LIEP
STUDENT HANDBOOK
LOYOLA INTENSIVE ENGLISH PROGRAM
LOYOLA UNIVERSITY
NEW ORLEANS
JANUARY 2016
WELCOME
to the
LOYOLA INTENSIVE ENGLISH PROGRAM!

We are delighted that you have chosen to study with us and hope that your time at the Loyola Intensive English Program (LIEP) will be productive and enjoyable. We are confident that your English skills will improve significantly while you are here. Our instructors and staff are highly qualified and committed to you.

Of course, the most important component of your intensive English program is you. This is your chance to use English in everyday life before and after classes, at meals, during your tutoring sessions, and during activities that we plan for you. Do your best to speak only English with your friends outside of class. The students who are the most successful in improving their English skills are those who use English at every available opportunity—both in and out of class.

This handbook, along with the International Student Handbook and the Loyola Student Handbook, provides you with information to orient you. The handbooks, however, may not tell you everything you want to know. If you have any questions or problems, or if you just want to talk, come by the Center for International Education in Mercy Hall Room 301.

We look forward to working with you!

Jessica Haley, LIEP Instructor and Academic Director
Karen Greenstone, LIEP Instructor
Elizabeth Magnotta, LIEP Instructor
# TABLE OF CONTENTS

## ENGLISH PROGRAM
- Overview of LIEP: page 3
- LIEP Mission: page 3
- Criteria for Advancement: page 3
- Length of Study: page 4
- Homework Expectations: page 4
- Basic Internet and Word Processing Skill: page 4
- Academic Courses at Loyola: page 5
- Evaluation: page 5
- Tutoring Program: page 6
- Class Observation Project: page 6
- Intercultural Conversations: page 7
- LIEP Blog and Facebook Page: page 7
- Cultural Activities: page 8
- The International Student Association (ISA) and inBUS: page 8
- University Resources: page 8

## LIEP POLICIES
- English Only: page 9
- Attendance and Promptness: page 9
- Participation: page 10
- Behavior and Discipline: page 10
- Previous Poor Performance in Other Programs: page 10
- Loyola Email Account: page 11
- Blackboard: page 11
- Hurricanes: page 12
- Academic Honesty / Plagiarism / Cheating: page 12
- Service Learning: page 13
- Course Changes: page 13
- Student Grievance Procedure: page 14
- Admission to Loyola University: page 14
- Payment and Refunds: page 14
- Immunizations: page 15
ENGLISH PROGRAM

OVERVIEW OF LIEP

The Loyola Intensive English Program (LIEP) has been providing English language instruction to international students from all over the world since 1976, with an interruption of four years (2006-2010) following Hurricane Katrina.

LIEP currently has two levels: Intermediate and Advanced. As part of the orientation and registration process, new students take placement tests to determine their level.

Each level consists of courses in writing/grammar, reading, listening/speaking, and an elective.

At LIEP, you receive 20 hours of classroom instruction per week and an additional 2 hours per week of individual tutoring.

LIEP MISSION

The Loyola Intensive English Program is designed for persons who wish to improve or perfect their English skills for academic, professional, social, or personal enrichment. The emphasis is on speaking, listening comprehension, reading, and writing. LIEP’s special interest is in the integration of these skills into fluent and competent English.

CRITERIA FOR ADVANCEMENT

You must satisfactorily complete the course requirements for each level in order to progress to the next level. You are evaluated at mid-term and at the end of the semester. The evaluations are based on the quality of your work: assignments, tests, class participation, and attendance. Generally, you advance to the next level based on writing and oral assessment, including TWE (Test of Written English) and TSE (Test of Spoken English) scores, and on the institutional TOEFL.

Intermediate I: TOEFL PBT 420-450 or iBT 33-45; TWE/TSE 3.0-3.75 / 6.0; IELTS 4.0
Intermediate II: TOEFL PBT 450-480 or iBT 45-55; TWE/TSE 4.0-4.5 / 6.0; IELTS 4.5
Advanced: TOEFL PBT 480+ or iBT 55+; TWE/TSE 4.5+ / 6.0; IELTS 5.0 – 6.0

If you have worked well and shown progress, but are not ready to advance to the next level, you may repeat your level once. If you are still not ready to move to the next level after a second semester, we believe that it is not in your best interest to continue at LIEP, and we will help you to find another program if you wish to continue your English study.

