m.-5:00 p.m.

## **Attendance Regulations**

Students are expected to attend all classes. Excused absences may be given for the following reasons only: documented illnesses requiring hospitalization and/or bed rest and ELI-sponsored trips and activities. ELI teachers will record all absences, regardless of reason.

Excessive absences will negatively affect grades. F-1 students who have excessive numbers of absences will be reported to the GSW DSO (immigration official).

If a student does not attend class on a particular day, he/she will be counted absent. Students are not required to show teachers written documentation explaining the reason for the absence, but written excuses can be beneficial.

**Teachers will not provide make-up work/tests for students who missed class due to unexcused absences.** Make-up work/tests for excused absences will be given at the teacher's discretion. It is a student's responsibility to meet with his/her teachers to discuss absences and material missed as soon as possible after the absence. Students can also e-mail or call teachers to discuss the absence and missed class work.

The U.S. Department of Immigration has recently become stricter about the issuance of visas and monitoring of the status of international visitors in the United States. Because of this, the ELI staff wants to help students follow the guidelines to stay in good status with Immigration. Therefore, we emphasize that students be aware of and follow our attendance policies.

In the ELI semester system, the school year consists of fall and spring semesters, each containing approximately 16 weeks, and summer semester containing approximately 8 weeks. Summer classes are longer (approximately 7-8 hours per day), due to the shorter semester.

Class attendance is mandatory. If a student misses more than 4 classes in a two-credit course or 3 classes in a one-credit course, he/she will fail that course.

If a student has an excessive number of absences, the student will be placed on academic probation. The student and the GSW immigration official will be informed immediately of this situation.

If a student is on academic probation and has excessive absences in the next semester, the student will be suspended. Suspension means the student will not be able to enroll in ELI for one semester. Because the student cannot enroll in ELI, the student will not be able to live on campus at GSW. The student will also be out of status with U.S. Immigration. This means the student may be required by Immigration to return to his/her home country.

ELI students should be aware of the fact that their performance in ELI classes will be recorded on their permanent GSW transcripts. Many ELI students go to U.S. colleges after completing ELI. When ELI students apply to colleges, the colleges often ask for the students' ELI/GSW transcripts. Also, some schools, employers, or government agencies request students' ELI transcripts. Therefore, it is important that ELI students do their best while studying at ELI in order to maintain good records.

When a student misses 2 consecutive days of a class, he/she is contacted by the teacher. The teacher will try to find out why the student has been absent and what can be done to get the student back in class. If a student misses 3 consecutive days of a class, the teacher alerts the ELI director of the situation.

If a student misses all of his/her classes for 3 consecutive days, the ELI director will report this absence to the GSW registrar's office and the GSW immigration official. At that point, the student may be considered out of status according to U.S. immigration policy.

## **Absence Policy**

Each ELI instructor devises his/her own policy concerning excused absences. Students should check with instructors and syllabi to confirm policies.

## **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 Georgia Southwestern State University, 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 attention to announcements and notices that may affect 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 to the school within 10 days.
- 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.

## **Extension of I-20s**

Students who need to stay in ELI longer than the dates specified on the I-20 should file for an extension. To do this, the student should meet with the DSO at least 60 days prior to the current I-20's completion date.

## **Placement Testing**

During the orientation period at the beginning of a semester, students undergo several different types of evaluations to determine their levels in ELI. These tests cover areas such as grammar, speaking, listening, reading, and writing. The results of the placement tests determine the students' level in the required courses (reading, writing, pronunciation, and grammar). Some additional tests are required by GSW, but these tests are for state research purposes only.

The test scores and levels are used for placement into classes upon entrance to ELI and promotion in subsequent semesters.

Students who are unable to take placement tests will be placed in classes according to evaluation by the ELI director.

There are **three types of evaluations** used by the ELI. **ESL tests** are given to test listening, grammar, and reading. Students are given a **writing assignment** to measure writing ability. **Oral interviews** are used to measure students' speaking abilities.

### **Compass ESL Tests**

The Compass ESL tests are given on computer. There are three areas included in the Compass ESL tests.

#### **ESL Grammar/Usage Test**

“This test assesses a student's ability to recognize and manipulate Standard American English in two main areas:

- Sentence Elements
- Sentence Structure and Syntax

*Sentence Elements* include verbs, subjects and objects, modifiers, function words, conventions (punctuation, capitalization, spelling), and word formation.

*Sentence Structure and Syntax* includes word order, relationships between and among clauses, and agreement, as well as how grammar relates to communication beyond the sentence level.

Some items in the Grammar/Usage test use a modified cloze format, with blanks in sentences and choices to fill in the blanks. When students click on an answer, the program places their selection into the blank so it can be read in context. Other items in this test offer a question with four options, based on a reading passage. These items test students' understanding of how words function within a text.” <http://www.act.org/esl/format/grammar.html>

#### **ESL Reading Test**

“This test assesses a student's ability to recognize and manipulate Standard American English in two major categories:

- Referring (reading explicitly stated material)
- Reasoning (inferential reading)

The content of these areas will vary on the test according to levels of English proficiency, with more emphasis on Referring at the lower levels and more on Reasoning at the higher levels. Most materials are reading passages, ranging in length from several sentences to many paragraphs. Most passages are authentic, although they may be edited, especially at the lower proficiency levels. Students also may be asked to interpret photographs, tables, charts, or graphs, or to follow directions using a map or other diagram. Items range from recognizing pictures that go with words at the lowest level to answering inferential questions about academic materials at the highest levels.”

<http://www.act.org/esl/format/reading.html>

## ESL Listening Test Format

“This test assesses a student's ability to understand Standard American English. Listening tasks increase in difficulty across multiple proficiency levels with the rate of speech, vocabulary, diction, and use of idiomatic and metaphorical language all increasing at higher levels. As listening stimuli increase in length at the highest levels, students are allowed to take notes as they would in a lecture setting. The intent of the test is to measure listening skills rather than short-term memory.

