



Wilkes University
Intensive English Program
(IEP)
Student Handbook



WELCOME

The Director and Instructors of Wilkes University Intensive English Program (IEP) welcome you. Our goal is to make your experience at Wilkes as academically rewarding and personally satisfying as possible. In addition to the guidelines outlined in this handbook, The IEP's students are governed by all policies in the Wilkes University Graduate and Undergraduate Bulletins and Wilkes University Student Handbook which can be found on the website <http://www.wilkes.edu/pages/118.asp> Should you need any help in understanding these documents, please ask a member of the IEP's faculty or the Center for Global Education. All information in the IEP's Student Handbook will be explained during your orientation. Should you miss this mandatory orientation session, you are still responsible for understanding all information contained in this handbook.

. You are a part of a very strong and serious intensive English program and we expect you to;

- complete all of your homework on time and to the best of your ability.
- speak ONLY English while in Hollenback Hall, The IEP's instructional IEP.
- attend all academic classes on time every day.
- participate fully in all class activities.
- make every effort to participate in Wilkes University activities which will increase your awareness of the United States, help you make new friends and improve your English.

While our expectations of you are high, we are here to help you. We want you to work hard and succeed and will do whatever we can to help you reach your goals. We hope to make your experience at Wilkes one you will always remember. In addition to all policies presented in this handbook, all rules and regulations in the Wilkes Student Handbook and the Wilkes University Bulletin apply to all students in The IEP. Please read these books and ask an instructor if you have any questions.

English as a Second Language Mission Statement *For Our Students*

As part of our commitment to providing high quality intensive English language instruction, the IEP's faculty and staff strive each day to assist students with social and cultural interaction, academics, and multicultural issues which arise in adjusting to a new culture. Our program is based on a clear understanding of our goals and the means to achieve them in accordance with the Wilkes University Mission and Vision.

MISSION:

To educate our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, and academic excellence.

VISION:

To be a nationally recognized independent university where intense personal engagement in exceptional academic and professional programs cultivates a lifelong commitment to learning, ethics, civic responsibility, and openness to cultural diversity.

The IEP's mission statement for our students is to;

- ❖ Provide quality academic English language instruction for students whose native language is not English;
- ❖ Promote multi-cultural understanding by engaging students in meaningful communication.
- ❖ Prepare students for further academic study in the U.S.
- ❖ Provide English language instruction for personal growth and to ensure a productive and fulfilling experience.
- ❖ Provide students with the advising they need to successfully reach their academic or professional goals;
- ❖ Provide leadership in the areas of intercultural understanding and cooperation;
- ❖ Provide learner-centered instruction;
- ❖ Provide services relating to admission, counseling, academic life, and the general success of international students attending Wilkes University.
- ❖ Please remember that we are here to help you. We will challenge you and give you a lot of work, but we will also help you with issues that may arise outside of the classroom.

Administrators, Faculty and Staff:**Kimberly Niezgoda, Assistant Director for English as a Second Language**

Max Roth Hall, 106, ext. 408-4170

kimberly.niezgoda@wilkes.edu

Intensive English Program Full time staff

Office Hours Monday through Thursday 2:00-2:40, by appointment only!!!

Karen Lau, ESL Full time

Hollenback Hall, 102, ext. 408-3855

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Domicella Balice,

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Hollenback Hall, 202, ext. 408-3858
anita.williams@wilkes.edu

Cheryl DeFrain,
Hollenback Hall 301, ext. 408-3857
cheryl.defrain@wilkes.edu

The IEP's classes are divided into five levels: beginning, low intermediate, intermediate, high intermediate and advanced. Enjoy small classes and individual attention from certified ESL instructors.

Curriculum Overview

Reading - The intensive reading curriculum is divided into five levels: beginner, high beginner, intermediate, high intermediate, and advanced. At the beginning levels, students develop their ability to read and write words, phrases, and sentences. They also learn basic skills and strategies designed to improve decoding, vocabulary acquisition, and reading comprehension. The intermediate levels build upon these skills and focus more on developing literal comprehension, fluency, vocabulary development, and critical thinking skills. At the advanced level, students become proficient in the skills required for academic studies with a continued emphasis on vocabulary development and analytical comprehension. Literature and critical analysis of readings also serve as sources for refining and expanding students' critical and academic reading skills.

Writing - Students undergo intensive courses in writing. Throughout the levels, the focus remains on the academic language skills needed for entrance into English 101 and for university studies. The courses focus on academic writing, beginning at the sentence level in level one and expanding to the writing of expository and argumentative essays, summaries of academic readings and current events, critical analysis of readings in literature, research and documentation by level five.