If you fail a level or even one LIEP course because of excessive absence, excessive lateness, behavior issues, or failure to complete assignments, you will not be allowed to continue at LIEP.
LENGTH OF STUDY

It is important to understand that acquiring written and oral fluency in English—or any language—takes time. This is particularly true if your goal is full-time academic study in an English-speaking college or university. How long it will take to reach academic proficiency in English depends on many factors, including the ones below.

- The level at which you begin intensive English study
- How closely your language and its writing system are related to English
- How frequently you write and speak English outside of class
- How effectively you have developed academic skills in your own language

The time required for reaching academic proficiency in English can be accelerated with intensive language study, such as you receive at LIEP, but it is important to realize that you may need more time than you originally thought. It is also important to understand that you will not succeed academically if you begin an academic program before you have acquired the necessary language proficiency.

Here are some things you can do to progress more quickly with your English:

- Attend all your LIEP classes and participate fully
- Use English 8 to 10 hours a day, in and out of class
- Spend 3 to 4 hours daily on homework and language study outside of class
- Read in English for 1 hour each day in an area of interest
- Write at least 1 page each day in English in a journal or blog
- Realize that the more you advance in your English studies, the harder it is to see daily progress, even though you are progressing well

HOMEWORK EXPECTATIONS

You should expect to spend an hour or more on homework and study outside of class for every hour that you spend in class. If you are in LIEP classes 20 hours per week, you should expect to spend 20+ additional hours on homework and study outside of class.

BASIC INTERNET AND WORD PROCESSING SKILL

LIEP courses require basic skill in using the Internet and the Microsoft Word word-processing program.
ACADEMIC COURSES AT LOYOLA

To take academic courses at Loyola, you must do the following:

- Apply to Loyola University and meet the requirements for admission
- Obtain the recommendation of LIEP
- Obtain satisfactory TOEFL and TWE scores:
  - For full academic enrollment:
    - TOEFL score of 550 (PBT) or 80 (iBT) or IELTS 6.5
    - Test of Written English score of 5.5 / 6.0
  - For the Pilot Program:
    - TOEFL score of 500 (PBT) or 61 (iBT) or IELTS 6.0
    - Test of Written English score of 5.0 / 6.0

PILOT PROGRAM: LIEP offers a Pilot Program in which you take two academic courses at Loyola and two credit-bearing LIEP courses (Writing/Grammar and Reading). This allows you to study academic subjects while working on your English skills.

EVALUATION

During the fall and spring semesters, you receive an evaluation at mid-term and at the end of the semester. During the eight-week summer session, you receive only one evaluation at the end of the eight weeks.

At the end of each term, in each of your courses, you receive one of these grades:

A  You have passed the level with excellent to outstanding work. You may move to the next level at LIEP.
B  You have passed the level with good to very good work. You may move to the next level at LIEP.
C  You have passed the level with satisfactory work. You may move to the next level at LIEP.
P  You have not passed the level, but you have worked well and made progress. You may repeat the level at LIEP once. If you receive P a second time at the same level, we feel that it is not in your best interest to continue at LIEP. We will help you to find a more suitable program if you wish to continue your English language study.
F  You have failed the level. Failure is most often due to excessive absence, lateness, unacceptable behavior, or failure to complete assigned work. You must leave LIEP, even if you receive F in only one LIEP course. You will not receive a certificate.

The institutional TOEFL score and the TWE and TSE scores are also reported as part of your evaluation. In addition, you receive comments that focus on your strengths and on areas that need improvement.
NOTE: Final testing (TOEFL, TWE, TSE) is given only on the scheduled dates. There is no early or late testing.

TUTORING PROGRAM

The tutoring program is a very important part of LIEP. Your tutor’s job is to help you with your written and spoken English. Your tutor can help you in these ways:

- Practice English conversation
- Help with assignments
- Answer questions about your experience of living in New Orleans

You should take your tutoring sessions as seriously as you do your classes. Set a schedule with your tutor and stick to the tutoring schedule. If you can’t meet your tutor during your scheduled time, it is important to tell your tutor in advance and reschedule your session, but this should happen rarely.

