

# IECP Student Handbook



Intensive English Communication Program  
Spring 2024

## IECP CONTACT INFORMATION

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Intensive English Communication Program  
The Pennsylvania State University  
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University Park, PA 16802 USA

Phone: 814-865-7550

### **IECP Core Faculty and Administration:**

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<https://www.facebook.com/PennStateIECP/>



[https://www.instagram.com/pennstate\\_iecp/](https://www.instagram.com/pennstate_iecp/)

## IMPORTANT PHONE NUMBERS

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EMERGENCY	911
University Police	814-863-1111
ISSA International Student & Scholar Advising	814-865-6348
UHS University Health Services Appointment Line	814-863-0774

## IECP STUDENT HANDBOOK

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The handbook contains important information about the program and its policies and procedures. **You should read and keep this handbook with you for future reference.** This handbook is also available online at <http://iecp.la.psu.edu/>

## CAMPUS/LOCAL EMERGENCIES

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Campus Alerts:

PSUAlert is a service to receive Penn State news alerts through email, voicemail message and/or on your cell phone as SMS messages. IECP students are strongly encouraged to sign up: <https://psualert.psu.edu/psualert/>

- Alerts can include messages about weather and campus closings. Serious emergency information is also on the university website, <http://news.psu.edu>, as well as on radio and television.

## SAFETY

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Compared to many places in the U.S., State College is a very safe place, but you should be careful anyway.

- **Don't** carry large sums of money or valuables with you.
- **Never** leave your purse/book bag or other belongings unattended.
- **Keep** the door to your residence hall room or apartment **locked** when you are away.
- **Don't feel obligated** to answer your residence hall or apartment door if you don't know the person who is knocking.
- **Don't walk alone** after dark, if possible, or certainly not after 10 p.m. If you must walk somewhere at night, call the PSU Escort Service at 865-9255 (865- WALK).
- Winter can be dangerous. **Watch out** for slippery sidewalks and steps. Cross streets with great caution—cars may have difficulty stopping on icy streets.

## IECP MISSION STATEMENT

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The Intensive English Communication Program (IECP) strives toward responsible engagement with language, the profession, and discipline. The IECP provides international students with student-centered English instruction to facilitate admission to The Pennsylvania State University or other institutions of higher education through engagement with sustainable economic, cultural, social and environmental practices. The program seeks to respond to the needs of the local and global community and is committed to working in conjunction with other campus units to provide opportunities for collaboration in curricular development, mentorship, research, and other initiatives that are in alignment with our mission. We acknowledge the historical positioning of English as well as the original homelands of the Erie, Haudenosaunee, Lenape, Shawnee, Susquehannock, and Wahzhazhe Nations upon which the university is located.

## IECP STUDENT RESPONSIBILITIES<sup>1</sup>

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Students are responsible to do the following while they are enrolled in the IECP:

- Read the IECP Handbook carefully. Ask faculty or staff if you have questions
- Read and understand the syllabus for each IECP course
- Check your PSU email account every day
- Attend class regularly
- Arrive to class on time and return from breaks on time
- Study outside of class
- Do all homework and assignments and turn them in on time
- Be prepared for quizzes, tests, presentations, etc.
- Contribute positively to the work of the class
- Assume responsibility for any missed coursework and assignments
- Assume responsibility for your own learning. For example, ask instructors for help when you need it; learn from what other successful students do
- Always treat other students and faculty with respect
- Follow all IECP and Penn State rules and policies

## PENN STATE PRINCIPLES

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- I will respect the dignity of all individuals within the Penn State community.
- I will practice academic integrity.
- I will demonstrate social and personal responsibility.
- I will be responsible for my own academic progress and agree to comply with all University policies. <http://www.psu.edu/this-is-penn-state/penn-state-principles/>

## U.S. GOVERNMENT REQUIREMENTS

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- All F-1 and J-1 students must have valid, up to date, immigration documents and are required to study English full time.
- The U.S. government requires the IECP and Penn State to know your current address. If you move to a new address, **you must report the new address within 10 days** to the IECP and update it using iStart at: <http://istart.gp.psu.edu>.
- Please see your IECP Student Campus Guide for information on extending your I-20 or DS-2019, transferring to another university, requesting work authorization or travel signatures for traveling outside the U.S.
- Any questions about your visa, your I-20, your immigration status, or your SEVIS record should be answered only by ISSA (International Students & Scholar Advising) at the University Office of Global Programs in Boucke building.
  - You can contact the IECP ISSA Advisor, Megan Layng, at [mzl141@psu.edu](mailto:mzl141@psu.edu) to arrange a remote meeting

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<sup>1</sup> IECP students risk failing classes or being dismissed from the program by not complying with IECP Student Responsibilities and Penn State Principles.

Please note, many requests need to be made online through iStart at  
<http://istart.gp.psu.edu>

### POLICY FOR TIME OFF FROM IECP STUDY

The IECP expects that all students study continuously during the semester until they finish their IECP courses.

- The IECP follows Penn State's holiday and break schedule. See <https://www.registrar.psu.edu/academic-calendars/2020-21.cfm>
- Study during the summer semester is not required.
- Students who leave during the semester must withdraw from the program. See page 25 for the IECP Refund policy.

### INTENT FORMS

At the end of each semester, students must indicate whether they plan to return the following semester or exit the program on the IECP Intent Form. It is the student's responsibility to notify the IECP and to notify ISSA about their departure plans.

The IECP sends emails to students' Penn State accounts with a link to the Intent Form. The Form is also available on the [Student Resources](#) page of the IECP Website.



NOTE: IECP students are not required to study during the summer.

### IECP ATTENDANCE POLICY

Attending all of your classes every day is a critical obligation.

Absences limit a student's language learning ability. Absences also have a negative impact on classmates and on instructor planning for the class session. And, most importantly, all F-1 visa students have a legal obligation to attend classes.

The IECP limit for absences is set high (See below), so there are no excused absences\*!

\*Exceptions are only considered in the case of COVID and accommodation request from the university (See more information regarding accommodation in the "Student Advocacy Resources" section).

IECP students are responsible for understanding each of the following points of the IECP Attendance Policy:

How many times is a student permitted to be absent?

- For all students: you cannot miss more than 15% of the total class hours per semester. You must be in class 85% of the time.

- The IECP uses a “per hour” system (not a “per-class”) to calculate attendance. That is, attendance is calculated on the number of hours missed, not the number of classes missed. For example, if you miss one Academic Interactions class on a Monday, for example, you have missed a total of 2.5 hours. So, from the total permissible absences of **22.1 hours** for fulltime students in **Spring-1 2024**, the student now has 19.6 absences remaining.
- Below is a table illustrating how many hours each class is and the total for each week. Part-time students should calculate this number depending on which classes they are taking.

Class	Number of classes x hours per week	Total hours per week
Academic Literacies (AL)	Two classes a week x 2.5 hrs each	5hrs 0mins
Academic Interactions (AI)	Two classes a week x 2.5 hrs each	5hrs 0mins
Enrichment Course #1	Two classes a week x 2.5 hrs each	5hrs 0mins
Enrichment Course #2	Two classes a week x 2.5 hrs each	5hrs 0mins

Total hours for full-time students in Spring-1 2024 is 147.5; for Spring-2 2024 is 152.5\*.

\*On the first Friday of each term, the IECP will host a policy session to remind new and returning students of all the IECP policies and requirements. This session is mandatory and will account for 2.5 hours of the attendance, meaning that if you miss this session, you will be marked as absent and 2.5 hours will be deducted from your total allowable absences.

How do I know what my attendance is?