Listening and Speaking - . These courses provide instruction in listening and speaking for all levels. Thematic topics relevant to current events formulate the basis for intellectually stimulating listening, speaking and critical thinking tasks. The course aims to prepare students for successful oral communication in social and academic environments. Students begin by learning simple conversational strategies and progress to extrapolating key points to prepare presentations, debates, conversations and other activities that demonstrate understanding of material covered and preparedness for university studies.

Grammar - These courses provide students with a thorough and systematic review of grammatical structures and their use in authentic language situations. The emphasis of the grammar course, in Levels 1 and 2, is on the correct formation of sentences and paragraphs, orally and in writing. Levels 1 and 2 also include a component focusing on vocabulary / study skills. In Levels 3 and 4, the grammar course takes a highly communicative approach and provides extensive grammar practice using a multimedia program and a variety of interactive tools. The primary focus is on application of the rules of grammar to oral and written language production, building on the skills gained in Levels 1 and 2. A wide variety of exercise

types are provided, including extensive pair work and group work. Level 5 focuses on advanced grammar instruction. The objectives for this class are needs-based and are driven by the grammar errors common among advanced level students.

Electives A and B

Students may choose among a variety of elective classes to best meet individual needs. All classes utilize specific themes to improve the four skills of reading, writing, listening and speaking. These classes are offered on Mondays and Wednesdays and Tuesdays and Thursdays and attendance is mandatory for all students. Students will sign up for Elective classes by the end of the first week of the term.

Calendar and Schedule

The IEP's program has three 13 ½ week semesters in the Fall, Summer and Spring. **Classes meet Monday to Thursday from 8:00 a.m. to 4:00 p.m. and Fridays 8:00 to 10:50.** Friday afternoons have been set aside to provide time for dealing with all administrative and personal issues not relevant to classes (banking, paying of bills, meeting with advisors, etc.), you are not excused from class for any of these reasons.

Please read your student schedule carefully as some classes are in Hollenback Hall and others are in other buildings on campus. **If you are more than five minutes late for class, you will be locked out.**

Holidays

The following holidays are celebrated yearly in the United States. On these days, public offices and banks are closed. Wilkes University is closed on the days marked (*). The IEP for Intensive English Instruction at Wilkes observes the same schedule as Wilkes University and will be closed on the days that the university is closed. It is often difficult to get plane tickets before holidays. **IT IS HIGHLY RECOMMENDED THAT YOU BOOK YOUR TICKETS IN ADVANCE. STUDENTS LEAVING EARLY OR RETURNING LATE DUE TO PROBLEMS WITH AIRLINE RESERVATIONS MAY AUTOMATICALLY FAIL THE LEVEL DUE TO UNEXCUSED ABSENCES.** (See attendance policy, page 9)

Memorial Day* last Monday in May
 Independence Day* July 4
 Labor Day* first Monday in September
 Thanksgiving Day* fourth Thursday in November
 Christmas Day * December 25
 New Year's Day* January 1

WILKES UNIVERSITY INTENSIVE ENGLISH PROGRAM CALENDAR

Spring 2012

Start January 16, 2012
 Spring Break March 3rd-11th
 Easter Break April 5th, 6th and 9th
 Level test April 13th
 Finals April 16th and 17th
 Graduation, April 17th

Summer 2012

Start May 14th
 Holiday July 4th
 Level test August 3rd
 Finals August 6th and 7th
 Graduation August 7th

Bad Weather Policy

In the event of snow, classes may be canceled. Please call **570-408-7669** to find out if the University is open or closed. If the University has a 12:00 delay, there will be no classes that day.

IEP Activities

The IEP program takes students on trips to various places. **If a student has poor attendance in the program, they may not be allowed to participate in trips. Students absent from morning classes on the day of a trip, will not be allowed to attend the trip and students will lose their deposit.**

Upcoming trips will be posted on the bulletin board in Hollenback Hall. The trips are first come, first serve and a \$10.00 refundable deposit is due when you sign up. The money will be returned when you board the van for the trip. If you do not pay the deposit, you cannot go on the trip.

Class schedules and academic transcript

All IEP students will be registered for IEP classes at the end of the first week of each term, will be able to view your schedule at <https://mywilkes.wilkes.edu/cp/home/displaylogin> Once on this page, click on the Student Services tab, Records, Academic transcript and scroll down to see all your grades.

For schedule, click on Student Services, My registration, View schedule.

Electives A and B

All students must choose one Elective A class and one Elective B class. These classes are required and you must attend, they will count towards your passing the level. Elective classes will be posted in Hollenback Hall at the end of the first week of each term. Student numbers are limited and classes are available on a first come, first serve basis. You will sign up for an two elective classes.

Placement Testing

The IEP's placement testing places students in levels that are appropriate for their learning and English development. Students will be tested in reading, writing, listening, speaking and grammar. The tests have

been aligned with our curriculum and will effectively determine the appropriate placement level for each student.