If you miss your tutoring session three times in a semester without notifying your tutor, we may reassign your tutor to another student who can benefit from extra tutoring. Non-attendance at tutoring sessions may affect your course grades negatively.

It is also important to understand that you are responsible for the content of the tutoring sessions. Your tutor does not prepare lessons for your tutoring session but helps you with work that you bring to the session. Therefore, it is up to you to bring to the tutoring session what you want to work on.

Because one-on-one work in English is so important, tutoring is required for LIEP students. For Pilot students, who are taking academic courses at Loyola, tutoring is optional.

If you have a problem with your tutor, you should talk to the Ms. Jess Haley, who coordinates the tutoring program. Remember that we can help you only if you tell us about the problem.

HAVE A GOOD TIME WITH YOUR TUTOR!

CLASS OBSERVATION PROJECT

The Class Observation Project is one of many opportunities for you to use English in a real-life situation. Each semester we cancel our LIEP classes, usually for two days, so that you may observe academic classes at Loyola. During those days, you attend the classes that you have signed up to observe, and you carefully observe the teaching and the class dynamics while taking notes. Then you prepare a written report about your observation, and you discuss your experience in your LIEP classes.
INTERCULTURAL CONVERSATIONS

Several times each semester, Loyola holds Intercultural Conversations, facilitated by Dr. David O’Donaghue of the New Orleans Lyceum, and co-sponsored by the Loyola Intensive English Program and the New Orleans Lyceum.

At these Intercultural Conversations, people gather for informal discussion of a timely question over coffee or tea. LIEP students, other Loyola University students and faculty, and interested New Orleanians are invited to participate.

We often choose questions drawn from topics that you have read, written, and talked about in class. For LIEP students, this is an opportunity to carry class discussions into a wider forum—with others on the Loyola campus and in the New Orleans community. For those in the Loyola and New Orleans communities, this is an opportunity to exchange ideas with people from different cultures.

LIEP BLOG AND FACEBOOK PAGE

Our LIEP blog, titled “LIEP News Now,” highlights unique and interesting aspects of our program. We welcome LIEP students to write for the LIEP blog. If you would like to write for the LIEP Blog, talk to your writing instructor or to Karen Greenstone.

You will find the LIEP blog at


Our Facebook page provides updates on LIEP activities. You will find us on Facebook as the Loyola Intensive English Program, at

CULTURAL ACTIVITIES

We plan cultural activities every semester, and we encourage you to attend them! Some activities introduce you to United States or New Orleans customs and holidays such as Halloween, Thanksgiving, Mardi Gras, and Independence Day. Other activities over the years have included tours of plantation homes, swamp tours, out-of-state trips to beaches in Florida or Alabama, and outings in New Orleans to the French Quarter, jazz clubs, museums, and sporting events.

We strongly encourage you to participate in as many of our activities as possible. Not only is this a great opportunity for you to practice English outside the classroom, but you also get to know other students in the program who are taking classes at other levels.

THE INTERNATIONAL STUDENT ASSOCIATION (ISA) AND inBUS

Often, making the transition to the United States from another country can be challenging. Getting involved with the International Student Association (ISA) or with inBUS can help.

ISA spreads cultural understanding at Loyola. ISA is a great way to meet new people from different countries and backgrounds and to help people understand where you come from. To read more about ISA, visit <http://loyno.edu/cie/isa>.

inBUS aims to integrate international students into the Loyola community. inBUS pairs you with a friend, or buddy, who is a U.S. American Loyola student. In this way, we hope to create long-lasting friendships and support systems that will benefit both international students and U.S. American students at Loyola. To read more about inBUS, visit <http://loyno.edu/cie/inbus>..

UNIVERSITY RESOURCES

As a LIEP student, the many resources of Loyola University are available to you. We encourage you to use these resources to support your studies, your health, your social life, and other areas of interest. The International Student Handbook has more complete information, but we want to highlight the resources below.