- Students will be notified via PSU email when they reach 50%, 75%, and 99% of the allowable absences. Questions regarding the accuracy of your attendance records should be directed to your individual teachers and/or the Assistant Director.

Are there important limits to be aware of with attendance?

- Yes. Please see the table below

Spring-1 2024 Absence Limits					
	Total Hours	Allowable Absences	50%	75%	99%
<b>4 courses</b>	147.5	22.1	11.1	16.6	21.9
<b>3 courses</b>	112.5	16.9	8.4	12.7	16.7
<b>2 courses</b>	72.5	10.9	5.4	8.2	10.8
<b>1 course</b>	37.5	6	3	4.2	5.6
			First Warning Email	Second Warning Email & Meeting with Administration	Dismissal Warning Email



Spring-2 2024 Absence Limits					
	Total Hours	Allowable Absences	50%	75%	99%
4 courses	152.5	22.9	11.4	17.2	22.66
3 courses	115	17.3	8.6	12.9	17.1
2 courses	77.5	11.6	5.8	8.7	11.5
1 course	40	6	3	4.5	5.9
			First Warning Email	Second Warning Email & Meeting with Administration	Dismissal Warning Email

What counts as an absence?

- In each class (2.5 hrs), the instructor will take attendance twice – one at the beginning of the class and again after the 10-minute break.
  - If you miss more than 15 minutes of class for any reason (e.g., arriving late, leaving early, or leaving the class), you are considered absent for that half of the class (1.25 hrs).
  - If you miss the entire half of the class (e.g., you only attend the first half of the class till the break or only show up to the second half of the class after the break), you are considered absent for that half of the class (1.25 hrs). You should still attend the other half of the class, if possible.
- Other behaviors that accrue absences include sleeping in class and using a smart phone for purposes other than learning.
- If you would like to speak with someone about your absences, please contact or visit the Assistant Director (via email at [dxl711@psu.edu](mailto:dxl711@psu.edu) or in-person in Office 204, 2<sup>nd</sup> Floor, Wagner Building).
- A returning student's attendance is calculated from the first day of class for the semester. If the returning student arrives late for the semester, all classes missed count as absences.

What happens if a student is late (tardy) to class?

- All IECP classes begin promptly. Students arriving late (within 15 minutes from class start time) or leaving class early (no more than 15 minutes before class end time) are marked as tardy.
- Leaving the classroom during a class for no more than 15 minutes for any reason is considered tardy.
- As mentioned above, your instructor takes attendance twice in a 2.5 hrs class. Therefore, if you are late to the first or second half of the class, you will acquire 0.625 hours; if you are late to both first and second half of the class, you will acquire 1.25 hours. Simply put, **tardy 4 times = 1 absence**.

What happens if a student exceeds the maximum number of absences?

- You may choose how to use your absences, but you CANNOT exceed the maximum number of absences. Full-time students who have exceeded the maximum number of absences are dismissed from the IECF. Their SEVIS record is then terminated immediately, and they must return to their country or transfer to another program within a limited amount of time. This policy applies to all students, including those who attain required TOEFL or IELTS scores and/or receive university admission during the semester. *NOTE: If a student is dismissed from the program, no tuition is refunded.*
- Students who withdraw from the program must do so in writing, and they do not receive final grade reports.
- Students who are facing program dismissal for absences are eligible to submit an appeal.

Do I receive any warnings about my absences?

- When a student meets or exceeds 50% of their permitted absences, they will receive a warning email with notification of their attendance warning status. This email is also sent to their IECF instructors and, if requested, to their government sponsors.
- When a student meets or exceeds 75% of their absences, they are placed on Attendance Warning status, and they must meet with an IECF administrator. Notification of their attendance warning status is sent to their IECF instructors and to their government sponsors.

What happens if a student misses assignments?

- One of the IECF Student Responsibilities states, "Assume responsibility for any missed coursework and assignments." An instructor's individual policy about missed work and assignments is stated on the course syllabus.
- Students should NOT expect an opportunity to complete assignments or complete assessments early in order to leave before the last day of classes. Absences at the end of the term may also affect grades on required assessments and the possibility of promotion/completion at the IECF.



## ACADEMIC INFORMATION ABOUT THE IECP

### IECP LEVELS

- Level 130: High Intermediate - 1
- Level 140: High Intermediate – 2
- Level 150: Advanced – 1
- Level 160: Advanced - 2

*The IECP is currently not running Beginning or Low-Intermediate classes (Levels 100-120).*

Here is the information about how IELTS, TOEFL, and Duolingo scores translate to the Common European Framework of Reference for Languages (CEFR) levels and IECP levels. Please note that students are placed into either 130 or 150 level courses based on the IECP Placement exam. TOEFL, IELTS, and Duolingo scores are used only for initial reference. Performance at other intensive English programs is also not considered (all programs have different proficiency systems).

		IELTS	TOEFL	Duolingo	CEFR
<b>Penn State</b>		6.5	80	120	--
<b>IECP Level</b>	<b>160</b>	6.5	70-80	110-120	C2
	<b>150</b>	6.0	70-80	100-110	C1
	<b>140</b>	5.5	60-70	90-100	B2
	<b>130</b>	4-5	42-59	60-85	B1
	<b>110/120</b>	0-4	0-41	25-55	A2
	<b>110</b>	0-4	0-41	10-20	A1

During the first week of classes, instructors give diagnostic tests and check students' levels through different activities. They discuss any students who might be in a class that is too low or

too high. This happens with very few students. However, if necessary, these students are moved to another class or level.

If you think you have not been assigned to the appropriate level for your English language ability, you may request a change by filling out the New Student Level Change Request Form. This form is available on the IECF website under the Student Resources tab. You are required to include an explanation of your reason(s) for changing on the form. The form can be submitted no earlier than the second day of class. Submitting a form does NOT guarantee a level change; requests are reviewed by all faculty. Once a decision has been made, you are notified by email. Placement decisions are final and cannot be appealed.

### **Initial Placement**

Students are placed in core courses based on their IECF Placement Test results. If they are placed in a 130 or 140-level core course, they can select a high-intermediate level Enrichment course. If they are placed in a 150 or 160-level core course, they are eligible to enroll in advanced Enrichment courses.

### **Core Course Change Requests**

All new and returning IECF students are given diagnostic tests during the first week of classes. The diagnostic test is one tool that teachers use to confirm that each new student has been placed in the appropriate level(s) for core courses. Diagnostics are also used to provide teachers with information about each student's ability relative to the course's learning outcomes. If a new student would like to request a core course change, they must submit the "Course Change Request" form before the third day of classes during the first week of a term. This form is available on the IECF website in the Student Resources tab. Returning students are not eligible to request core course changes since their placement is based upon their grades in the previous term.

### **Enrichment Course Change Requests**

All new and returning IECF students are invited to submit an Enrichment Course preference form prior to the start of the term. If a student does not submit their Enrichment course preferences, they will be assigned to enrichment courses. If a new or returning student would like to change one or more of their assigned Enrichment course(s), they must submit the "Course Change Request" form before the third day of classes during the first week of a term. This form is available on the IECF website in the Student Resources Tab. Enrichment course placements are considered on a case-by-case basis. Full-time students must take one **theme**-based Enrichment course and one **skill**-based Enrichment course each term.

### **Enrichment Course Selection**

Students who do not pass one or more courses (Core or Enrichment) with a grade of 83% or higher forfeit their right to select Enrichment courses in the subsequent term, and they may be assigned to a course other than their selected preference. In the case that a course reaches maximum capacity, students are assigned one a first-come basis.