Students, who are not new to the IEP, must retake the placement test if they are returning after an absence of one semester or their instructor(s) recommends a retake. To ensure the validity of the results, the policy is that retakes are not to exceed two times per year.

Placement Test Scoring Ranges

| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|-----------|---------|---------|---------|---------|---------|
| Reading | 1-40 | 41-64 | 65-74 | 75-84 | 85-94 |
| Listening | 1-41 | 42-66 | 67-81 | 82-91 | 92-94 |
| Grammar | 1-41 | 42-62 | 63-83 | 84-93 | 94-99 |
| Speaking | 3-5 | 5-9 | 10-15 | 16-22 | 23-27 |
| Writing | 2-3 | 4-5 | 6-7 | 8-9 | 10-11 |

Changing Class Levels during the first week of the Semester

New Students

1. Teachers will monitor student progress and recommend students who are eligible to take the level test for placement in the next level
2. Students may request a level change using the **Level/Class Change Request** form found at the back of this book; however the teachers must approve the request based on performance in the classes.
3. Tests to change levels will be administered during the second week of the semester.

Returning Students

1. Students, who have failed both classes and the level test, in the previous semester, will not be allowed to take the level test at the beginning of a new term and must remain in the current level.
2. Only students who have passed classes, but failed the level test, will be allowed to retake it.
3. If students were absent for the level test without an approved excuse from the Director, they will not be allowed to retake the test.

Changing Class Levels during the mid-term conference period.

1. Teachers will monitor student progress and recommend students who are eligible to take the level test for placement in the next level
2. Students may request a level change using the **Level/Class Change Request** form found at the back of this book; however the teachers must approve the request based on performance in the classes.
3. Tests to change levels will be administered after mid-term conferences.

4. **Students with excessive absences or low class grades are not eligible to take the level test mid-term.**
5. **Only students with high mid-term grades in all classes can register to take the level test mid-term.**

Completion of Levels

For each level, there is a set of objectives that a student must meet to complete that level and a level test which assesses that the student has mastered the necessary skills. **All students must achieve a combined GPA and level test score of 75% (2.5) to pass to the next level.** . If a student does not meet these objectives they will repeat the level. On the academic transcript it says Level Achievement, a **P indicates** passing to the next level, an **F indicates** you have failed and will repeat the level. The program is completed when a student successfully finishes all level five classes, passes the level five level test, or obtains a 5.5 on the IELTS or a 60 on the TOEFL iBT. The usual length of study for an intermediate student to reach academic proficiency is 3 semesters (1 year), while for a complete beginner, 5 semesters, 1½ years, may be required. All students who plan to return to the program the following semester must notify the International student coordinator

Payment

All students must pay the full tuition or present proof of financial scholarships by the end of the 1st week of study. **Those students, who do not pay their bills, will be placed on financial hold and will not be able to attend classes until the hold is removed.** If students have a scholarship, it is their responsibility to contact the Saudi Cultural Mission and resolve the payment issue.

Student Attendance

Attendance

For students to succeed in the Intensive English Program studies must be taken seriously. Students must attend classes in order to succeed and must not be late.

- 1.) The Intensive English Program supports a zero absence policy; students may not miss any classes.
- 2.) Late arrivals are counted as absences. Doors to classrooms will be locked 5 minutes after the start of class, and late students will not be allowed in.
- 3.) Attendance is reported weekly; ANY absence will result in a meeting with the Director (Monday afternoons between 2:20 and 4:00 in Hollenback Hall)

Meeting with the Director

- 1st meeting with Director
 - Student will explain absences and commit to missing no more classes.
- 2nd meeting with the Director
 - Student must write and bring a letter to this meeting explaining continued absences and outlining plan to get to school on time and attend all classes.

- 3rd meeting with Director
 - **Student will read the letter sent to Sponsoring agency**, and to the Managing Director of the Center for Global Education and Diversity, final warning prior to expulsion from the program
- 4th meeting with Director
 - Student **EXPELLED** from program, must reapply or transfer to avoid SEVIS termination

Cell Phones

All cell phone use is prohibited in class without teacher's permission. The teachers will take away your cell phone, or ask you to leave the class, if they see you using them.

Academic Probation and Ineligibility

Students failing a level will automatically be placed on academic probation, as a warning to that he or she is not making satisfactory progress toward completion of the program. Due to the intensive nature of the program and the rapid pace, students may also be placed on academic probation due to a high number of absences. Students placed on academic probation may be expelled from the program if their situation does not improve within one semester. Students who fail the same level twice may also be expelled from the program due to academic illegibility.

IEP Participation Policies

All students are expected to follow American academic guidelines and procedures. While teachers are extremely sensitive to cultural differences and values, students are also expected to conform to American academics. Most classes involve a lot of pair and group work and male and female students will be required to talk to each other and work together, to complete the in class assignments. Lack of participation may result in grade reductions.