Research shows that native speakers often modify their speech when they are speaking to nonproficient second-language listeners. As a result, at the lower proficiency levels the test uses speech that a beginning-level ESL student might encounter in face-to-face situations. Dialogues also are designed to sound like real conversations rather than like two people reading text. Items range from recognizing pictures that go with spoken words or phrases at the lowest level to answering inferential questions about overall academic materials at the highest levels.”

<http://www.act.org/esl/format/listen.html>

Sample questions for Compass ESL tests can be seen at <http://www.act.org/esl/sample.html>

## Scores and Levels

### Reading

Test Scores	Corresponding Levels
1-40	Basic
41-60	Intermediate
61-85	Advanced
86-100	Bridge

### Writing (Grammar/Usage)

Test Scores	Corresponding Levels
1-45	Basic
46-65	Intermediate
66-84	Advanced I
85-100	Advanced II

### Listening

Test Scores	Corresponding Levels
1-45	Basic
46-65	Intermediate
66-84	Advanced
85-100	Bridge

## Writing Assessment

Students are given one hour to write a paragraph/essay, according to their ability. Topics are given and students choose which one to write about. Writing is assessed in the areas of content, organization, style, mechanics, and vocabulary.

### **Oral Interview**

Students are interviewed by ELI teachers and evaluated in the areas of pronunciation, vocabulary, grammar, and validity of responses. The interview covers topics of daily life, the student's background, and other common topics. The interview typically lasts for 5-10 minutes.

### **Compass Math/English Tests**

All ELI students are required to take two additional tests (math and English), according to GSW policy. The tests are for institutional research purposes only.

### **Changes in Classes/Levels**

ELI students are placed in classes according to the results of the placement tests. The first 1-5 days of the semester is the drop/add period. During the **drop/add period**, students may have the opportunity to change classes or levels, if alternative classes are available. All changes must be made before the end of the drop/add period.

Students who are registered for more than 12 credits can withdraw from an elective class until midterm, but the students must maintain at least 12 credits.

If a student feels a particular class is unsuitable, the student should meet with the instructor of the course to discuss the matter. If the student still has questions about the course or the placement in a certain level, he/she should meet with the ELI Director. The student may, at that time, be given the opportunity to retest in the area in question or change classes/levels. The ELI director will make the final decision.

Students with physical handicaps that make going to particular classrooms difficult may ask for a change in their schedule.

### **Orientation**

All new students are expected to participate in an orientation to the ELI and GSW prior to the start of classes. During the orientation, subjects such as registration, banking, and activities are discussed. Students are given a tour of the GSW campus and assisted in making ID cards and using the mailboxes. Students are also taken shopping during this time.

### **Scheduling Appointments**

ELI students should schedule meetings with teachers and make other appointments at times when they do not have classes.

### **Late Registration**

Students who arrive at GSW ELI and register after the designated registration day must pay a late registration fee of \$50.

### **Class Grades**

Overall grades are available at midterm and at the end of the semester. Students can see the grades by logging into RAIN on the GSW web site.

Grades are based on class work, attendance, participation, and homework. The syllabus in each class states the specific grading system each instructor uses.

### **Grading Scale**

A=scores of 90-100

B=scores of 80-89

C=scores of 70-79

D=scores of 60-69

F=scores of 59 and lower

### **Grade Point Average System**

Grade point average can be computed by multiplying the number of credit hours for a course by the numerical grade that represents the grade received. This formula is used for each course a student took and then dividing the total number of grade points by the number of credits taken for the particular semester.

A= 4.00

B= 3.00-3.99

C= 2.00-2.99

D= 1.00-1.99

F= 0.00-0.99

### **Incomplete Work**

ELI students are responsible for doing all required work for courses. If a student misses a class, he/she should meet with the teacher to discuss missed material. The student should keep in mind the teacher's policy about missed material, which is usually explained in the course syllabus.

### **Syllabuses**

Instructors provide students with a class syllabus on the first day of class. The syllabus is the instructor's plan or guide for the particular course. Students should read the syllabus carefully and pay attention to the grading system, student responsibilities, test dates, textbook titles, and other information related to the course.

### **Academic Honesty**

ELI students are expected to recognize and follow the ELI standards of academic honesty. Students should not copy answers or materials from other students or outside sources. When doing research assignments, students should give credit to sources used. Failure to follow academic honesty policies may result in failing grades on assignments or courses and, in extreme and repeated cases, may result in suspension or expulsion from the ELI. Students should not copy, plagiarize, or in any other dishonest/ unethical way perform their own coursework or interfere with the learning of other ELI students. Performing ELI coursework by using dishonest methods hurts the student by not allowing him/her to truly learn. ELI students are encouraged to do their coursework honestly in order to gain the most benefit.

## **Promotion**

A student can move to the next level by having a grade of C or higher in the course and the approval of the class instructor. If a student does not meet these requirements, he/she may have to repeat the course.

## **Normal Progress**

Students are expected to make normal progress toward completion of ELI in order to remain in “good status”. Normal progress is defined as passing each course with at least a “C” average. Students in special programs may be required to maintain a higher grade average. Failure to make normal progress may negatively affect a student's immigration status.

In general, ELI students are given an I-20 for a period of one (1) year. If a student has completed one year of study in ELI and has not yet achieved completion of the program, the student may apply for an extension one additional year.

## **Academic Credit**

ELI classes (except UNIV 1000E) are for institutional credit only. The classes are included on the GSW transcript, but they are not transferable.

## **Probation**

A student whose total GPA falls below a “C” average may be given a warning and placed on academic probation. The student may be given one semester to raise his/her GPA to the required “C” average and return to good standing. Being on probation may have negative effects on the student's immigration status.

## **Suspension**

If a student is on probation and fails to raise his/her average to the required “C” average, he/she will be suspended from the ELI program. Her/she will then be terminated from SEVIS for failing to maintain good progress toward completion of the program. After the student has been terminated in SEVIS, the student will be out of status and unlawfully present in the United States.