Enrichment courses are divided into two strands: theme-based and skill-based. Each student must take one Enrichment course from each strand, each term as a full-time student. Part-time students may join Enrichment courses, depending on class capacity.

### Enrichment Courses Required for Certification

In order to be considered for Certification, a student must successfully complete four advanced-level Enrichment courses (2 skill-based, and 2 theme-based).

We understand that many students come to Penn State with a deadline in mind for admission to the university and starting university courses. We also understand that students want to start their graduate or undergraduate studies as soon as possible. It is very important to understand, however, that students are never placed in levels based upon their timeline for university admission. We place them based on their ability in English as demonstrated on our placement tests for initial students and successful demonstration of promotion criteria for continuing students.

### ENRICHMENT COURSES

Each term, students take two (2) “core” courses (*Academic Interactions*, or “Ai”, and *Academic Literacies*, or “AL”). Students also take two Enrichment Courses, the levels for which are based on students’ core courses. Students who have any 130 or 140 level Core courses may only take 13X-level Enrichment courses; Students who have both Ai and AL at the 150 or 160-levels take 15X-level Enrichment courses. The “X” in represents a number ranging from 5-9, such as 155, 156, 157, 158, and 159; these numbers correspond to the term of when a course is offered, not the level of the course. Enrichment courses can be taken in any order (e.g., a student may take Grammar 159 in the summer and Grammar 155 in the fall); each term contains different content.

The following table shows how Enrichment courses are distributed:

Scenario	Core Level	Enrichment Courses
All courses at the 130 or 140 levels	Ai130 Ai140 AL130 AL140	13X (i.e., course numbers 135, 136, 137, 138, 139)
Split-level courses	Ai140 and AL150 (example)	13X (i.e., course numbers 135, 136, 137, 138, 139)
All courses at the 150 or 160 levels	Ai150 Ai160 AL150 AL160	15X (i.e., course numbers 155, 156, 157, 158, 159)

Students are provided the opportunity to select Enrichment courses for the following term during the final weeks of each term. Students who do not complete the digital form are assigned to an Enrichment course by program Administration. Students who fail an Ai or AL

course forfeit their right to select Enrichment courses and may be assigned to a course other than their selected preference. In the case that a course reaches maximum capacity, students are assigned on a first-come basis.

### ACADEMIC INTERACTIONS

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**Ai 130/140**—Academic Interactions 130 is a **high-intermediate** course in academic oral communication. This course prepares individuals to comprehend and produce academic English for a variety of academic encounters. Students comprehend and think critically about classroom lectures, academic discussions, and other listening and speaking interactions. With an emphasis on fluency, feedback on content, pronunciation and pragmatics is a fundamental component of the course, and opportunity is given for speaking practice in a variety of genres. By the end of the course, students will be able to:

- identify, comprehend, and think critically about the content and function of academic talk at a high-intermediate level, including speaking strategies used in varied contexts. (Course Goal 1), and
- produce speech and use speaking strategies at a high-intermediate level to convey, interpret, and connect information and ideas in varied academic contexts (Course Goal 2).

**Ai 150/160**—Academic Interactions 150 is an **advanced** course in academic oral communication. This course prepares individuals to comprehend and produce academic English for a variety of academic encounters. Students comprehend and evaluate authentic classroom lectures, academic discussions, and other listening and speaking interactions. With an emphasis on fluency, feedback on content, pronunciation and pragmatics is a fundamental component of the course, and opportunity is given for speaking practice in a variety of genres. By the end of the course, students will be able to:

- identify, comprehend, and evaluate the content and function of academic talk at an advanced level, including speaking strategies used in varied contexts (Course Goal 1), and
- produce speech and use speaking strategies at an advanced level to convey, evaluate, and challenge ideas and concepts in varied academic contexts (Course Goal 2).

### ACADEMIC LITERACIES

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**AL 130/140**—Academic Literacies 130 is a **high-intermediate** course in academic reading, writing, and research. This course prepares individuals to comprehend and produce academic writing, with an emphasis on understanding and applying conventions in and across various academic genres. Students comprehend and think critically about authentic texts from scholarly article excerpts, newspapers, magazines, academic textbooks, and peer writing. With an emphasis on fluency, feedback on content, organization, cohesion, and audience awareness is a fundamental component of the course, and opportunity is given for reading, writing, and research in a variety of genres. By the end of the course, students will be able to:

- identify, comprehend, and think critically about the content and genre of high-intermediate texts, utilizing semantic/critical reading strategies and an understanding of research conventions.
- develop paragraphs into cohesive, source-responsible compositions, utilizing literacy strategies at a high-intermediate level to convey, interpret, and connect ideas and concepts for academic writing tasks.

**AL 150/160**—Academic Literacies 150 is an **advanced** course in academic reading, writing, and research. This course prepares individuals to comprehend and produce academic writing, with an emphasis on understanding and applying conventions in and across various academic disciplines. Students comprehend and evaluate authentic texts from common first and second-year Penn State course textbooks, academic articles, and peer writing. With an emphasis on fluency, feedback on content, organization, cohesion, and audience awareness is a fundamental component of the course, and opportunity is given for reading, writing, and research in a variety of genres and/or academic disciplines. By the end of the course, students will be able to:

- identify, comprehend, and evaluate the content and genre of advanced academic texts, utilizing semantic/critical reading strategies and a highly-proficient understanding of research conventions.
- compose well-developed, cohesive, academically-sourced writings utilizing literacy strategies at an advanced level to convey, evaluate, and challenge ideas and concepts for academic writing tasks.

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### SAMPLE ENRICHMENT COURSES

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**U.S. Institutions 155** is an **advanced** course about academic and professional communication in U.S. Institutions, including business, law, and government. This course prepares individuals to comprehend and produce professional English for successful communication in relevant academic contexts. This content-based course aims to give students the opportunity to engage with projects and contexts relevant to the further study and practice of business and law. Authentic texts and media, discussions of real-world issues, and other materials relevant to professional English are analyzed and evaluated. Feedback on content and pragmatics is a fundamental component of the course, and opportunity is given for spoken and written practice in a variety of academic and professional contexts. By the end of the course, students will be able to:

- comprehend, analyze, and evaluate aspects of business and legal communication and topics and issues related global studies, law and business (Course Goal 1), and
- produce speech and writing at an advanced level to convey business and legal information and participate within business and legal contexts (Course Goal 2)

**Humanities 155** is an **advanced** course in academic communication in the humanities, focusing on the topic of reading and writing fiction. This course prepares individuals to comprehend and produce academic English for successful communication regarding the content and themes of fictional writing. Authentic texts and media of selected North American short stories and media related to those short stories are engaged with and evaluated. Feedback on content and pragmatics is a fundamental component of the course, and opportunity is given for spoken and

written practice in a variety of academic contexts. By the end of the course, students will be able to:

- comprehend, analyze, and evaluate the content and themes selected works of fiction at an advanced level (Course Goal 1), and
- produce speech and writing at an advanced level to convey, interpret, and connect content and themes from selected works of fiction (Course Goal 2).