English Only Policy

As a participant in the IEP for Intensive English Instruction all students **MUST** speak only English while in Hollenback Hall. Students are also strongly encouraged to speak as much English outside of class as possible and to take advantage of the many social and cultural events on campus and in Wilkes-Barre.

Student Assessment

At the end of each term, the office of the IEP for Intensive English Instruction issues a non-credit transcript, listing the grades earned for each class. The transcript is kept for the duration of a student's study in The IEPs' program at Wilkes University. Test scores are recorded throughout each semester.

Instructors give a final score in each skill area based on the test scores and other criteria as indicated in the course syllabus. (See **Mid-Term Evaluation** form, Appendix A, page 1)

Written Mid-term evaluations are completed during the middle of each semester. When a Mid-term evaluation indicates that a student may be in danger of failing a course, a conference will be scheduled with the instructor to discuss plans for improvement. Instructors will make suggestions and give feedback to help student clearly understand what is required to maintain progress.

The IEP for Intensive English Instruction uses the following grading scale:

| <u>Percent</u> | <u>Grade</u> | |
|----------------|--------------|----|
| 90-100 | 4.0 | A |
| 85-89 | 3.5 | B+ |
| 80-84 | 3.0 | B |
| 75-79 | 2.5 | C+ |
| 70-74 | 2.0 | C |
| 65-69 | 1.5 | D |
| 60-64 | 1.0 | D- |
| Below 60 | .0 | F |

Exit Criteria

1. All students in the IEP for Intensive English Instruction must take the official TOEFL iBT or IELTS test at the end of level five in order to obtain a Certificate of Completion. Students must achieve a 60 on the TOEFL iBT or a 5.5 on the IELTS in order to exit the intensive English language program. **(NOTE: Graduate students can exit the IEP with these scores, but will not be admitted to the graduate school until they achieve a 79 on the iBT or a 6.0 on the IELTS)**
2. Students must achieve a combined GPA and level test score of 2.5 to graduate.
3. Students must receive final approval from the Director stating that these requirements have been successfully met.

University Courses

Only students in level five may be registered to audit or take for credit one Wilkes University evening class. Students dropping this class after the official Wilkes drop date (see page 19 of the Wilkes University Student Handbook - <http://www.wilkes.edu/Include/staffair/Handbook0708.pdf>), will be required to pay for it. (Sponsoring agencies, cultural missions, and embassies will not pay for a class a student has dropped). To complete this registration please see the Program Coordinator.

To take a University class, students must

1. **Have a GPA of 2.5 or higher.**
2. **Have good attendance (if you met three times with the Program Director about your absences in the previous semester, you cannot take a university class).**
3. **Have a TOEFL iBT score of 55 or higher, or an IELTS score of 5.0**

Student Concerns

Students with questions and/or concerns about the IEP for Intensive English Instruction or its policies should make an appointment Miss Kimberly, the Assistant Director for the Intensive English Program. Please use the **Student Complaint** form in the back of this handbook (see Appendix B, page 2), to explain the issue you have.

Contact Information:

Kimberly Niezgoda, Program Coordinator

Max Roth 106

(570) 408-4170

kimberly.niezgoda@wilkes.edu

Admission to Wilkes

All students enrolled in The IEP should have a conditional acceptance letter to the Wilkes University undergraduate or graduate program of their choice. Students **MAY NOT** begin full time University study without a TOEFL iBT score of 60 (Undergraduate) and 79 (Graduate) or an IELTS of 5.5 or 6.0.

Accommodation

All students have the option of living in a residence Hall with an American roommate. Wilkes University has no Home stay program. Students not wishing to live on campus are required to find their own accommodation.

Resident students are **required** to contract for meals. Any consideration for exemption from the meal plan must follow the guidelines of the Contract Management Office located in the University IEP on Main St. (UCOM) The Director of Contract Management will notify Financial Services of any student excused from the board plan.

Identification Card

In order to maintain the safety and security of the Wilkes University campus, a photo identification card (University ID card) is issued to all students and employees, and must be carried at all times. During the International Student Orientation, you should have received information regarding obtaining a University ID card. **Students who did not attend the orientation, or receive information about obtaining a University ID card, must make an appointment to see the International Student Coordinator as soon as possible. (See contact information below)**

Felixa Wingen

Office of International Student Services

Max Roth, Room 207

267 South Franklin Street

Wilkes-Barre, PA 18766

570-408-4106

felixa.wingen@wilkes.edu

Bank Accounts

During the International Student Orientation, you should have received information regarding opening a bank account. Students who did not attend the orientation, or receive this information, and who need assistance with opening a bank account, must make an appointment to see the International Student Coordinator as soon as possible. (See contact information below)