## **Transcripts**

A transcript is a list of the courses a student has taken and the final grades earned in the courses. All matters related to academic status will be recorded on the transcript. ELI students may need GSW ELI transcripts for purposes such as applying to a college, verifying status for insurance or financial reasons, or applying for a job. Because of this, students are encouraged to do their best in their ELI work. Transcripts can be obtained from the GSW Registrar's Office.

## **Prerequisites**

Some courses may require that a student first take a prerequisite course in order to be prepared for the higher-level course.

## **Orientation Class: UNIV 1000E**

All new GSW students are required to take a one-credit orientation class called UNIV 1000E. This class is offered during **fall** and **spring** semesters only. Students who enter ELI in the summer are required to take the course in the fall, if they are still enrolled in the ELI.

## **Completion Certificates**

ELI students may require differing lengths of time in the ELI to reach their desired English levels. I-20s are typically issued for one year and renewable for an additional year to give students sufficient time to achieve desired English levels.

Two types of completion certificates are offered by the ELI. The **advanced certificate** is awarded to students who have completed the advanced and bridge level courses and requirements. The **standard certificate** is awarded to students who have completed the intermediate and advanced level courses and requirements. For specific details about these certificates, see the curriculum sheets on the back pages of this handbook.

## **Honor Roll**

ELI students who receive all As in their courses are recognized by being listed on the “ELI A Honor Roll.” ELI students who receive all As and Bs in their courses are recognized by being listed on the “ELI A&B Honor Roll.” Students must be enrolled in 3 or more credits to qualify for these certificates.

## **Additional Certificates**

Students are awarded attendance certificates at the end-of-semester award ceremony in the following categories:

**Perfect Attendance:** The student had no absences in any classes during the semester.

**Excellent Attendance:** The student was absent fewer than three times in any of his/her classes.

Certificates recognizing excellence in performance, attitude, and attendance are given to qualifying students (taking 3 or more credits) at the end of semesters.

## **Health Insurance**

**All ELI students are required to maintain and show proof of valid health insurance for the duration of their time in ELI.** Insurance is available through ELI/GSW for students who wish to purchase it. **Insurance purchased outside GSW is required to meet all GSW standards. Students are strongly encouraged to purchase the insurance through ELI/GSW.**

## **Health Insurance Definitions**

**Benefits:** The money the insurance pays for services if you become sick or injured.

**Claim:** The form and procedure you use to request payment or reimbursement from the insurance company for your medical expenses. Keep copies of all bills, letters, forms, and other insurance/health-related documents to be used in filing the claims.

**Coverage:** The conditions under which the insurance company will pay for or reimburse you for medical expenses.

**Deductible:** The portion of medical costs you must pay before the insurance company begins to pay.

**Dependents:** People who are covered under your policy—spouses and children.

**Exclusions:** Expenses the insurance company will not pay for or reimburse you for.

**Policy:** The insurance contract.

**Premium:** The price/amount of money you pay for insurance.

## **Activities and Organizations**

Several activities and field trips are scheduled throughout each semester. Students are strongly encouraged to attend these events in order to experience and learn about American life and culture. Questions about activities should be discussed with the ELI staff members.

ELI students are encouraged to attend meetings and activities sponsored by various GSW student organizations. It is helpful for ELI students to join the International Student Association (ISA).

## **E-mail**

All ELI students are given a GSW e-mail account. This account is used for all transmission of official information from GSW and the ELI. Students are encouraged to check their mailboxes and e-mail often in order to be informed about ELI/GSW-related information. For questions about GSW e-mail services, call 931-2074.

## **Textbooks**

The ELI will make copies only on the first and second days of class (the first two days after orientation ends). After that, students must borrow textbooks from classmates and make copies in the GSW library. All students are required to have the proper textbooks and other required materials for class by the eighth day of class. Students who come to class without textbooks after that time may not be allowed to attend class until they have the official textbook and materials. ELI instructors reserve the right to examine students' books to verify that the books meet the policy guidelines. All students must have their own textbooks for their classes by the end of the second week of classes.

## **ELI Course Descriptions**

The courses below are offered at ELI. Courses offered vary each semester. Students can find out which classes will be offered by going to <https://rain.gsw.edu/> or by meeting with the ELI director. The course descriptions and outlines should be viewed as general guidelines. Actual coursework may differ slightly.

### **ESL 0100 BASIC WRITING**

**Course Description:** A course designed to introduce basic English language students to the mechanics of sentences and paragraphs with ample writing practice.

**Course Objectives:**

The student should be able to . . .

1. Write grammatically correct simple, compound, adverb and adjective clause sentences.
2. Identify major sentence structure and grammatical problems for editing their own sentences.
3. Write simple paragraphs.

## **ESL 0110 BASIC LISTENING & SPEAKING**

**Course Description:** A listening and speaking course for basic-intermediate level students in North American English that introduces listening from a schema approach to processing language, which promotes active learning, listening, and speaking within the practiced situations.

**Course Objectives:**

The student should be able to . . .

1. Listen for gist.
2. Pick out specific information.
3. Listen to understand inference.
4. Converse at a basic level of fluency.

## **ESL 0115 ENGLISH LANGUAGE LAB I**

**Course Description:** A course designed to strengthen basic-level ESL students' listening and speaking abilities.

**Course Objectives:**

The student should be able to . . .

1. Listen to basic conversations and correctly answer questions about the content of the conversations.
2. Follow basic oral instructions in order to complete daily life tasks.
3. Express personal opinions and concrete ideas with basic oral English ability.

## **ESL 0120 BASIC GRAMMAR**

**Course Description:** A course designed to introduce beginning non-native speakers of English to the form, meaning and usage of basic structures of English and to provide them with ample opportunities for practicing these structures.

**Course Objectives:**

The student should be able to . . .