**Spelling and Pronunciation 135** is a **foundational** course in spelling which reinforces the reading and writing goals in EL100, AL110, and AL120. Individuals in this course study and examine words to improve understanding and production of spelling in English. By participating in word studies and generating personal word resources, students build awareness of and comprehend the three layers of spelling: alphabet/sound, patterns, and meaning. By the end of the course, students will be able to:

- build awareness of and comprehend (1) letter-sound correspondence, (2) one-syllable word patterns, and (3) meanings of words from EL100, AL110, or AL120 words lists (Course Goal 1), and
- accurately produce (1) letter-sound correspondence, (2) one-syllable word patterns, and (3) meanings of words from EL100, AL110, or AL120 words lists. (Course Goal 2)

**Reading and Community Engagement 135** is a **foundational** practice and engagement course in reading which reinforces the reading goals in AL110 and AL120. This course exposes individuals to readings and theme-related community engagement opportunities designed to improve accuracy, speed, and confidence in reading. By practicing reading and talking about learning experiences, students build awareness of and comprehend characteristics of word-sound relationships and vocabulary that improve reading skills. By the end of the course, students will be able to:

- build awareness of and comprehend (1) phonemic and phonic patterns that govern words and (2) theme-based vocabulary from related readings and texts from community engagement (Course Goal 1), and
- accurately recognize and use theme-based vocabulary and comprehend, interpret, and apply texts from readings and community engagement. (Course Goal 2)

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#### IECP SAMPLE CLASS SCHEDULE

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Full-time (Spring/Fall): 20 contact hours per week, 8 weeks per Term. Two terms equal a full semester. Full-time includes a series of four courses: Academic Interactions, Academic Literacies, and two Enrichment courses. Each class meets for 5 hours every week.

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#### FULL-TIME REGULAR IECP STUDENTS

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IECP Curriculum Handbook  
Department of Applied Linguistics

	Monday			Tuesday		
	101	115	320	101	115	320
8:00-8:30						
8:30-9:00						
9:00-9:30						
9:30-10:00	AL130	AL140	AL150	Track 1 (Adv) U.S. Amer Pop Culture 155	Track 1 (Adv) Reading Fluency & Disc 155	Track 2 (Int) Skills-based Grammar 135
10:00-10:30						
10:30-11:00						
11:00-11:30						
11:30-12:00						
12:00-12:30						
12:30-1:00						
1:00-1:30	Ai140	Ai150	Ai160	Track 2 (Int) Fluency thru Arts 135	Track 2 (Adv) Skills-based Grammar 155	Track 2 (Adv) US Institutions 155
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30						
3:30-4:00						
4:00-4:30	Ai130	AL160		Track 2 (Int) Short Stories & Fiction 135	Track 1 (Int) Spelling & Pronunciation 135	
4:30-5:00						
5:00-5:30						
5:30-6:00						
6:00-6:30						

### PROMOTION TO THE NEXT LEVEL

A student must receive a score of B or better (83% or above) in the class to be promoted to the next level. The course grade and promotion reflect a student's performance on the learning outcomes which are based on the course objectives for the class. The course objectives and learning outcomes are listed in the syllabus for each course.

### REPEATING A COURSE & DISMISSAL

Students who do not pass a course are placed on the Academic Success Plan and must meet with the Student Advisor. Students may only repeat each course one time. Students who do not pass a course after two attempts are dismissed from the IECP, although they may file an appeal (See Student Resources page of the IECP website). Students who have successfully completed at least two upper level (160) courses may be eligible to take a limited number of IECP courses AND non-credit courses at Penn State.

### IECP GRADING SCALE

Students receive a grade in each class. The IECP grading scale is shown below.

PASS			FAIL (below 83%)		
A	= 93-100	B+	= 87-89	B-	= 80-82    D = 60-69
A-	= 90-92	B	= 83-86	C	= 70-79    F = 0-59

Promotion is based upon students' degree of mastery in their current classes, as well as on their readiness to begin work with the material at the next level. Just like initial level placement, ***promotion has no connection to a student's desired schedule for starting university degree programs.***

### FINAL GRADES

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At the end of each semester, students receive a final grades packet which includes grades for each class, information about each of the learning objectives for each level, a semester certificate, the IECP semester photo. A sample grade sheet is shown on the next page.

### ACADEMIC APPEALS

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If you disagree with a final grade, you must first speak with the instructor. If you and the instructor cannot come to an agreement, you next need to follow a formal appeal process.

Students may appeal academic or administrative decisions by submitting an online form from (<http://iecp.psu.edu/current-students/iecp-appeal-form-for-students>) and its requirements. An appeal of grades must be submitted no later than one week following the posting of final grades. The form and materials is then reviewed by an anonymous committee of IECP faculty. The decision of the IECP Appeals Committee is final.

If you are appealing your GRADE, ATTENDANCE, or DISMISSAL, please see the Program Director and Student Advisor, Jason Litzenberg. For more information about appeals in general, please go to page 25.

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SAMPLE GRADE REPORT

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## Department of Applied Linguistics

### Intensive English Communication Program

### Final Grade Report Fall-2 2022 October 17 – December 15, 2022

#### SAMPLE, STUDENT

Course	Grade	Promotion
Academic Interactions 150	A	Ai160
Academic Literacies 140	B+	AL150
Advanced Science 136	B-	N/A
American Culture & Literature 136	A-	N/A

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#### ACADEMIC HONESTY

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Many of the rules of academic honesty are the same around the world. However, some rules may be different. Read this section carefully so that you understand what is not allowed in the IECP and in university educational settings in the U.S.

#### **Cheating is never allowed in the IECP.**

Students cheat when they use other students' work instead of their own. One type of cheating is called plagiarism. Plagiarism, in general, is submitting work that is not your own. When your teacher reads any work you submit, he or she should know which words or ideas are yours, and which words or ideas are from another person (a friend, text on a website, a student paper you found online).

Many people think plagiarism means copying text from a website and pasting it into your work without proper reference and citation. However, **plagiarism** includes

1. Copying the words of an author. Using the same words as another person.

Example: Your teacher asks you to write a definition of plagiarism, you go to the Student Handbook and type the phrases you see on this page. You hope your teacher believes that you wrote each word.

**Student Handbook**

Plagiarism, in general, is submitting work that is not your own.

**Your work**

Plagiarism, in general, is submitting work that is not your own.

2. Copying the ideas of an author. Saying that the ideas in your work are yours, but they are the ideas of another person.

**Student Handbook**

Plagiarism, in general, is submitting work that is not your own.

**Your work**

In my opinion, plagiarism is submitting work that is not your own.

3. Having another person complete your work. Submitting work written by another person. This can be a small part of your work (for example, a paragraph or sentence) or the whole assignment.

4. Allowing another person to use your work for their class.

This is the inverse (other side) of the action above. You give permission for another student to use all or part of your work.

5. Using translation programs such as Google Translate and copying the translation into your work.

Programs such as Google Translate can be useful in some situations, but they are not acceptable for your course work.

The IECP expects that all of its students are academically honest. Your teachers will help you to identify and avoid plagiarism. Additionally, you will learn how to use information from another person in your work. In any cases where students do cheat, instructors and the IECP Administration take immediate and serious action. Students who cheat may be placed on probation or be dismissed from the IECP. Finally, the IECP is responsible for reporting plagiarism to Penn State's office of Academic Integrity.

### ACADEMIC SUCCESS PLAN

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Students who exceed the attendance limit, fail a course, or engage in behaviors that do not align with academic expectations (e.g., plagiarism or threatening behavior) will be placed on the Academic Success Plan for a maximum of one term. If behaviors do not change, the student will be dismissed from the IECP and not permitted to return. Students who are placed on the Academic Success Plan during a term (e.g., excessive absences) must demonstrate improvement before the end of the term, and they will continue with a probation status for the current and/or subsequent term.

Academic Success Plan procedure:

- The IECP Director or other authorized administrator sets up a one-on-one meeting with the student.

- The administrator reviews the Academic Success Plan document with the student, emphasizing the key points where the student must improve.
- The administrator and the student sign the Academic Success Plan document.
- The signed document is scanned and emailed to the student. The document is part of the student's permanent IECp record.