Felixa Wingen
Office of International Student Services
Passan Hall, Room 211
267 South Franklin Street
Wilkes-Barre, PA 18766
570-408-4106
felixa.wingen@wilkes.edu

Immigration Issues

International students may receive assistance regarding U.S. immigration laws, forms, policies and procedures, as well as American customs from the International Student Coordinator. All international students **must** report to the International Student Coordinator at the beginning of the semester. **If you have not already done so, you must make an appointment immediately to be sure all immigration forms are up to date.**(See contact information below)

Felixa Wignen
Office of International Student Services
Passan Hall, Room 211
267 South Franklin Street
Wilkes-Barre, PA 18766
570-408-4106
felixa.wingen@wilkes.edu

Student Mail

Mailroom hours are 8:30 to 4:30 Monday through Friday. All student mail is placed into individual mailboxes on the second floor of the Student IEP. Therefore, the student's mailing address should include:

Name, Box #
84 West South Street
Wilkes-Barre, PA 18766

Code of Conduct

The IEP's Code of Conduct is that of Wilkes University and is designed to help students exhibit acceptable college level behavior. To avoid problems, it is important that you understand these policies. If you have any questions, please ask one of your teachers for assistance. Those students living on

campus must also be familiar with and follow all the Wilkes Residence Life policies and procedures listed below. The Resident Assistant, representing the Wilkes Office of Residence Life, will meet with on-campus students at the beginning of each semester to review these policies and answer any questions about them. The Wilkes University Student Handbook has detailed descriptions of all conduct and housing violations, including felonies. This document is available on the Wilkes web page (<http://www.wilkes.edu/pages/118.asp>).

Guidelines for Student Conduct

The primary concern of the University is the welfare of the student. All actions that may affect the future of the student are part of this concern. The following behavior may precipitate disciplinary action:

1. Actions indicating a lack of concern for the welfare or safety of others or conduct which may discredit the University
2. Actions or conduct that is intended to intimidate another person because of race, color, religious or national origin, gender, disability, or sexual orientation;
3. Involvement in difficulties with law enforcement bodies;
4. Abuse of property — public or private;
5. Irresponsible fiscal conduct;
6. Non-compliance with the University policies and commonwealth and federal laws relative to drugs, alcoholic beverages, and gambling;
7. Plagiarism, academic dishonesty, stealing, or cheating;
8. Behavior that results in blocking the administrative, educative process at Wilkes.
9. Furnishing false information to the University.
10. Fraud, forgery, alteration, or misuse of University documents, records, or identification cards.
11. Assault, obscene, lewd, vulgar conduct or public profanity.
12. Actions that demean or debase a person's sexual freedom, gender, sexual or affectional preference.
13. The display of sexually demeaning written, electronic or visual materials in living or work areas of the University.
14. The deliberate creation on the part of an individual student or a group of students of a hostile environment.
15. Hateful acts or utterances that are flagrantly abusive and intended to insult and/or stigmatize an individual.
16. Hostile conduct or behavior that might incite violence.

All students are responsible for maintaining standards of conduct that are not only in compliance with University regulations and the law, but for maintaining behavior that is not detrimental to the University. This obligation extends to the campus, the community, and University sponsored activities and events held at off-campus locations. Students have the right to expect they can be free from being exposed to hateful acts or utterances while in the privacy of their residence hall rooms.

Sexual Assault

Sexual assault in any form, including acquaintance rape, will not be tolerated at Wilkes. Sexual assault and acquaintance rape are violations of laws of the Commonwealth as well as regulations of the University. Sexual assault and acquaintance rape are violations defined as

any action in which one person forces another to engage in sexual activity against his/her will or without his/her consent. Assent does not constitute consent if such assent is given by a person who, because of youth, mental disease, or intoxication, is unable to make a reasonable judgment concerning the nature or harmfulness of the activity. Behavior that does not constitute assault, yet which is deplorable to the University, will also, upon report, result in disciplinary action against the perpetrator. For example, the attempt to obtain sexual favors through psychological coercion is behavior that may result in disciplinary action even though that behavior is not defined as sexual assault. Offenses such as unwanted touching, obscene phone calls and indecent exposure, or actions that a reasonable person would consider intimidating or offensive, are also covered under these policies governing sexual misconduct.

University Regulations Regarding Alcohol

Alcoholic beverages are prohibited outdoors on University property, including, but not limited to, Ralston Field and all campus playing fields and parking lots. They are prohibited also in all academic and administrative buildings, the Marts IEP, Munson Field House and the Student IEP. Exceptions to the above may only be made by the Office of Student Affairs. Students who are under 21 must have permission from the Dean to participate in such events (i.e. senior events). They must be identifiable by bracelet or some other means. Students of legal age are permitted the use of alcohol within the confines of their room or the rooms of other students of legal age. Within the residence halls, alcohol use is not permitted by anyone in common areas (i.e. lounges, hallways, studies, kitchens, etc.). The University prohibits common supplies of alcoholic beverages. This includes any size keg or beer ball (full, partially full, or empty), open punch bowls, or any common source from which alcoholic beverages may be served. The possession or consumption of grain alcohol is prohibited.