1. Apply basic rules of English structure to restate simple sentences in his/her own words.
2. Identify sentences with incorrect usage of the rules covered.
3. Construct original simple and compound sentences using basic grammar rules.

## **ESL 0130 BASIC READING**

**Course Description:** A course designed to help basic students develop "top-down" reading skills, increase vocabulary, understand a bit about American culture and read for pleasure.

**Course Objectives:**

The student should be able to . . .

1. Locate information in a passage and answer literal comprehension questions.
2. Find main ideas.
3. Use contextual clues to arrive at the meanings of unknown words.
4. Read and understand simple passages at a fourth grade reading level.

## **ESL 0200 INTERMEDIATE WRITING**

**Course Description:** A composition course designed for intermediate students. It focuses on writing skills for paragraph development in the first half of the semester and on the fundamentals

of writing an essay in the second half. Grammar, organization, and logic, which affect the quality of a written product, will be stressed.

**Course Objectives:**

The student should be able to...

1. Describe the organization of a paragraph.
2. Write a process paragraph in chronological order.
3. Write a descriptive paragraph with details.
4. Write a clear definition paragraph.
5. Write a narrative paragraph.
6. Write an essay outline.
7. Write a narrative essay.
8. Write a descriptive essay.

**ESL 0210 LISTENING & SPEAKING: IDIOMS**

**Course Description:** A listening and speaking course for intermediate to advanced students designed to introduce and familiarize the most frequently occurring idiomatic expressions.

**Course Objectives:**

The student should be able to . . .

1. Use the idioms to better understand native American speech.
2. Communicate more naturally with native speakers.
3. Recognize some socio-cultural expectations in their second language environment.

**ESL 0211 LISTENING & SPEAKING: PRONUNCIATION AND ORAL COMMUNICATION I**

**Course Description:** A course designed to improve the pronunciation and oral communication abilities of intermediate-level ESL students.

**Course Objectives:**

The student should be able to ...

1. Use basic American English pronunciation in oral communication.
2. Identify and correct major pronunciation difficulties independently.
3. Engage in daily conversations at an intermediate level.

**ESL 0212 TOEFL PREPARATION I**

**Course Description:** A course designed to assist intermediate level students in building strategies and strengthening abilities in order to achieve maximum results on the TOEFL.

**Course Objectives:**

The student should be able to ...

1. Develop the skills and reading and listening strategies for taking the TOEFL.
2. Strengthen abilities in the TOEFL areas. Measure improvement through practice TOEFL exams and quizzes.
3. Achieve satisfactory TOEFL results (160-180 CBT range, 56-64 IBT range).

**ESL 0213 LISTENING & SPEAKING: ENGLISH THROUGH VISUAL MEDIA I**

**Course Description:** A listening and speaking course for intermediate students designed to introduce and familiarize them with American culture and language through movies and other forms of visual media.

**Course Objectives:**

The student should be able to . . .

1. Compare natural American speech of characters to standard English.
2. Appreciate American culture in different periods of history.
3. Recognize and use new vocabulary.

**ESL 0215 ENGLISH LANGUAGE LAB II**

**Course Description:** A course designed to strengthen intermediate-level ESL students' listening and speaking abilities.

**Course Objectives:**

The student should be able to . . .

1. Listen to intermediate-level conversations and correctly answer questions about the content of the conversations.
2. Follow basic and intermediate-level oral instructions in order to complete daily life tasks.
3. Express personal opinions and concrete ideas with intermediate oral English ability.

**ESL 0220 INTERMEDIATE GRAMMAR**

**Course Description:** A course designed to present the form, meaning and usage of fundamental grammatical structures of English at an intermediate level of instruction and to provide students with ample opportunities for practicing these structures.

**Course Objectives:**

The student should be able to . . .

1. Apply fundamental rules of English structure to restate sentences in his/her own words.
2. Identify sentences with incorrect usage of the rules covered.
3. Construct original complex sentences using adverb and adjective clauses.

**ESL 0230 INTERMEDIATE READING**

**Course Description:** A course designed to help intermediate students develop reading skills, increase vocabulary and speed, and read for pleasure.

**Course Objectives:**

The student should be able to . . .

1. Skim and scan a passage in search of specific details.
2. Preview and Predict topic relationships.
3. Use context clues to ascertain word meanings.
4. Read at a rate of 250 words per minute/7-7.5 grade level.

**ESL 0300 ADVANCED WRITING**

**Course Description:** Designed to help advanced students improve writing skills, from preplanning to preparing final drafts and developing creativity and critical thinking.

**Course Objectives:**

The student should be able to . . .

1. Prepare outlines in correct forms.
2. Write thesis statements and develop them in the writing.
3. Produce writing that is clearly written and properly developed.
4. Create writing that shows creativity and thought.

## **ESL 0310 LISTENING & SPEAKING FOR FLUENCY**

**Course Description:** A course designed to help high intermediate through advanced students develop the ability to communicate more fluently and accurately by integrating listening, speaking, and pronunciation.

**Course Objectives:**

The student should be able to . . .

1. Apply learned skills and strategies in authentic speaking situations.
2. Identify and focus on main ideas in oral information.
3. Support his/her opinion.

## **ESL 0311 LISTENING & SPEAKING: PRONUNCIATION AND ORAL COMMUNICATION II**

**Course Description:** A course designed to improve the pronunciation and oral communication abilities of advanced-level ESL students.

**Course Objectives:**

The student should be able to . . .

1. Understand and use correct American English pronunciation in daily conversations.
2. Identify and correct most major and some minor pronunciation difficulties.
3. Engage in daily conversations at an advanced level.

## **ESL 0312 TOEFL PREPARATION II**

**Course Description:** A course designed to assist advanced level students in building strategies and strengthening abilities in order to achieve maximum results on the TOEFL.

**Course Objectives:**

The student should be able to . . .