#### Removal from Academic Success Plan

Students may be removed from the Academic Success Plan by satisfying the following:

- The student passes the course(s) that were the reason for placing the student on the Academic Success Plan in the first place; or
- The student completes an entire term without additional infractions.

### PROBATION

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If a student who has been placed on Academic Success Plan continues to exhibit behaviors that do not align with programmatic expectations for attendance, study progress, and/or academic integrity, the student will enter the probation status in the IECp for the current and/or subsequent term. A probation status means that the student is susceptible to being dismissed from the IECp in the current or subsequent term.

Behaviors lead to a probation status may include the following:

- Attendance: After being placed on an Academic Success Plan, if the student continues to collect absences and/or tardies and exceeds the allowable limit for the term, the student will enter the probation status for the current and subsequent terms.
  - In the current term, if the student on the probation status acquires more absences and/or tardies from the time the memo of understanding\* of the probation status was signed, the student will be dismissed from the IECp immediately.
  - In the subsequent term, a probation status requires the student not to exceed the attendance limit or engage in any non-academic behaviors, or the student will be dismissed immediately without meeting with the IECp administration\*\*.
- Study Progress
  - A student who receives a final grade between 50-82% in two (2) or more classes will enter a probation status for the subsequent term.
  - A student who receives a final grade below 50% in two (2) or more classes will not be permitted to return for another term. In other words, a grade of less than 50% in two or more classes results in immediate dismissal.

\*A memo of understanding of a probation status in the form of an Academic Success Plan will be signed by the IECp Director and the student.

\*\*If the probation status carries into the subsequent term, a refresher memo of understanding will be signed by the IECp Director and the student at the beginning of the term.



## IECP STUDENT CENTER AND OTHER FACILITIES

### IECP STUDENT CENTER

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The Student Center normally offers drop-in tutoring, scheduled tutoring individual and small group appointments, and several workshops each semester. All IECP students are eligible for Student Center services, which are provided for free. Student Center hours are provided during orientation and via weekly emails.

### STUDENT CENTER MISSION STATEMENT

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The Student Center provides assistance to IECP students in mastering different aspects of English and standardized test preparation. Our focus is on supporting long-term improvement in students' academic English proficiency.

### STUDENT CENTER SERVICES

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Student Center offers the following types of tutoring services:

- One-on-one tutoring
  - Small-group (2-5 persons) tutoring
  - Large-group (20 persons) workshops
  - Drop-in tutoring
- You can schedule tutoring sessions with different tutors depending on the skill
  - You can be matched with one tutor and have regular weekly sessions
  - You can form a group with other IECP students and work together with a tutor on some aspect of English.

### **Spring 2024:**

Student Center Coordinator: Audrey Murray

Student Center Hours –

Student Center Hours	Day	Type	Time	Term
Student Assistant Hours (Tutoring)	Tuesdays	Walk-In	2:30-4:00pm	Jan. 16 – Feb. 23
	Fridays	Walk-In	11:00am-1:00pm	Mar. 19 – April 26
Application Hour	Fridays	Walk-In	12:00pm-1:00pm	Jan. 19 – Feb. 23 Mar. 22 – April 26

Working with our team of tutors, students get help in a variety of English language skills such as reading, oral communication, writing, grammar, pronunciation, conversation, spelling and American idioms. Additionally, students receive assistance with TOEFL test preparation.

Student Center tutors also provide help with test preparation. The center organizes a series of large-group and small-group workshops each semester in addition to custom workshops designed by Student Center tutors. Workshops that have been offered include topics such as “How to Talk on the Phone, in a Bank or a Restaurant”, “Building Up Your Vocabulary,” “Spelling Workshops”, “Articles in English,” “American English Pronunciation,” and “Simple or Perfect? Making Sense of English Tenses.”

#### STUDENT CENTER TUTORS

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The Student Center has a team of experienced and enthusiastic tutors including IECP instructors (teaching assistants) and volunteer tutors (masters and undergraduate students majoring in ESL teaching). All of our volunteer tutors have prior experience teaching English and working with international students. The Student Center also collaborates with IECP faculty consultants to provide appropriate and relevant tutoring for IECP students.

#### RELAXATION ROOM

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The IECP provides students a relaxation room to relax, meditate, and practice spiritual and religious mindfulness. The relaxation room is located in 217E Wagner. All students are welcomed to use this space. As it is a shared space, students are reminded to be respectful of other people who are using the space and keep the area clean after use.

The relaxation room is open 8am to 6pm on Mondays through Fridays.

## IECP CERTIFICATION

### WHAT IS CERTIFICATION?

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International students seeking admission to Penn State must meet an English proficiency requirement. Refer to International Requirements: Penn State English Language Proficiency for undergraduate admission. Refer to departmental websites and graduate admissions procedures for your specific graduate program for requirements. Graduate applications are processed by individual graduate departments. The PSU Graduate School accepts IECF Certification, but specific graduate programs have different requirements.

One way to meet the English Language Proficiency requirement is to receive the required TOEFL or IELTS score. Another way is to receive IECF Certification. IECF Certification can be issued for meeting the English Language Proficiency Requirement for undergraduate or graduate admission.

IECF certification is an official statement saying that the program believes the student has the English language proficiency and positive student behaviors necessary for undergraduate or graduate study at Penn State. In addition to simply evaluating English proficiency, as the TOEFL does, we also take into consideration the individual's academic standing as a student in our program.

Certification is never automatic. IECF Certification decisions are based on IECF grades and a sustained record of performance of meeting IECF Student Responsibilities (see the IECF Student Handbook). Please visit our webpage dedicated to certification at:  
<http://iecp.la.psu.edu/current-students/iecp-certification>

NOTE: The IECF does not issue physical (paper) certificates for Certification. The Admissions office is informed of a student's Certification via electronic communication from the IECF office. In addition, evidence of Certification is indicated on end-of-term grade reports and is accepted as valid evidence by most sponsors.

### CERTIFICATION APPLICATION PROCEDURES

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Students who wish to apply for certification **MUST** notify the program Director, Dr. Jason Litzenberg ([jil53@psu.edu](mailto:jil53@psu.edu)) as soon as possible and no later than 4 weeks prior to the end of the semester. It is strongly recommended to complete the following form on the IECF website:  
<https://iecp.la.psu.edu/student-resources/iecp-certification/iecp-certification-qualifying-application>

To obtain Certification, students must successfully complete a minimum of two full terms of courses at the 150 and 160-levels. "Successfully complete" means that students earn a grade of 83% or higher.



