



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. If 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.
- 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 for 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 when 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:

The mission of Intensive English Program (IEP) at Wilkes is to provide quality instruction in English as a second language learning (ESL) to English language learning students planning to pursue university studies in America. To this end, the program provides students with curricula, classroom materials, and teaching methods well-grounded in the latest theory, research, and practice of second language learning and teaching.

VISION:

To become foremost in academic excellence, curriculum design, innovative instruction, professional development, and intercultural communication in order to develop extraordinary students well prepared for academic excellence.

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

- *provide high quality English language instruction.*
- *prepare students for further academic study in the U.S. through a well-articulated curriculum.*
- *provide English language instruction for personal growth.*
- *provide students with the guidance they need to successfully reach their academic or professional goals.*
- *provide highly qualified faculty who encourage academic success and provide leadership in the areas of intercultural understanding and cooperation.*
- *provide learner-centered instruction to meet student academic needs.*
- *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:**Full Time**

Dr. Kimberly Niezgoda, Director of the Intensive English Program

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Adjuncts

Curriculum Overview

The Intensive English Program curriculum was developed to prepare international students to study at American universities and to improve their English for future studies. The approach is rigorous, and academic English is strongly emphasized. Additionally, students must achieve a certain score on the IEP's level test and complete the previous level coursework with a C or better to advance to the next level of instruction.

The IEP's classes are divided into six levels: beginning, low intermediate, intermediate, high intermediate, advanced, and high advanced. Across the six levels, all students are required to take reading, writing, listening/speaking, grammar, and computer lab. Other courses offered at certain levels include conversation skills, vocabulary, and IELTS or TOEFL test prep. Students enjoy small classes and individual attention from certified ESL instructors. Level 6 will only run when there are at least three students enrolled.

Reading - The intensive reading curriculum is divided into six levels: beginner, high beginner, intermediate, high intermediate, advanced, and high 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 levels, 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 six 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 in the advanced levels.

Listening and Speaking - These courses provide instruction in listening and speaking for all levels. Thematic topics relevant to university students formulate the basis for intellectually stimulating listening, speaking and critical thinking tasks. The courses aim to prepare students for successful receptive and productive communication in social and academic environments. Students begin by learning basic survival vocabulary and simple conversational strategies and progress to extrapolating key points from lectures and readings 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 in the beginning and intermediate levels is on the basic mechanics of the language and the correct formation of complete sentences. This is taught primarily via a communicative approach. The beginner level uses a multimedia program and a variety of interactive tools to engage students in learning. Intermediate levels use a variety of pair and group work, media clips, and exercises to learn and reinforce grammar rules through oral and written language production. Advanced levels focus more on the structures necessary for academic English writing and speaking, including more complex sentence and verb structures. The objectives for these classes are needs-based and are driven by the grammar errors common among our student population.

Vocabulary 1-5

Students will take academic vocabulary courses. All classes focus on the University Word List (UWL) and utilize tasks to assist students in acquisition of these words. A skills based approach is utilized to learn vocabulary while reading, writing, listening, and speaking.

IELTS/TOEFL - We also offer IELTS and TOEFL iBT preparation depending on student needs. These classes are offered on Mondays and Wednesdays and Tuesdays and Thursdays and are available only to level 4, 5 and 6 students.

Computer Lab - Levels 1, 2 and 3 have an instructor work with them in the language lab, using language learning software to improve skills in reading, writing, listening and speaking. Levels 4, 5

and 6 use TOEFL iBT or IELTS test preparation software independently, though externally monitored by the course instructor, to help improve skill areas and success on the exams.

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 2:00 p.m. and Fridays 8:00 to 10:50. Computer Lab is on Mondays from 2:00 to 3:30.** Friday afternoons have been set aside to provide students time for dealing with all administrative and personal issues not relevant to classes (banking, paying of bills, meeting with advisors, etc.); students are not excused from class for any of these reasons.

All students must read their student schedules carefully as some classes are in Hollenback Hall and others may be in other buildings on campus. Any student who is more than five minutes late for class will be marked absent.

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 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 11)

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

Spring 2017

Start Monday, January 16
 Graduation, Tuesday, April 18th

Summer 2017

Start Monday, May 15th
 Graduation, August 15th

Fall 2017

Start Monday, August 28th
 Graduation, November 28th

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 reading, listening, and grammar portions of the test will be administered and graded via computer using the Oxford Online Placement Test (OOPT). This test assesses use of English (grammar and reading) and listening skills in an adaptive online format. The speaking test is proctored by two faculty members, one in the role of interlocutor and the other as observer. Students answer a series of 30 questions orally, and placement is determined by the number of correct responses. The writing test is administered by the writing teacher, and then all faculty listen to the student writing read aloud and grade it on a rubric to determine placement score. All of the tests have been aligned with our curriculum and 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 two semesters 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.