1. Enrich reading and listening strategies for taking the TOEFL.
2. Further strengthen abilities in the TOEFL areas and measure improvement through practice TOEFL exams and quizzes.
3. Achieve satisfactory TOEFL results (170-200 CBT range, 60-73 IBT range).

## **ESL 0313 LISTENING & SPEAKING: ENGLISH THROUGH VISUAL MEDIA II**

**Course Description:** A listening and speaking course for advanced students designed to introduce and familiarize them with American culture and language through movies and other forms of visual media.

**Course Objectives:**

The student should be able to . . .

1. Compare natural American speech of characters to standard English
2. Appreciate American culture in different periods of history.
3. Recognize and use new vocabulary

## **ESL 0314 LISTENING & SPEAKING FOR CONVERSATION**

**Course Description:** A course designed to develop advanced students' abilities to communicate more fluently and accurately through conversation practice on specific topics in pair and group work and sometimes with native speakers/ peer tutors.

**Course Objectives:**

The student should be able to . . .

1. Discuss inferences, ideas, and questions that oral information raises.
2. Listen critically.
3. Support his/her opinion.
4. Express emotions in a culturally acceptable way.

**ESL 0315 ENGLISH LANGUAGE LAB III**

**Course Description:** A course designed to strengthen advanced level ESL students' listening and speaking abilities.

**Course Objectives:**

The student should be able to . . .

1. Listen to advanced-level conversations and answer questions about the content and implied meanings in the conversations.
2. Follow advanced-level oral instructions in order to complete daily life tasks.
3. Express personal opinions and abstract ideas with English ability at an advanced level.

**ESL 0320 ADVANCED GRAMMAR**

**Course description:** A course for special programs designed for advanced grammar students to address those areas of English that they have not mastered and to become more fluent in both written and spoken English by learning to self-monitor.

**Course Objectives**

The student should be able to . . . . .

1. Produce new structures in a variety of contexts.
2. Use grammatical structures accurately, meaningfully, and appropriately.
3. Apply learned grammatical structures in the TOEFL test.
4. Apply critical test taking techniques.
5. Bridge the gap between knowing grammatical structures and using them.

**ESL 0330 ADVANCED READING**

**Course Description:** A course designed to offer advanced English as a Second Language students opportunities to improve reading skills, vocabulary, and critical thinking, as well as to better understand American culture through the reading of classic novels and textbooks.

**Course Objectives:**

The student should be able to . . .

1. Read and demonstrate comprehension of assigned texts.
2. Demonstrate knowledge of new vocabulary.
3. Critically evaluate information from texts examined.
4. Demonstrate improved reading speed.
5. Explain the American values studied.

**ESL 0400 BRIDGE (HIGH-ADVANCED) WRITING**

**Course Description:** A course designed to prepare advanced ESL students to express their own ideas and incorporate other sources for support in their writing for academic classes and working positions.

**Course Objectives:**

The student should be able to . . .

1. Prepare outlines in correct forms.
2. Write thesis statements and develop them in the writing.
3. Produce writing that is clearly written and properly developed.
4. Quote, summarize, and paraphrase without plagiarizing.

### **ESL 0411 LISTENING & SPEAKING: PRONUNCIATION AND ORAL COMMUNICATION III**

**Course Description:** A course designed to improve the pronunciation and oral communication abilities of bridge (high advanced)-level ESL students.

**Course Objectives:**

The student should be able to ...

1. Use correct American English pronunciation at levels near that of native English speakers.
2. Identify and correct all major and most minor pronunciation difficulties.
3. Engage in daily conversations at an advanced level.

### **ESL 0413 LISTENING & SPEAKING: ENGLISH THROUGH VISUAL MEDIA III**

**Course Description:** A listening and speaking course for bridge students designed to introduce and familiarize them with American culture and language through movies and other forms of visual media.

**Course Objectives:**

The student should be able to ...

4. Compare natural American speech of characters to standard English.
5. Appreciate American culture in different periods of history.
6. Recognize and use new vocabulary.

### **ESL 0415 ENGLISH LANGUAGE LAB IV**

**Course Description:** A course designed to strengthen bridge-level (high advanced) ESL students' listening and speaking abilities.

**Course Objectives:**

The student should be able to ...

1. Listen to high advanced level conversations and answer questions about the content and implied ideas of the conversations.
2. Follow high advanced level oral instructions in order to complete daily life tasks.
3. Express personal opinions and abstract ideas at a high advanced level of English.

### **ESL 0430 BRIDGE (HIGH-ADVANCED) READING**

**Course Description:** A course using academic material and classic fiction to bridge the gap between ESL and academic English, preparing advanced ESL students for academic work by improving reading skills, expanding vocabulary and critical thinking skills, learning more about American culture, and by performing research for a paper.

**Course Objectives:**

The student should be able to...

1. Read and demonstrate comprehension of assigned texts and research material.
2. Demonstrate knowledge of new vocabulary.
3. Evaluate information from texts.
4. Demonstrate the ability to read longer texts with greater speed.

5. Compare and explain the differences between traditional American cultural values and his/her own.

**UNIV 1000E GSW Experience**

**Course Description:** The purpose of UNIV 1000E is to make ESL/international students more effective consumers of their education by enhancing their survival during their first semester. The intention of this course is to prepare these students to deal successfully and responsibly with their academic obligations and the resources offered by GSW. This course, offered in fall and spring semesters, is required of all full time ELI students. Non-ELI international students can take the course with approval from the Registrar and the ELI Director.

**Course Objectives:**

The student should be able to...

1. Effectively use campus and community resources.
2. Increase understanding of American culture.
3. More fully understand campus life through participation in class and campus activities.
4. Feel more connected to the GSW campus and community.