Plagiarism Policy

Students assume the responsibility for providing original work in their courses without plagiarizing. According to the sixth edition of the *Little, Brown Handbook*, plagiarism "is the presentation of someone else's ideas or words as your own" (545). Similarly, the fifth edition of the *MLA Handbook for Writers of Research Papers* states, "to use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize . . . A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism" (30). Academic writing assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves. This process requires a higher level of thinking than some students may have been trained to engage in, and inexperienced writers may be sorely tempted to copy wording they feel inadequate to improve or even restate. Plagiarism is a serious issue that violates most people's sense of property rights, honest representation, and fairness.

Penalties for plagiarism may range from failure for the particular assignment to failure for the course. In accordance with the academic grievance procedures of Wilkes University, cases of plagiarism will be addressed first by the instructor. Any appeals by the student should be directed to the department chairperson.

Students can avoid plagiarizing by taking careful notes during the research process and by following these general principles when incorporating outside sources into their writing:

- The exact language of another person (whether a single distinctive word, phrase, sentence or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted matter.
- Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.
- All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source.
- Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.
- As a general rule, when in doubt, provide acknowledgment for all borrowed material.

Parking

Wilkes University maintains parking areas on and off-campus, and use of these facilities is by permit only. Permit holders, and visitors use all parking facilities on or off-campus “at their own risk.” Permits are issued based on the availability of parking spaces. Resident and Commuter students must fill out an application each semester for on-Campus parking permits. Upon approval from the Residence Life Office or Commuter Council, the Office of Public Safety will issue a permit to a student at a nominal fee. Limited spaces are available.

All parking lots (except “Resident Only”) are made accessible Monday — Friday from 4:30 p.m. to 7:30 a.m. (the following day) and on the weekend beginning on Friday at 4:30 p.m. thru Monday 7:30 a.m. with a valid Wilkes ID.

Ticketing and towing will be enforced year round (24 hours a day, 7 days a week). All parking tickets are \$25.00, payable at the One Stop IEP at 169 South Main Street by check, credit card or cash during normal business hours. Wilkes University reserves the right to tow any unauthorized vehicle parked in a University owned or leased lot. Those with on-campus parking permits are entitled to look for a space in their designated lot; however, it does not mean that a parking space is guaranteed.

Restricted Areas:

Vehicles will be towed immediately if parked in any of the following locations:

- Driveways and Sidewalks
- Loading Zones and No Parking Zones
- Fire Lanes

- Grass and Greenway Areas
- Handicapped Areas without Handicapped Permit or license Plate

Safe Escort Service

The Wilkes University Office of Public Safety operates a “Safe Escort Service” on campus for any member of the University Community who requires an escort from dusk until dawn. To request an escort, dial the Public Safety Office at ext. 4999.

The Wilkes “Safe Escorts Service” is a service intended to provide escorts for persons who actually need an escort and do not wish to walk alone at night. It is not intended to be a ‘taxi’ service for groups that do not wish to walk from one location to another.

Safe Rides

“Safe Rides” provides Wilkes students, who are under the influence of alcohol or who are faced with riding in a vehicle operated by someone who is, with transportation back to campus. The service is free to the students and each student’s identity will be kept confidential. If you are off campus and are concerned about your ability to get back to Wilkes please do the following:

Call Posten Taxi at 823-2111, give your location, give your destination and notify the dispatcher that you are a Wilkes student using the “Safe Rides” program.

When the cab arrives, show the driver your student ID card and they will return you to campus.

Please understand that cab rides are limited to a distance of 10 miles and 4 students per trip.

Wilkes University Health Services

The Wilkes University Health Services Office provides routine health services for students, staff and faculty. Located on the first floor of Evans Hall, it is staffed by a certified nurse practitioner and a registered nurse. Referrals are made to local physicians as deemed necessary.

Health Services hours are:

Monday–Thursday 8:30 a.m. - 7 p.m.
 Friday 8:30 a.m. - 4 p.m.

The staff is available for emergencies during hours of operation. Clinic hours (for care of routine illnesses) will be posted at Health Services and published through campus media. There is a \$10.00 fee for all antibiotics, otherwise there is no charge for routine service rendered. Students are responsible for costs incurred at any physician’s office or hospital unless those costs are covered by health and accident insurance.

Campus Counseling Service

Campus Counseling provides on-campus, confidential assessment and counseling for Wilkes University students experiencing personal problems. Campus Counseling offers individual and group counseling for a wide range of problems, including those related to stress, academic anxiety, relationship difficulties, depression, and drug and alcohol abuse. Referrals to off-campus

caregivers can be arranged.