Specifically, students must complete the following:

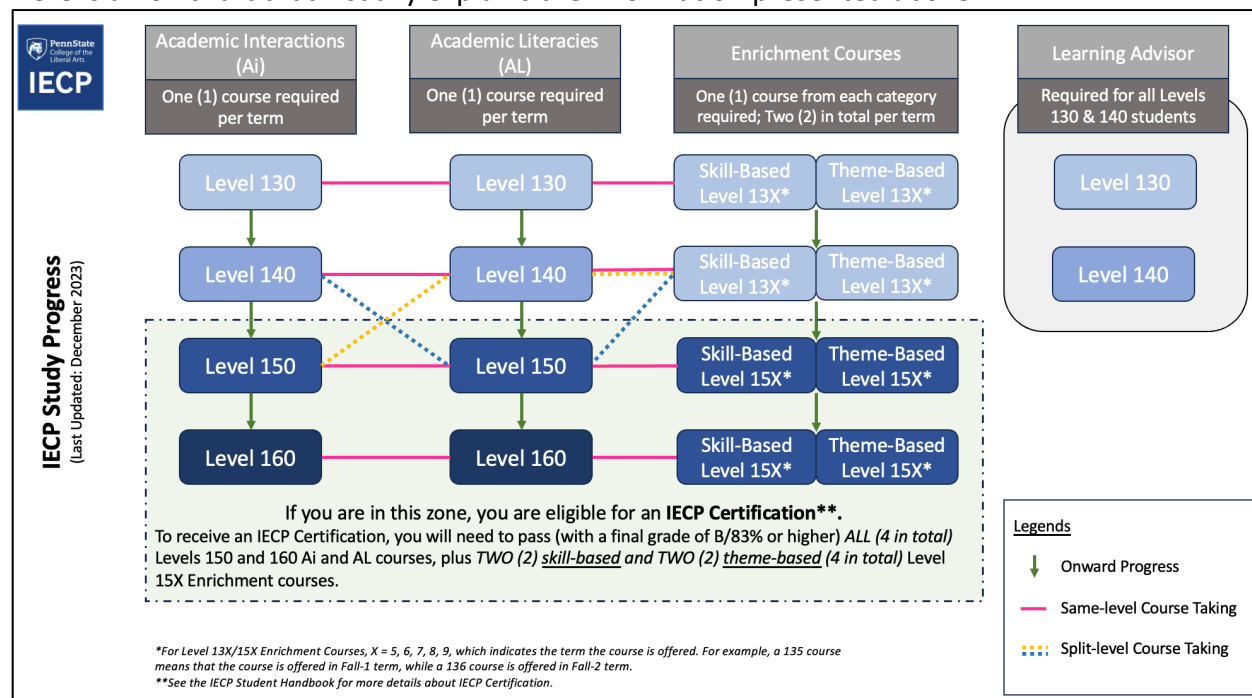
Academic Interactions	Academic Literacies	Enrichment courses
Ai150	AL150	Minimum of four (4) advanced-level (15X) Enrichment courses
Ai160	AL160	

Certification is based on the following:

- IECP grades in all courses.
- Observance of IECP student responsibilities (e.g., not adhering to attendance policies might disqualify certification during a particular term).

**Certification is valid for one (1) year.**

Here is a flowchart that visually explains the information presented above:



### ONWARD TO PENN STATE (CONCURRENT ENROLLMENT)

IECP students who have successfully completed one of their 160-level courses (either Academic Interactions 160 or Academic Literacies 160) are eligible for the *Onward to Penn State* option. *Onward to Penn State* allows students to take IECP courses as well as Penn State courses. Students may only participate in concurrent enrollment for 1 semester.

- The *Onward to Penn State*, or Concurrent Enrollment option, is *not* the same as IECP Certification.

- For IECP Certification, students must successfully pass *all* IECP classes during the semester (including Enrichment courses).
- Undergraduate students should plan to take two (2) Penn State courses; graduate students should plan to take one (1) Penn State course.
- While concurrently enrolled, the IECP maintains a student's I-20, so it is imperative that students attend all IECP classes and complete coursework as expected. Concurrently enrolled students may be dismissed from the IECP and have their I-20 cancelled exactly the same as other IECP students!

### ONWARD TO PENN STATE PROCEDURES

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#### STEP 1: Meet with the IECP Director

Before the meeting, the student should search for courses to take at Penn State:

<https://public.lionpath.psu.edu/psp/CSPRD/EMPLOYEE/HRMS/h/?tab=DEFAULT>

1. Choose courses that are in the 0xx, 1xx, or 2xx level
2. Make sure the courses do not have *prerequisites*. You cannot take courses with prerequisites.
3. The IECP recommends that you choose courses in a subject that you already know or a course that meets the General Education, or "Gen Ed", requirements (see <http://handbook.psu.edu/content/general-education>)
4. Prior to the meeting, email the Director ([jil53@psu.edu](mailto:jil53@psu.edu)) the list of courses you are interested in taking. You can choose 4-5 courses, and then we can pick two (2).

#### STEP 2: After meeting the IECP Director, complete the following:

1. Sponsored students need permission from their sponsor and must deliver two forms to the UOGP Sponsored Student Office.
  - a. Sponsor Release Form
  - b. Sponsor Student Information Form
  - c. You may be charged the \$500 Sponsored Student by Penn State.
  - d. If you need the IECP to contact your sponsor, complete a *Letter Request Form* in the IECP office.
3. Apply to the Registrar's office using the Non-Degree Student application [https://www.registrar.psu.edu/student\\_forms/nondegree\\_form.cfm](https://www.registrar.psu.edu/student_forms/nondegree_form.cfm)

You want to complete this application as soon as possible!

4. Please note that after choosing Penn State classes, you must work with the University Registrar and UOGP to ensure that you are registered and enrolled in these classes. The IECP *cannot* enroll you in these classes!

### ADDITIONAL IECP POLICIES

### COMPLAINTS

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Sometimes IECP courses can be difficult to adjust to.

- If you have a concern with a class, you should first contact the instructor. It is important for instructors to know if you have concerns because they can best address any problems you have with the class.
- If you have complaints about any other aspect of the IECp, please let us know. You can contact an IECp Administrator directly, or go “Student Resources” tab on the IECp website and select “Anonymous Comment Form” at the bottom of the page, or use this direct link:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=RY30fNs9iUOpwcEVUm61LhlzqR5ol7pCgr6s25XsKk5UQVFGRFRIUjY0MTBFM0VKMjgyMk9UMVNQTC4u>
- Grade appeals (please follow instructions below)

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### APPEALS

An Appeals Committee reviews student appeals that have been made related to

- a) Final grades
- b) Dismissal for exceeding the attendance limit
- c) Other issues that may cause program termination (dismissal)

To submit an appeal, please go “Student Resources” tab on the IECp website and select “IECP Appeal Form for Students”, or use this direct link: <http://iecp.psu.edu/current-students/iecp-appeal-form-for-students>

Note: Final grade appeals must be submitted by the Wednesday after final grades are available to the student. All appeals are processed within 48 hours of student submission.

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### WITHDRAWING FROM THE IECp

Students who are unable to complete a semester due to extraordinary circumstances should withdraw from their courses; they do not receive grades for that semester. Students need to meet with an IECp Administrator and notify the IECp in writing of their intent to withdraw. (See Attendance Policy on p. 6 and Refund Policy below).

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### IECP REFUND POLICY

If a student withdraws from the program, tuition refunds are made according to the following schedule:

Beginning on the first day of classes, students who drop below full-time or drop below their originally registered credit level may be assessed a tuition penalty. The tuition adjustment is determined by the effective date of the drop and is made according to the following schedule:

1st week: 100%

2nd-5th week: decreases by 20% each week

There are no refunds for weeks 6-8.

**Notification of withdrawal must be made in writing to the IECP Office.** The date the written notification is received by the IECP determines which part of the schedule above applies. If a student is dismissed from the program, no tuition is refunded.

Students who provide a valid financial guarantee letter before Week 5 of the semester are refunded their tuition payments. The IECP application fee is non-refundable.



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#### PART-TIME STUDENTS

Most students in the IECP are full-time students. Part-time students may be accepted to study in the IECP on a space-available basis. Part-time students who apply after the application deadline (see <http://iecp.la.psu.edu/dates-and-costs> for deadlines) are notified of their eligibility to participate in orientation one week before classes begin. Application fees are non-refundable.