**Sample Class Schedule for Fall/Spring Semester**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-10:50	ESL 0230 Int. Reading  ESL 0330 Adv. Reading  ESL 0430 Br. Reading	ESL 0411 Bridge Pron.  ESL 0311 Adv. Pron.  ESL 0211 Int. Pron.	ESL 0230 Int. Reading  ESL 0330 Adv. Reading  ESL 0430 Bridge Reading	ESL 0411 Bridge Pron.  ESL 0311 Adv. Pron.  ESL 0211 Int. Pron.	ESL 0315 Lab
11:00-11:50	UNIV 1000	ESL 0312 Adv. TOEFL  ESL 0212 Adv. TOEFL	UNIV 1000	ESL 0312 Adv. TOEFL  ESL 0212 Adv. TOEFL	
1:05-3:10	ESL 0220 Int. Grammar  ESL 0320 Adv. Grammar	ESL 0200 Int. Writing  ESL 0300 Adv. Writing  ESL 0400 Br. Writing	ESL 0210 Idioms  ESL 0314 Conversation	ESL 0200 Int. Writing  ESL 0300 Adv. Writing  ESL 0400 Br. Writing	ESL 0220 Int. Grammar  ESL 0313 English Visual

\*The summer semester schedule contains the same subjects but the amount of time in class is doubled because the semester is shorter.

## **Grievance Policy**

If a student has a problem with a class or teacher, the student should first discuss the matter with the teacher involved. If a resolution is not reached, the student should speak to the ELI director.

## **TOEFL Courses**

Some TOEFL-specific courses are offered at ELI, but students should understand that all ELI courses are designed to help the student develop skills which will aid in getting a good score on the TOEFL, lead to academic success, and building the English abilities needed to succeed in work and life in the United States.

## **Computer Lab**

ELI has a computer lab area that is available to students during regular working hours. Students are encouraged to use the lab to improve their English. All GSW and ELI computer policies apply to the lab. Students are given a handout specifying the computer lab usage policies at the beginning of their first semester.

## **Refund Policy**

Refunds are made only when a student completely withdraws from ELI and the university and are prorated, depending on how much time has passed in the semester.

There is no refund after the midterm of a semester.

All refunds are given according to GSW policy.

Students should be aware that withdrawal from the ELI means that they will be out of status with SEVIS and this fact will be reported by GSW/ELI.

## **Fulltime Status**

International (F-1) students are required by U.S. immigration laws to be enrolled as fulltime students. This means students must take a minimum of 12 hours of credit each semester. If a student violates this requirement, he/she may be sent back to his/her home country. Summer semester is the only semester of the year that can be used as vacation time or attended part time. However, a student who attends summer semester as an initial semester must be fulltime.

## **TRAVEL INFORMATION AFTER ARRIVAL IN THE U.S.**

1. 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.
2. 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 I-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 I-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.
3. Have your Designated School Official sign your I-20. Do not wait until the last minute!
  4. 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.
  5. 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 Georgia Southwestern State University. It typically takes approximately two business days to process your request.
  6. If you are traveling outside the United States
    - Check the visa (for the United State) in your passport to learn if it has expired. If so, you will have to apply at a U.S. Embassy or Consulate to have it renewed before returning to the United States. (See directions for applying or renewing a visa on Visa Information page)
    - If you have changed your visa status to F-1 in the United States, you must apply for an F-1 visa at a U.S. embassy or consulate before returning to the United States. Remember, you are currently in "F-1 status" but you do not have an "F-1 visa."
    - If you are traveling outside the United States to a country other than your home country, call the embassy of that country to learn if you need a visa to enter that country. If so, inquire about the requirements, cost and time frame needed to apply for a visa. Keep in mind that it often takes 2-3 weeks (or longer) to process a visa application.
  7. Get current "Financial Support Documents" from your financial sponsor. You may be asked to show them to immigration officials at the airport/border when you return to the United States. You will also need updated or recent financial support documents if you plan to apply for or renew your visa.
  8. 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).
  9. Have a safe trip and a great time! We look forward to welcoming you back to GSW!

### **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 the US Embassy/Consulate in the country where you are traveling **BEFORE** you travel. Be sure to find out what documents are required and how long the process may take. **NOTE:** Please be aware of the long delays affecting the visa application process. Be sure to plan ahead to avoid serious delays!

You may want to contact the visa processing office at the Department of State for more information. You may call them at (603) 334-0700 or visit their website at <http://travel.state.gov/nvc.html>

If you do receive a new visa, be sure to report to your DSO when you return to campus. A copy of your new visa will need to be placed in your student record.

### **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.

### **Returning to Campus**

1. Report to your DSO or ADSO within 2 days of your return to GSW/ELI. Be sure to bring all of your immigration documents with you. A school representative may need to make copies of all documents.
2. Be sure to check your mailbox and e-mail for special announcements concerning information about your immigration status and related issues. Make sure all necessary offices on campus have your correct address so you can receive mail.
3. Contact your DSO or ADSO if your address or other contact information changes. In order to comply with immigration regulations, notify your DSO or ADSO of any changes in contact information within 10 days of such change.

### **Transfers and Withdrawals**

Students who wish to transfer or withdraw from ELI should first meet with the ELI Director. The student should then meet with the DSO or ADSO to discuss the situation. It is very important that a student follow the correct procedures before leaving ELI. Failure to follow the proper steps could result in the student being out of status with SEVIS. Students who withdraw from the ELI will be required to leave the USA immediately.

### **Student Employment**

Students who are on I-20s cannot legally work off-campus unless they have filed the necessary documents with BCIS and have been given permission. F-1 students can work part time on campus. Students who want to work at GSW should consult with an ELI staff member.

### **Vacations**

ELI regulations require that a student study for one full semester before taking the summer semester for vacation. Summer semester is the only semester that can be used for vacation.

### **Stays in the United States after Completing/Leaving ELI**

Students who complete the ELI program (receiving completion certificates) may stay in the United States up to 60 days after the end of the term. Students who leave the program prior to completion must leave the country within 15 days after the end of the term.

### **GSW Housing Requirement**

In order to provide on-campus housing at the lowest possible rate, the University operates its residence halls on a contractual basis for the full academic year beginning in the fall semester and continuing through the end of spring semester. The contract is in effect from the date on which it is accepted by the University through each semester of the academic year during which a resident is enrolled.