Monroe Library: This is Loyola’s main library, where you will find a wide selection of books, newspapers, magazines, academic journals, music recordings, and films. For more information, see <http://library.loyno.edu>.

Computer Labs: These include the Monroe Library labs, the WAC (Writing Across the Curriculum) lab in Bobet 100, the Cabra lab on the first floor of the Cabra residence hall, the iMAC lab on the first floor of the Monroe Library, and the Math lab on the fourth floor of Monroe Hall. For more information, see <http://academicaffairs.loyno.edu/infotech/computer-labs>.
University Sports Complex: The University Sports Complex offers opportunities to engage in sports, swimming, yoga, and other exercise routines. Exercise equipment is available. The University Sports Complex is a good place to work out, alone or together. For more information, see <http://studentaffairs.loyno.edu/athletics-wellness>.

Student Clubs and Organizations: Loyola has over 80 clubs and organizations, representing a wide range of student interests. For more information, including a list of all student organizations at Loyola, see <http://studentaffairs.loyno.edu/cocurricular/student-organizations>.

Concerts, Plays, Lectures, Films, Social Events: Loyola has a full calendar of concerts, plays, lectures, films, and social events. Check your Loyola email account for information about these.

LIEP POLICIES

ENGLISH ONLY

English should always be used in the classroom and in the hallways before and after class. The primary goal of LIEP is to help you communicate effectively in English. Therefore, it is expected that you will not speak your own language while at LIEP. You should also do your best to speak only English among your friends outside of class. You will improve more quickly if you practice English at every opportunity.

ATTENDANCE AND PROMPTNESS

At LIEP, we require that you attend and be on time for all of your classes because participating in class is so important for improving your English. However, because emergencies and other problems happen, we allow 5 hours of absence in each course during each half-semester.

Every 3 instances of lateness for class equals ½ hour of absence. You are late for class if you are not seated in the classroom when class begins and when the class resumes after a short break.

When you reach 3 hours of absence in any class during a half-semester, you will receive a reminder from your instructor. When you reach 5 hours of absence in a course during a half-semester, you will receive a notice of caution from the Academic Director. If you have more than 5 hours of absence, you will receive a strong notice, and you will have a very serious meeting with the Academic Director about the consequences to your F-1 visa status and to your course grades. A student with more than 5 hours of absence in a half-semester may have to leave LIEP.

Frequent absences or lateness can affect your course grade. For every 2 extra hours of absence, your course grade goes down 5 points.
Even more important, frequent absences or lateness may mean that you will have to leave LIEP. **We reserve the right to dismiss from LIEP any student with more than 5 hours of absence in a half-semester.** In this case, you lose your F-1 visa status. Also, you will not be allowed to take the institutional TOEFL at the end of the semester, and you will not receive a recommendation or certificate from LIEP.

In addition, a student who must leave LIEP early because of excessive absences will not receive any refund.

**PARTICIPATION**

Your active participation in class is essential to your success at LIEP. To make the most of your class time at LIEP, please do the following:

- Come to class fully prepared with assigned work
- Give your complete attention to what is happening in class
- Participate by sharing your thoughts and encouraging others to share theirs
- Ask questions
- Use English to communicate

**BEHAVIOR AND OUR LEARNING COMMUNITY**

While you are at LIEP, we expect that you will behave in ways that help to create an active and comfortable learning environment for everyone at LIEP.

If a LIEP student engages in behavior that negatively affects the learning environment, that student may be told to leave class and will be counted absent from that class for that day. Behaviors of this type include actions that are disrespectful to yourself, to other students, to the instructors, to the classroom, or to the learning environment. These actions will be reported to the Academic Director.

If such behavior is repeated, the student will be asked to leave LIEP. This will cause loss of F-1 visa status. In addition, a student who must leave LIEP early because of unacceptable behavior will not receive any refund.

**PREVIOUS POOR PERFORMANCE IN OTHER PROGRAMS**

Sometimes a student comes to LIEP from another English language program where he or she has performed poorly. This student may be admitted conditionally to LIEP and must sign a performance contract before beginning classes at LIEP.

We will review this student’s performance at LIEP after the first four weeks and at mid-term; if the student’s performance is still poor at either of these meetings, the student must leave LIEP. The final review is at the end of the semester.