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#### CONTINUING AFTER PROGRAM COMPLETION

Students who have completed Level 160 may be eligible to continue their studies in the IECP for up to one semester. Approval must be granted by the program Director as well as an ISSA representative. The options include:

- Concurrent Enrollment (“Onward to Penn State” option): Take two IECP Enrichment Courses and two Penn State Courses.
- Advanced Placement: Take two IECP Advanced Placement courses and two IECP Enrichment courses.
- In very limited situations, other options may be possible. Please discuss with the IECP Director.

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#### TEXTBOOKS

Before the first day of class, you can buy your textbooks at the Penn State Bookstore in the Hetzel Union Building (HUB), located across the street from the Boucke building. The IECP recommends purchasing books at the Penn State Bookstore. If you choose to buy required textbooks elsewhere, you are still responsible for completing all assignments on time. You should ask your teachers before purchasing used textbooks. Students should have their textbooks *by the second week of the semester*. Each student needs his/her own textbook; you should NOT share one textbook with a classmate. Save your receipts for all book purchases and do not write inside your books until you know you will not change classes. Students who are approved for level changes may need to return books and buy other books for their new classes early in the semester.

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### MAKING COPIES

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Students can make copies for class projects, presentations, etc. at the **copy center** located on the bottom floor of the HUB (Hetzel Union Building), located directly across from the Boucke building. NOTE: The IECP copier is not available for student use.

### EMAIL, LMS, AND OTHER SERVICES

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#### PSU EMAIL

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Check your PSU email DAILY.

Email is considered official university communication, and you are responsible for checking your PSU email account every day. You will get important messages from your instructors, the IECP Office (L-IECPSTUDENTLIST@LISTS.PSU.EDU), and ISSA (ISSA-Advisor@psu.edu).

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#### CANVAS

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Your instructors use course management software for communication, assignments, homework and so forth. At Penn State, the main course management software is Canvas. You should check Canvas every day, *especially if you are absent!*

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#### CAMPU COMPUTER LABS

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- IECP students can use any computer lab on campus (visit <http://clc.its.psu.edu/labs/locations> for a list of labs).
- Most IECP students use the lab in Boucke 103 or Wagner 118.



## PRINTING

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- You can use your LionCash+ to pre-pay for printing. Visit <http://clc.its.psu.edu/printing/pricing> to add printing to your PSU ID+ card.
- You may be required by your IECP instructors to type and print homework assignments.

## LETTERS OF RECOMMENDATION

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IECP students may need to ask for letters of recommendation. These are often for university admission or for employment. In asking for letters of recommendation, from IECP instructors or from others, these guidelines should be used:

- Always give instructors or others at least two weeks to finish the letter.
- Give the instructor or others complete information for where to send the letter.
- Tell the instructor or others the specific program or position you are applying for.
- Ask the instructor or others if they would like you to schedule an appointment with them to talk about the specifics of the recommendation you need.

## IECP STUDENTS WORKING

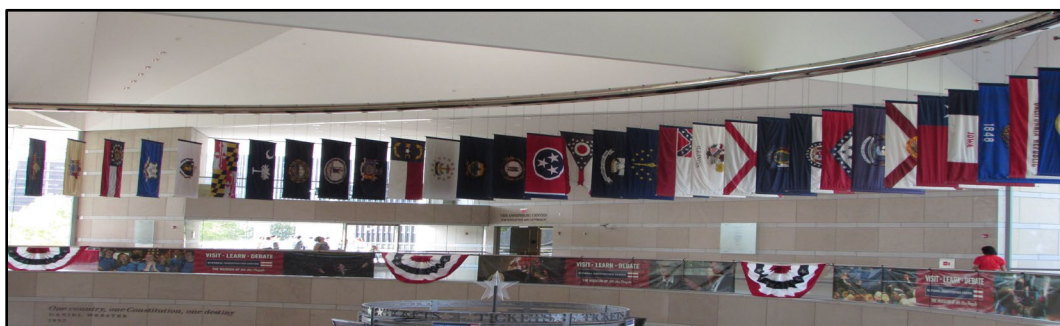
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Permission to work must be obtained from International Student & Scholar Advising (ISSA) after successful completion of one semester in the IECP and after discussion with an IECP Administrator. Students may only work on campus 20 hours per week.

## TRAVELING IN THE U.S.

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It is safer to travel with someone and it is a good idea to carry your important immigration documents with you including your passport, your I-20, and your I-94 form.



## ADVISING

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### IECP ADVISING

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Your IECP instructors or the IECP staff should be able to answer any questions that you have about your IECP classes. Also, you are always welcome to make an appointment to speak with an IECP Administrator. The IECP Office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.



For specific issues related to your attendance, probation, the Academic Success Plan, and program dismissal, please visit Jason Litzenberg, the Program Director and Student Advisor.

To speak with an IECP administrator for advising, please check their office hours posted on the bulletin board of the IECP Offices

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### PENN STATE ADMISSIONS ADVISING

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If you need help with applying to undergraduate or graduate programs, the IECP Office Staff arrange seminars on application processes common among American universities and offer individual appointment counseling by request. Seminars are announced by the IECP on the Semester Events Calendar.

In addition, the IECP Student Center hold regular admission advising sessions and arranges for visits from Admissions Office representatives to the IECP at least once per term (but generally more frequently).

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### IMMIGRATION ADVISING

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Any questions about your visa, your I-20 or DS-2019, your immigration status, or your SEVIS record should be answered only by:

- ISSA (International Student & Scholar Advising), located on the 4<sup>th</sup> floor of the Boucke building. <https://global.psu.edu/info/internationals-psu/students/contact-us>

Please see your Penn State Global Handbook for IECP Students for information on extending your I-20 or DS-2019, transferring to another university, requesting work authorization or travel signatures for traveling outside the U.S.

You can meet with an ISSA Advisor during their walk-in times Mondays, Wednesdays and Fridays from 1:30-4:30 p.m. or Tuesdays and Thursdays from 8:30-11:30 a.m. Many requests need to be made online through iStart at <http://istart.gp.psu.edu>

The ISSA advisor for the IECP is Megan Layng ([mzl141@psu.edu](mailto:mzl141@psu.edu)). Megan should be your first point-of-contact for questions related to visa matters.

### LIFE AT PENN STATE

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### IECP ACTIVITIES

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The IECP department offers trips and events for IECP students throughout the semester. The IECP also hires Transition Partners, current PSU students, who help introduce IECP students to life at Penn State and interesting things to do in State College. If you have suggestions for activities, please contact [iecp@psu.edu](mailto:iecp@psu.edu).

### PSU STUDENT ORGANIZATIONS

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There are over 1,000 student organizations on campus at Penn State. For more information on how to get involved, visit <http://studentaffairs.psu.edu/hub/studentorgs/>, <http://studentaffairs.psu.edu/hub/studentorgs/orgdirectory/>, or email [studentorg@psu.edu](mailto:studentorg@psu.edu).

The following is just a small sample of the student organization offered at Penn State:

- Asian Undergraduate Student Association
- Chinese Students and Scholars Association
- Chinese Undergraduate Student Association
- Emirates Student Union
- English Conversation Club
- International Scientists and Engineers Association (ISEA)
- Japanese Friendship Association
- Korean Student Association
- Kuwaiti Students Association
- LGBTA Student Coalition
- Omani Student Association
- Saudi Arabian Student Association
- Soccer
- Taiwanese Student Association
- Video Game Club
- Yoga



### STUDENT ADVOCACY RESOURCES

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As mentioned previously, the IECP limit for absences is set high (See below), so there are no excused absences. However, one of the exceptions is considered if the program receives an accommodation request from the university.

Please note that the accommodation is not granted automatically. Instead, the request is initiated by the students who are in needs of accommodation and is carefully reviewed by the university officials. If you believe that you would need accommodation for your study in the IECP, the following section provides information on what resources you can use for support and what conditions may be eligible for accommodation consideration.