It is university policy that all single, full time undergraduates who are under 21 or have earned less than 60 semester hours (junior status) toward graduation (which does not include developmental studies credits), are required to live on campus unless they are living with a family member within a 50 mile radius of campus or are over the age of 21. Failure to submit the contract will not cancel the obligation to live on campus.

Students may cancel their housing contract for the following reasons:

- Student Teaching/Internship for Academic Credit that requires living outside of the Americus area.
- Marriage (attach copy of marriage certificate)
- Co-operative academic program that requires living outside of the Americus area.
- Graduation from GSW, transfer to another institution, or leaving GSW for any reason.

The ELI strongly recommends that all students (except those with special circumstances such as being over 30 or those living with spouses or children) live on campus, at least for the first semester.

**Important Phone Numbers and Contact Information**

ELI Office 931-2346	GSW Public Safety 931-2245	GSW Health Center 931-2235
GSW Library 931-2259	Office of Student Life (OSL) 928-1387	Counseling Services 931-2708
Campus Housing 931-2375	Recreation & Activities 931-2365, 931-1387	
Lost & Found 928-1390	Bookstore 931-2366	Food Services 924-2732

**TOEFL/SAT Exams**

Transportation is provided, for a small charge, 1-2 times a month, for students to take the TOEFL/SAT at nearby locations. Students are responsible for registering for the TOEFL/SAT on dates when transportation is available. Registration for both exams can be done online. No TOEFL exams are currently offered at GSW. The SAT is sometimes offered at GSW or other locations in Americus.

**GSW TOEFL Exceptions Policy**

Georgia Southwestern State University (GSW) guidelines for students who otherwise meet undergraduate or graduate admission standards, but do not meet the minimum TOEFL score (iBT – 69, or corresponding scores on other types of TOEFL examinations) or a 6.5 on the IELTS

Category I: Students with a **TOEFL score of 58 or less** (or 5.0 or less on IELTS), or without TOEFL or IELTS score will be placed initially in a full time ELI schedule for a minimum of one semester.

Category 2: Students with a **TOEFL score of 59-64** (or 5.5 on IELTS) will be given conditionally admitted to a degree program, but will be required to take at least 4 credits of ELI courses, to be determined by the director of ELI, during their first term of enrollment.

Category 3: Students with a **TOEFL score of 65-68** will be conditionally admitted to a degree program, but will be required to take at least 3 credits of ELI courses, to be determined by the director of ELI, during their first term of enrollment.

Category 4: Students with an **IELTS Score of 6.0** will be fully admitted to a degree program, but will be required to take 3 credits of ELI courses, to be determined by the Director of ELI, during their first term of enrollment.

Students admitted to GSW under these guidelines must successfully complete the required ELI courses with a grade of B or better or enroll full-time on ELI courses the second semester on campus. In lieu of a TOEFL examination, Southwestern will fully admit students to a degree seeking program, upon the recommendation of the Director of the ELI.

### **Food Services**

All ELI students who live on campus are required to purchase meal plans. Students who live off campus can also purchase meal plans. GSW provides meals in a traditional cafeteria and at a small fast food-style diner.

### **Headphones**

Students can obtain headphones for use in the computer lab from the ELI main office. Students must give their ID cards in exchange for headphones. When students return the headphones, the ID cards are returned to the students.

### **Telephones/Cable TV/Wireless Internet**

Dorm rooms and most other buildings on the GSW campus are equipped for telephone, cable TV, and Internet service. Students must purchase their own phones and phone cards. Local calls can be made at no charge. Long-distance calls must be made by using phone cards. Hardware/software may be needed to access the Internet service. Students should ask their RAs for more information about these services.

### **Banking**

Students are encouraged to establish bank accounts upon arrival at GSW to keep their money safe. Most people in America have checking accounts, saving accounts, or both. Most students pay for school and other expenses using checks or bankcards. Students also frequently use ATM/debit cards when shopping. It is never a good idea to carry large amounts of cash. Traveler's checks or bankcards are much safer to use.

### **Health**

GSW has a health center that is open five days a week to attend to the healthcare needs of students. Students are encouraged to use this facility. It is convenient, inexpensive, and helpful. Medicines and treatments are available to students for free or at low cost. Most off-campus

healthcare in the United States is very expensive. This is why international students are required to have health insurance.

### **Mail**

Students are assigned mailboxes upon registration in ELI. GSW has a post office on campus where students can send and receive mail and buy stamps and money orders.

Here is an example of how a GSW address should be written:

John Doe  
GSW Box 1234  
800 GSW Drive  
Americus, GA 31709

(If the letter is being sent or received from outside the country, “USA” should be added at the bottom of the address.)

### **Housing during Breaks**

Housing is available at GSW during all breaks (spring, summer, winter). Students who wish to stay at GSW during these periods must submit short-term contracts and pay additional fees.

### **Entertainment**

Americus has one movie theater with two screens. GSW offers a shuttle service one day per week to the theater during fall and spring semesters. The shuttle service also takes students to banks and shopping places.

There are several other local places of interest. In Americus, students can visit the international headquarters of Habitat For Humanity, the Windsor Hotel, and the Rylander Theater. Near Americus is Plains, Pres. Jimmy Carter’s hometown. There are several sites in Plains related to Pres. Carter. Also near Americus is the Andersonville National Historic Site.

Atlanta, with sites such as Stone Mountain, CNN, Six Flags, and Coca Cola, is about 3 hours away by car.

### **ID Cards**

All ELI students get a GSW ID card. The card is used in the cafeteria, dormitory, library, and at campus events. Students should not allow anyone else to use their ID cards.

### **Weather/Emergency Alerts**

Announcements concerning bad weather or other emergencies may be made through phone calls, e-mail, posted bulletins, verbal methods, television and radio bulletins, and on the GSW website. Students should be aware of such announcements, especially during times of bad weather.