A student who must leave LIEP early because of poor performance will not receive any refund.
LOYOLA EMAIL ACCOUNT

All Loyola students are issued an individual Loyola email account.

- **USERNAME**: To find your email username, search for yourself on Loyola’s directory at <http://www.loyno.edu/search/atoz>.
- **PASSWORD**: Your default email password is the first two letters of your first name in lower case, followed by the last four letters of your social security number (or the last four digits of your 999 number if you don’t have a social security number). When you log in, you should change this default password to a more secure password.

Check your Loyola email account daily for university announcements and communication from your instructors. You can access your email by visiting <http://webmail.loyno.edu>.

BLACKBOARD

We use Blackboard as an integral part of our LIEP courses. Blackboard is an online program that allows instructors to post course announcements, materials, assignments, and grades and that allows students to send in assigned work, participate in online discussions, and view grades.

To access Blackboard, do the following:

- Go to the Loyola website at <http://www.loyno.edu>.
- Click on Blackboard at the top right of the screen.
- Enter your username, which consists of the portion of your Loyola email address before the @ symbol.
- Enter your password, which consists of the first two letters of your first name in lower case, followed by the last four digits of your social security number (or the last four digits of your 999 number if you don’t have a social security number).

If you have trouble accessing your account, you can get help by asking anyone at the front desk of Monroe Library or by calling Monroe Library at 504-864-7111.

It is very important that you check and use Blackboard throughout the semester in each of your LIEP courses.

In sending attached documents through Blackboard, be sure that you send only Microsoft Word documents (with a suffix of .doc or .docx). The title of the document must contain no characters other than letters, numbers, the space, and the underscore.
HURRICANES

Hurricane season extends from June 1 through November 30, with August and September as the most active months. It is very important to be prepared for evacuation if New Orleans is threatened by a hurricane.

If you live in one of Loyola’s residence halls, you must file your personal evacuation plan with the university before receiving your room key. If you do not live on campus, you still need a personal evacuation plan so that you will know what to do in the event of a hurricane.

If we must evacuate for a hurricane, we will continue our courses through Blackboard and your Loyola email account. Please check Blackboard and your Loyola email account for course work as soon as you get settled in your evacuation location.

For more information about Loyola’s response to hurricanes, please see the International Student Handbook and Loyola’s Emergency Preparedness website at <http://studentaffairs.loyo.edu/emergency-preparedness-plan>.

ACADEMIC HONESTY / PLAGIARISM / CHEATING

In the United States, a person’s ideas and words are considered the intellectual property of that person. To use another person’s ideas or words without giving proper credit to that person is considered stealing. When this is done in writing, it is called plagiarism.

Plagiarism is an act of academic dishonesty, or an act of cheating. U.S. universities, including Loyola, take cheating of all kinds, including plagiarism, very seriously.

This means that all written work for any LIEP course or Loyola course must be your own. When you use the exact words of someone else in your writing, even if you are using only a sentence or a part of a sentence, you must show that you are quoting and you must provide the source of your quote. When you paraphrase the ideas of someone else in your writing, you must provide the source of the ideas. Your LIEP writing instructor will show you how to do this.

In addition, all written work for any LIEP course or Loyola course must be written specifically for that course. You may not hand in work that you have written for another LIEP course or Loyola course, for a course at another institution, or for some other purpose such as a writing contest.

Academic dishonesty, or cheating, of any kind, including plagiarism, may result in the following consequences:

- A grade of 0 for the assignment or test, with no possibility to make up the work
- A grade of F for the course
- Suspension or expulsion from LIEP and/or from Loyola University with no refund
For more information about academic honesty, see the section of Loyola’s Undergraduate Bulletin titled “Integrity of Scholarship and Grades,” at <http://2012bulletin.loyno.edu/undergraduate/academic-regulations-details#integrity>.

SERVICE LEARNING

Loyola has a strong commitment to social justice and to providing effective help for people in need. An important part of Loyola’s mission is that Loyola students become men and women with and for others. Therefore, service learning is part of many Loyola courses and may be part of some LIEP courses.