In addition to this counseling focus, Campus Counseling offers growth-oriented programs such as stress and time management, weight-control, and various in-residence hall presentations. Office hours are 8:30 a.m. to 7 p.m., Monday through Thursday and 8:30 a.m. to 4 p.m. Friday. Campus Counseling is located on the first floor of Evans Hall and appointments can be made by phoning extension 4732 or by coming into the office.

Student Life

The IEP's students have the same opportunities as other students to participate in school sports, arts, and activities and are encouraged to become involved in these offerings. The IEP's students are governed by the same rules and regulations as all other Wilkes University student. These rules and regulations can be found online in the Student Handbook <http://www.wilkes.edu/Include/staffair/Handbook0708.pdf> and in online in the Wilkes University Bulletin <http://www.wilkes.edu/Include/academics/0708BULLETIN1.pdf>. The IEP's students are highly encouraged to become active in university life because it provides a much-needed context for learning conversational English and American culture. Teachers can help guide each student in the right direction, but ultimately, it is the student who must take the initiative to join clubs and teams and to make new friends.

University Activities

The Student Development Office coordinates a weekend entertainment series, which gives students a variety of entertainment options to choose from each weekend. A few of the weekly attractions include indoor rock climbing, ice-skating, skiing, bowling, and horseback riding. The entertainment schedule can be found in the Henry Student IEP along with information on the following clubs and how to join them.

Air Force ROTC (Arnold Air Society)
Alpha Kappa Delta
Amnicola
BACCHUS
The Beacon
Biological Society
Business and Accounting Club
Cheerleaders
Chemistry Club
Circle K International
College Democrats
College Republicans
Communication Club
Community Service
Commuter Council
Computer Club/Math Club
Cycling Club
Dance Team
Debate Union
Earth and Environmental Sciences Club
Economics Students Association
Education Club
Engineering Club
Eta Kappa Nu
History Club
Intern. Assoc. of Business Communicators
Inter-Residence Hall Council
I.E.E.E. (Engineering)
Interfaith
International Club
Lacrosse Club
Lambda Pi Eta
MANUSCRIPT
MBA Student Association
M.E.N.C.
Multicultural Student Coalition
Nursing Student Organization
Off-Campus Council
Phi Alpha Theta
Pharmacy Club
Physics Club
Pi Kappa Delta
Pi Sigma Alpha
Political Science Club
Pre-Law Society
Pre-Med Society
Programming Board
Psychology Club
Running Club
SIFE (Students In Free Enterprise)
Society of Automotive Engineers
Society of Women Engineers
Sociology Club
Spirit Club
Student Community Service Council
Student Government
Student Health Advisory Committee
Student Political Action Forum
Television Club
University Scholars
Veterans Club
Volleyball Club
WCLH Radio

Library

The Eugene S. Farley Library, named in honor of the first president of Wilkes University, is located on the corner of South Franklin and South Streets. It is one of the largest resource libraries in the region with more than 200,000 volumes of books and bound journals; 434 current journal and newspaper subscriptions; 800,000 units in microform; and a growing collection of audio-visual and instructional software. The library has fine collections in English and American literature, history, the sciences and mathematics, and sizable collections in other academic disciplines reflected in the University curriculum. Also housed in the library are a media IEP, University Archives, and four special collections rooms. The Library utilizes a variety of parallel and integrated automated systems. The Music Department Library in Dart Hall is a separate collection containing scores, sound recordings, and other materials.

Library Hours

Semester Schedule

| | |
|-------------------------------|-----------------------|
| Monday through Thursday | 8 a.m. to 11:45 p.m. |
| Friday | 8 a.m. to 5 p.m. |
| Saturday | 11 a.m. to 5 p.m. |
| Sunday | 11 a.m. to 11:45 p.m. |

Exceptions to the Foregoing Schedule

Change of hours and holiday closing will be posted at the Library.

Telephone: (570) 408-4250

Textbooks / Bookstore

The Barnes and Noble Wilkes University / Kings College Bookstore is located on Main Street near Public Square. Students will be given a list of what books to buy at orientation. You'll find the books for your level in the ESL section in the basement. To return a book, in case of a level change during the first two weeks of classes, please keep the receipt and don't write anything in the book. If you need help, give your list to a person behind the desk in the basement. Students may not use books that have been used by other students and written in. All books **must** be purchased by the end of the first week of classes, unless they are not yet available at the bookstore. Students who do not have their textbooks by Monday of the second week of classes will not be admitted to class. This also applies to students who choose to order their books on-line. The only exceptions will be for level changes, new students, or unavailability of books at the bookstore

STORE HOURS

| Monday -Thursday | Friday | Saturday | Sunday |
|------------------|-----------------|-------------------|------------------|
| 8:00 AM-11:00 PM | 8:00 AM-9:00 PM | 10:00 AM-11:00 PM | 11:00 AM-6:00 PM |

WALKING FROM WILKES UNIVERSITY TO THE BOOKSTORE:

Take Northampton Street one block east to South Main St. Make a left on S. Main St. and head two blocks north. The Bookstore will be on your left hand side.