## **Photocopy Machine**

A copier is located near the ELI main office in ACE 204-A. Copies are 5 cents each. Copies can also be made in the GSW library.

## **Sexual Misconduct**

What is Sexual Harassment?

Sexual harassment is an unwelcome advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when....

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual or,
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual Harassment can take many forms including:

- Remarks of a sexual nature concerning a person's body or clothing.
- Sexually explicit slurs or words that are used to describe a person.
- Unnecessary and unwelcome touching, patting, pinching or fondling.
- Unwelcome propositions or requests for social dates or sexual activity.
- The circulation or displaying of sexually oriented cartoons, pictures, or other potentially offensive materials while on campus.
- Remarks exchanged by two consenting adults that may be offensive to other individuals.

What should you do if you think you're being subjected to Sexual Harassment at Georgia Southwestern State University?

If you feel you are a victim of sexual harassment, you should bring your concerns to University's Affirmative Action Office or the Vice President of Student Affairs. The earlier the incident is reported, the sooner University officials can investigate concerns. Any complaint under this policy will be handled confidentially and fairly. No reprisal or retaliation will occur because of the report of an incident of sexual harassment. A formal grievance can also be filed when reporting an incident of sexual harassment.

## **Smoking**

Smoking is not permitted inside any building on the GSW campus. Smoking is only allowed outside, but must be done in the designated areas. The general rule is that smoking must be done at least 25 feet away from buildings and 100 feet away from outdoor athletic facilities.

## **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 crimes in the United States. No alcohol should be consumed in public areas.

## **Use of English**

Students should use English only in ELI classrooms, the ACE Building, and other buildings where ELI classes are held. The ELI staff strongly encourages this to help students build stronger English skills. Students may be penalized for excessive or frequent use of native languages in academic areas.

## **U.S. Social Customs**

Language: It is recommended that students use English as much as possible while studying in ELI. 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. These are considered “magic words” because they create good feelings.

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.

## **Helpful Links for Successful Use of English**

<http://webster.commnet.edu/grammar/>

A guide to grammar and writing

<http://owl.english.purdue.edu/>

Purdue University Online Writing Lab

<http://www.refdesk.com/>

A resource for finding references in a variety of areas

<http://www.how-to-study.com/>

Tips to improve study skills

[http://www.delmar.edu/engl/wrtctr/handouts/gram\\_punc.htm](http://www.delmar.edu/engl/wrtctr/handouts/gram_punc.htm)

A resource with grammar and punctuation handouts

[http://en.wikipedia.org/wiki/List\\_of\\_idioms\\_in\\_the\\_English\\_language](http://en.wikipedia.org/wiki/List_of_idioms_in_the_English_language)

A list of idioms with definitions

<http://depts.gallaudet.edu/englishworks/tablecontent.html>

Information about writing, literature, grammar, and other related topics

<http://www.grammartutor.com/>

A tutorial on English grammar

<http://www.usingenglish.com/>

Various types of helpful information for ESL students

<http://www.creativewritingprompts.com/>

Almost 200 topic ideas for essays

<http://www.voanews.com/english/index.cfm>

News from the Voice of America-----in English and several other languages

<http://www.englishleap.com/common-mistakes>

Common errors in English

<http://a4esl.org/>

Activities, quizzes, and advice for ESL students

<http://www.eslcafe.com/>

Dave's ESL Café-----Many helpful suggestions and activities for ESL students

<http://www.rong-chang.com/>

A clearinghouse of quizzes and instructions for ESL students

<http://www.awesomelibrary.org>

A good place to start a search for information

<http://survival.abroadplanet.com/articles/2>

<http://survival.abroadplanet.com/articles/3>

Guides to living and studying in the U.S.

<http://lifeintheusa.com/>

[http://www.internationalstudent.com/study\\_usa/way-of-life/](http://www.internationalstudent.com/study_usa/way-of-life/)

Guides to living in the U.S.

## **Safety on Campus**

- \*Female students are advised not to walk around campus alone at night.
- \*ELI students should not ride with strangers.
- \*If you need help, use one of the emergency phones on campus to contact GSW Public Safety.
- \*Do not accept food or drinks from strangers.
- \*Lock your dorm room whenever you leave the room.
- \*Keep all valuables in a safe place.

**Where to Go For Help**

For questions about classes, textbooks, and homework, talk to your teachers.  
 For questions about I-20s, immigration, and travel, talk to an ELI staff member or your DSO/ADSO.  
 For counseling about personal/emotional issues, talk to an ELI staff member for referral to a GSW counselor.  
 For questions about ELI activities, talk to Sandra (ELI Coordinator of Activities).  
 For questions about applications to colleges and universities, talk to your ELI academic advisor.  
 For questions about the computer lab, talk to John.

**Emergencies**

If an ELI student has any type of emergencies (medical, legal, etc.) during normal business hours (Monday-Friday 8:00 a.m.-5:00 p.m.), he/she should contact the ELI office at 229-931-2346. If the emergency is after business hours, the students should contact the GSW Public Safety office at 229-928-1390 and tell the officers to contact an ELI staff member as soon as possible. Students are reminded that medical care in the USA can be very expensive. For non-emergency situations, students are encouraged to go to the GSW Health Center, a doctor’s office, or an after-hours clinic first, rather than going to the local hospital emergency room.

**Medical Emergencies**

After Hours Care	928-1300	
Americus Urgent Care	928-8355	
Phoebe Sumter Regional Medical Center		928-0004

**ELI Contact Information:**

English Language Institute  
 Georgia Southwestern State University  
 800 Georgia Southwestern State University Drive  
 Americus, GA 31709  
 USA

Phone Number: (229) 931-2346  
 Fax Number: (229) 931-2335

Web Address: <http://gsw.edu/Academics/International-Student-Programs/ELI/index>  
 E-mail Address: [cas@canes.gsw.edu](mailto:cas@canes.gsw.edu)

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