**Student Disability Resources:** <https://equity.psu.edu/offices/student-disability-resources>

- As stated on the website, “Student Disability Resources (SDR) is responsible for coordinating support services, reasonable academic accommodations, and promoting disability awareness in the university community.”
- The SDR will facilitate you with
  - Requesting and maintaining disability-related documents
  - Certifying eligibility for services



- Determining and developing plans for reasonable accommodations such as academic adjustments, auxiliary aids, and/or services

**Student Care & Advocacy:** <https://studentaffairs.psu.edu/studentcare>

- As stated on the website, “Students may experience a variety of challenges during their college career. Student Care & Advocacy is a central location that coordinates efforts with campus partners to assist students who encounter challenges or concerns in achieving success at Penn State.”
- You are encouraged to reach out if you are experiencing challenges and difficulties in these areas:
  - Academic
  - Mental & physical health
  - Financial and interpersonal hardship
  - Safety
  - Significant loss.

The IECP will only consider accommodation with attendance, assignment, or other areas as requested in the official documentation provided by the abovementioned university offices.

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#### RECREATION CENTER

For an additional fee of \$90 per semester, IECP students may access the following [Campus Recreational Facilities](#): IM Building, IM Fields, Hepper Fitness Center, McCoy Natatorium, Stone Valley Recreation Center, The Tennis Center, and White Building.

Please contact Emily or Janelle if you’d like to purchase a membership!

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#### TOBACCO AND SMOKE FREE CAMPUS

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Penn State is a smoke/tobacco-free campus. Per university policy, smoking and the use of tobacco are prohibited in and on all University owned or leased properties, facilities, and vehicles. The policy includes all University locations.

As defined in the policy,

- Smoking includes the burning of any type of lit pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.
- Tobacco is defined as all tobacco-derived or containing products, including and not limited to cigarettes (e.g., clove, bidis, kreteks, electronic cigarettes, cigars and cigarillos), hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine.

For more information, visit this website: <https://policy.psu.edu/policies/ad32>.

## HEALTH INSURANCE & MEDICAL CARE

### HEALTH INSURANCE

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**ALL** international students are required to have health insurance for themselves, as well as for their spouses and children (dependents). Please remember that if you are an IECP student, you must either buy insurance from PSU (Penn State's Student Health Insurance Plan "SHIP") or complete a waiver from the Student Health Insurance Office. Students with insurance from outside PSU (sponsored students) must complete a waiver. Information about waiving and enrolling in health insurance is provided to new students during orientation. Returning students can always visit the Education Program Coordinator for information about health insurance requirements.

**Waivers must be renewed at the beginning of the semester.** An accepted waiver applies to the entire academic year during which it is filed.

If you do not buy the insurance or complete a waiver by the enrollment deadline, you will have to pay a \$50.00 late fee. After the first late payment, you will have to pay a \$100.00 late fee every time the deadline is missed.

For more detailed insurance information, please refer to the Student Health Insurance Office website: <https://studentaffairs.psu.edu/requirements-international-students>.

### HEALTH CARE

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All IECP students can use the Penn State University Health Services.  
University Health Services Hours

phone: (814-865-7467) or online (<http://studentaffairs.psu.edu/health/myUHS/>)

Days:	Time:
Mon. Tues. Thurs. Fri.	8:00 a.m. to 5:00 p.m.
Wednesday	9:00 a.m. to 5:00 p.m.
Saturday	11:00 a.m. to 3:00 p.m.

See the University Health Services brochure for information about fees and services. In general, students should not miss class to visit the doctor. When scheduling appointments, try to request appointments at times when you are not in class.

If University Health Services is not open at a time when you need to see a doctor, you may go to any **urgent care center** in the State College area. Urgent care centers are staffed with doctors, nurses, and other medical professionals and are often cheaper than going to the hospital emergency room. To find one that is closest to you, do a search for “urgent care centers.”

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### SERIOUS HEALTH EMERGENCIES

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Dial 911 or go directly to the Mount Nittany Medical Center Emergency Room.

*Note:* Ambulance service in the U.S. is expensive, costing hundreds of dollars. Check your insurance to see what kind of ambulance coverage you have.

### ESTABLISHING SUCCESSFUL STUDY HABITS

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#### WHAT DOES A SUCCESSFUL LANGUAGE STUDENT DO?

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- Sets realistic goals.
- Asks for help when it is needed.
- Sets language goals beyond those of the class assignments.
- Works well in groups.
- Works well individually.
- Makes a positive contribution to the morale and overall effectiveness of the class.
- Manages time well enough to complete assignments on time.
- Attends class regularly.
- Comes to class on time.
- Uses strategies to improve vocabulary.
- Is aware of the complexity of the language learning task.
- Is realistic about the length of time it takes to learn a language.

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#### TIPS FOR LEARNING ENGLISH

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- Always attend all your IECP classes.

- ▶ Participate in class.
- ▶ Make friends with people who don't speak the same language as you.
- ▶ Speak English whenever possible—in class, in between classes, at home, with friends and family.
- ▶ Join one of Penn State's many clubs or organizations.
- ▶ Read English in your spare time. Try out American newspapers and magazines.
- ▶ Watch American TV and go to the movies.
- ▶ Don't be shy! Talk to English speakers as often as possible.
- ▶ Don't worry if your progress in English is not always steady. Sometimes you'll progress very, very quickly; other times you'll progress more slowly.
- ▶ Put in the effort outside of classes. Students who use English outside of class tend to improve more than their peers who do not study or engage in English outside of the IECP.



### STRATEGIES AND BEHAVIORS FOR SUCCESS

Education systems and the way classes are conducted differ around the world. An important change for some international students is that in the U.S., they must assume much more responsibility for their own learning than they may be accustomed to in their own country. Listed below are some important tips for helping you to be a responsible student in this new culture.

1. Know each of your instructors' requirements and procedures. Most of these are explained in the course syllabus you receive early in the semester.
2. Always be prepared for class. Review the work you did the previous class session. Complete any homework or other assignments due that day.



Remember that it's your responsibility to be aware of the deadlines and due dates — IECP instructors and later, university instructors, may not remind you of them. It's also your responsibility to be aware of any assignments or homework that you may not have turned in — instructors may not remind you of those either.

3. Participate in class. Here are some tips:

- ▶ Volunteer when you have something to say. Don't always wait to provide an answer or comment until you are called on by the instructor.
  - ▶ It's also not necessary to wait until you are sure your response or comment is 100% correct. Participating in the classroom means taking the chance that you may be wrong. Students can learn as much from incorrect responses as they do from correct ones.
  - ▶ IECP instructors use some group work in their classes. It's your responsibility to speak up and contribute to the work of your group.
  - ▶ Listen carefully to your instructor and to your fellow students.
  - ▶ Ask for clarification from your instructor when you need it. Simply saying, "I don't understand" is not always helpful. Give your instructor as much information as you can about your difficulty, for example:
    - "I don't understand why this sentence says, 'a post office' and that one says, 'the post office.'"
    - "Could you repeat that? I don't think I understand it completely."
    - "What does that word mean? I understand everything except for that word."
4. Good participation means speaking regularly but not too much so that others feel they cannot participate. Come to class on time. Attend each of your IECP classes. If you must miss a class, tell your instructor in advance, if possible.
5. Always do your own work. Do not copy and paste from the internet. It is O.K. to help each other, but actually doing the work of another or having someone else do yours is considered cheating in American culture. (see Academic Honesty)