The following charts show the five subject areas students are tested on, along with the correlating level their scores place them in.

IEP Placement Test Scoring Ranges

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Speaking	11-21	22-33	34-40	41-47	48-54	55-60
Writing	2-3	4-5	6-7	8-9	10-11	12
Oxford Placement Test score (original breakdown of placement)	1-10	11-20	21-40	41-50	51-60	61-80

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. If a student wants to change levels, he or she must get As on all of the coursework in the first week. Grades must demonstrate the student is in the wrong level and the work is not challenging enough.**
3. Tests to change levels will be administered during the second week of the semester, after morning classes.

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 if they did not have excessive absences.
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. **Students must have a MINIMUM of a B (80%) in ALL classes on their mid-term reports to be eligible to take the mid-term test.**
2. **Students with a SECOND WARNING about attendance (see attendance policy), will not be allowed to take the mid-term test.**
3. Students may request a level change using the **Level/Class Change Request** form found at the back of this book; however, the student's instructors must approve the request based on performance in the classes.
4. Tests to change levels will be administered after mid-term conferences.

Mid-Term Evaluations

Written mid-term grade reports are completed during the middle of each semester. When a midterm 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 students clearly understand what is required to maintain progress. The IEP 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

Completion of Levels

For each level, there is a set of objectives that a student must meet in order to complete that level and a level test which assesses that the student has mastered these skills. **All students must achieve a combined GPA and level test score of 75% to pass to the next level.** If a student does not meet these objectives, they must repeat the level. The level achievement section on the academic transcript each student receives at the end of the semester will indicate whether or not the student has advanced to the level. A 'P' indicates passing to the next level; an 'F' indicates a need to repeat the level. **The program is completed, and students given a certificate of completion, only when a student meets the exit criteria detailed below.** The usual length of study for an intermediate student to reach academic proficiency is 3 semesters (1 year), while for a complete beginner, 5-6 semesters (1½ - 2 years) may be required. All students who plan to return to the program the following semester must notify the International Student Coordinator.

Certificate of Completion and Graduation

Only **full-time students** can receive a certificate of completion and can walk in the program's graduation ceremony. Level 5 and 6 students will be notified the morning of graduation if they have passed all their classes and the level test. If they have met all the requirements, they can walk in the graduation ceremony and be presented with an official certificate of completion. Please note, the IEP graduation certificate can be invalidated if a test score is withdrawn by the organization that sends it. Finally, even if a student does not meet the criteria for a certificate of completion, all students can obtain an official grade transcript which proves they studied in the program, and which shows the classes taken, all semesters studied, and grades earned.

Exit Criteria

1. All full-time students in the IEP must take the official TOEFL iBT or IELTS test in order to obtain a certificate of completion and graduate. Undergraduate 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. Graduate students can exit the IEP when they achieve a 6.0 on the IELTS or a 79 on the iBT.
2. Undergraduate students must complete Level 5 with a combined GPA and level test score of 75% to graduate. Graduate students must complete Level 6 with a combined GPA and level test score of 75% to graduate.
3. Students must receive final approval from the director stating that these requirements have been successfully met.

Please note: If a student's official IELTS/TOEFL score cannot be verified, the program director cannot issue a certificate of completion to the student or allow him/her to walk in the graduation ceremony.

Academic Probation and Ineligibility

If a student fails a level, they will be placed on academic probation.

Purpose of the policy

The academic probation/expulsion policy is not intended to hurt students. We understand that a student might run into academic difficulty for a wide variety of reasons, including (but not limited to) attendance problems, personal issues, poor time-management, cultural adjustment, and so forth. The probation policy is intended to be an intervention by the IEP to alert the student that they need to make changes in order to continue their studies.

It is the IEP's sincere desire to assist you in learning the English you need to graduate the program. Some areas of assistance to consider are:

- Counseling services to help you develop a plan to improve your academic standing. For an appointment contact Mrs. Susan C. Biskup, at 570-408-4355.
- Hire a tutor; see Dr. Kimberly for the name of one you can contact.
- Speak with your teachers about things you don't understand during their posted office hours.
- Make an appointment with Dr. Kimberly to discuss your progress in classes along with potential problems or issues.

Dismissal

If a student is on academic probation and fails a level for a second time, they might be asked to leave the Intensive English Program.

Attendance While on Probation

If a student misses a number of classes without excuses while on academic probation, they may be immediately asked to leave the program.

The Wilkes University Intensive English Program would like to see everyone succeed, and that is why students are placed on probation: as a warning that more effort is required to succeed in the program.