UNIVERSITY
ESL PROGRAM
LEVEL CHANGE FORM
To be completed by student.

DATE: _____

NAME: _____

CURRENT LEVEL _____

DESIRED LEVEL _____

REASON FOR CHANGE

Student approved to take the Level test to change levels.

Yes _____

No _____

Kimberly Niezgoda
Director



UNIVERSITY
Wilkes University Intensive English Program

Attendance Record Form

Student name: _____

Level: _____

Meeting 1:

Number of absences: _____

Reason for

absence: _____

I have met with the Director understand that I must come to classes

Student Signature _____

Meeting 2:

Number of absences: _____

Student will sit with the Director and write a letter explaining their absences.

Copy of letter submitted and attached to this form? ___ yes ___ no

I have met with the Director and I understand if I miss more classes I could be expelled from the program

Student Signature _____

Meeting 3:

Number of absences: _____

I have seen the letter that will be sent to my sponsoring agency ___ yes ___ no

I have met with the Director and I understand if I am absent again, I will be expelled from the program ___ yes
 ___ no

Student Signature _____

Meeting 4:

Number of absences: _____

I have met with the Director and understand I have been expelled from the program.

Student signature _____



Intensive English Program

Student Complaint / Request Form

(To be completed by student)

To: (check one) _____Assistant Director of ESL _____Managing Director

Name: _____

Date: _____

Complaint, problem or request: _____

(To be completed by administrator)

Follow-up: _____

Date: _____

Signature:_____

Map & Building List



Buildings, Facilities, & Items of Interest -- (somewhat) alphabetical

258 South River Street

[321 South River Street](#)

[325 & 327 South River Street](#)

[339 South River Street](#) | Community Service House

[Artillery Park](#)

[Barre Hall](#) | 80 West River Street

[Bedford Hall](#) | 96 West South Street

[Breiseth Hall](#) | 137-159 South Franklin Street

[Burns Alumni Tower & Carillon](#)

[Capin Hall](#) | 165 South Franklin Street

[Catlin Hall](#) | 92 South River Street

[Chase Hall](#) | 184 South River Street

[Chesapeake/Delaware Hall](#) | 68-74 Northampton Street

[Conyngham Student Center](#) | 130 South River Street

[Darte, Dorothy Dickson Center for the Performing Arts](#) | Corner South & River Streets

[Doane Hall](#) | 56 West River Street
[Evans Hall](#) | 110 South River Street
[Evans, Annette Alumni & Faculty House](#) | 146 South River Street
[Fenner Hall](#) | 171 South Franklin Street
[Fortinsky Hall](#) | 225-227 South Franklin Street
[Henry Student Center: Dining Hall, & Café](#) | 84 West South Street
[Hollenback Hall](#) | 192 South Franklin Street
[Kirby Hall](#) | 202 South River Street
[Kirby, Allan P. Center for Free Enterprise & Entrepreneurship](#) | 65 South Street
[Library, Eugene S. Farley](#) | South Franklin & West South Streets
[Marts, Arnaud C. Sports & Conference Center \(gym\)](#) | 274 South Franklin Street
[McClintock Hall](#) | 44 South River Street
[Miner-Moat House](#) | 256 South Franklin Street
[Munson Fieldhouse](#)
[O'Hop, Paul A. Hall](#) | 263 South River Street
[Passan Hall](#) | 267 South Franklin Street
[Pearsall Hall](#) | 109 South Franklin Street
[President's House](#) | 30 West River Street
[Ralston Field](#)
[Rifkin Hall](#) | 80 South River Street
[Ross Hall](#) | 251 South River Street
[Roth, Max Center](#) | 215 South Franklin Street
[Schiowitz Hall](#) | 219 South Franklin Street
[Slocum Hall](#) | 262-264 South River Street
[Stark Learning Center](#) | 150-180 South River Street
[Sterling Hall](#) | 72 South River Street
[Sturdevant Hall](#) | 129-131 South Franklin Street
[Sullivan Hall](#) | 271-273 South River Street
[Tennis Courts](#)
[University Center on Main](#)
[Waller North & South](#) | 36-40 West River Street
[Weckesser Annex](#) | Rear 170 South Franklin Street
[Weckesser Hall](#) | 170 South Franklin Street
[Weiss Hall](#) | 98 South River Street
[YMCA](#) | 110 South Franklin Street