When you engage in service learning, you work to address a need in the New Orleans community. For example, you may prepare and serve meals for homeless people, tutor children in an after-school program, repair damaged or neglected homes, visit people who are ill or disabled, or provide other needed services.

Part of service learning involves reflecting on what you have learned through serving. This is often done through writing and class discussion.

Service learning is a wonderful opportunity to use your English in a real-life situation, to get off-campus and interact with New Orleanians, to confront and reflect on issues of social justice, and to experience the fulfillment of providing needed service to others.

LUCAP: Another avenue for serving others is through the Loyola University Community Action Program (LUCAP). LUCAP provides opportunities for Loyola students to offer help to those in need. You can find information about service through LUCAP at <http://mm.loyno.edu/volunteer-service/loyola-university-community-action-program>.

COURSE CHANGES

We make every effort to place you in the appropriate LIEP level through extensive testing during our orientation period at the beginning of the semester. However, if you feel that you are not appropriately placed, you may change your LIEP course level if the course instructor and the Academic Coordinator agree that the level in which you have been placed is inappropriate for you. Any such changes must be made during the first week of class. After the first week of class, no changes may be made until mid-term.
STUDENT GRIEVANCE PROCEDURE

We at LIEP are very concerned that your questions and complaints are handled courteously and quickly. All complaints will be handled with complete confidentiality.

If you have a complaint about a LIEP instructor, the class materials, the class environment, or a tutor, you should talk to the Academic Director.

If you have a complaint about the Academic Director, you should talk to Debbie Danna, the Director of the Center for International Education. Debbie’s office is in Mercy Hall Room 301-C.

ADMISSION TO LOYOLA UNIVERSITY

Acceptance to LIEP does not guarantee acceptance to Loyola University’s academic courses of study. If you want to attend Loyola University, you must apply through Loyola’s Office of Admissions as early as possible.

You may be eligible for full admission to Loyola, if you fulfill these conditions:
- Meet Loyola’s admission requirements
- Have the recommendation of LIEP
- Have a TOEFL score of 550 (PBT) or 80 (iBT) or IELTS 6.5
- Have a Test of Written English score of 5.5 / 6.0

You may be eligible for the Pilot Program (two credit-bearing LIEP courses and two academic courses at Loyola) if you fulfill these conditions:
- Meet Loyola’s admission requirements
- Have the recommendation of LIEP
- Have a TOEFL score of 500 (PBT) or 61 (iBT) or IELTS 6.0
- Have a Test of Written English score of 5.0 / 6.0

Remember that you must submit an application to the Office of Admissions and meet academic requirements in order to take any undergraduate or graduate credit courses.

For more information about admission to Loyola University, see <http://apply.loyno.edu>.

PAYMENT AND REFUNDS

Tuition, fees, and housing payments should be paid by the end of the first week of classes and must be paid by 30 days after the start of classes.

A 40% refund of tuition is available to students only if they withdraw from the program in writing before the end of the first full week of the program. No refunds are made for housing.

A student who must leave LIEP early because of poor performance, unacceptable behavior, or excessive absence will not receive any refund.
Payments can be made by cash, personal check, wire transfer, or credit card. You can pay in person at the bursar’s office in Thomas Hall Room 206 or online at <http://www.loyno.edu/bursar>.

If you aren’t able to pay the total in full at the beginning, it is possible to set up a payment plan with permission from the Office of Student Finance in Thomas Hall Room 406.

**IMMUNIZATIONS**

To attend Loyola, you are required to have your doctor fill out Loyola’s immunization form. You can pick up an immunization form in Mercy Hall Room 301 or access the form online at <http://studentaffairs.loyno.edu/health/immunizations>.

If you haven’t turned in an immunization form to Student Health or the Center for International Education by the first day of class, your classes will be canceled.

Note that you can fill out the bottom of the immunization form if you object to receiving any of the vaccines. Please ask the Academic Director if you are unsure how to complete this form.

* * *

**NOTE:** As a LIEP student, it is important that you know the policies and procedures in the Loyola University Undergraduate Bulletin and the Loyola International Student Handbook.

ENJOY YOUR TIME IN NEW ORLEANS AT LIEP!