Tutoring

The Wilkes IEP offers tutoring which supports student success through small group and one-on-one sessions with highly qualified student/peer tutors. Centrally located on the first floor of Conyngham Hall, tutoring is offered for all IEP classes except IELTS and TOEFL. If teachers notice a student struggling in a class, they will meet with the student and provide him or her with a form to give to the tutors which details areas that need work. Appointments are made with the assistance of your teachers.

Appeal of Grade

Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and, subsequently, with the director. It is expected that the director will consult with the faculty member in an effort to resolve the dispute. The director may also exercise the option to involve the Executive Director of the Center for Global Education and Diversity with the faculty member. If satisfaction cannot be obtained, the student has the right to appeal to the Executive Director of the Center for Global Education and Diversity. Such appeal must be made by the end of the fourth week of the subsequent semester.

Payment

All students must pay the full tuition by the first day of classes. Those students who do not pay their bills will be immediately dropped from classes by the University and risk losing their visa and having to return home.

Scholarship student billing

- Students must submit a current financial guarantee by the first day of classes or pay their bill in full.
- Students are responsible for getting a Letter of Financial Guarantee, **with the correct dates** of the term, from your sponsor. You are responsible for sending your grade reports and any other documents to your advisor in early enough time to maintain your active scholarship.
- Please note if you are an F-2 SACM sponsored scholarship student, your financial guarantee allows you to study only 15 hours a week; you will be allowed to take only grammar, listening/speaking and reading classes at each level, and you will advance only in these courses as you progress through the program.

Student Attendance

The Intensive English Program (IEP) requires attendance for both F-1 and non F-1 students because we feel that students will not improve their English if they do not attend class. Class attendance is also a requirement for F-1 students by the U.S. Citizenship and Immigration Services (USCIS). Any F-1 student who violates this attendance policy subsequently risks losing their F-1 student status.

Attendance

To help students succeed in learning English, the IEP requires that all students must attend at least 90% of classes. **Any absences the first week of the program will count towards the overall attendance for the semester. If you miss the first week, you will start the program with 15 absences, which puts you automatically at your second warning for attendance.**

Lateness: Arriving more than 5 minutes late for class equals a one-hour absence. Students who are late to class miss important information. Your teacher will count you absent for the class if

you arrive 5 minutes or more after the class begins. Your teacher will also count you absent if you leave class more than 15 minutes early. If you leave the room and do not return, you will be marked absent.

Excused Absences/Emergencies are defined as severe illness (with a doctor's note), death of a family member, or a national emergency. Students must see the director immediately regarding any absences.

Full Time Students	Total Hours of Class Assigned	10% of Total Class hours (Limits for Dismissal from program)
Full IEP schedule	25 hours/week=322 hours/semester	32 hours in one term
Reading	5 hours/wk, 65 hours/semester	6.5 hours
Writing	5 hours/wk, 65 hours/semester	6.5 hours
Listening/Speaking	5 hours/wk, 65 hours/semester	6.5 hours
Grammar	5 hours/wk, 65 hours/semester	6.5 hours
Vocabulary	4.8 hours/wk, 62 hours/semester	6 hours

As you can see above, a full-time IEP student who is absent for 32 classes or more in one semester is eligible to be dismissed from the program. More importantly, high rates of absences mean that the student is putting his/her learning, and his/her visa status, at risk.

Below is the progression of communication regarding our attendance policy. (Please note, warning stages may be skipped if student misses excessive amounts of classes in one week.)

Initial 1 to 10 missed classes. Student will receive an email with policy reminder. **Notice:**

Second 11 to 19 missed classes. Meet with director and receive first official letter. SACM **Warning:** advisor will be notified of continued absences.

Third 20 to 25 missed classes. Student will receive second official letter. SACM advisor will **Warning:** be notified student continues to be absent.

Fourth 26 to 30 missed classes. Final warning. Student will receive official notice that further **and Final** absences will result in dismissal. **Warning:**

Notice of 31 or more absences. Student will receive an official letter stating that he/she is **Dismissal** dismissed and Jonathan Summers, the Assistant Director of International Student Services, will be informed that he or she is no longer in the IEP.

F-2 Students

Part Time students	Total Hours of Class Assigned	10% of Total Class hours (Limits for Dismissal from program)
Full IEP schedule	15 hours/week=195 hours/semester	19.5 hours in one term
Reading	5 hours/wk, 65 hours/semester	6.5 hours
Listening/Speaking	5 hours/wk, 65 hours/semester	6.5 hours
Grammar	5 hours/wk, 65 hours/semester	6.5 hours

As you can see, part-time students absent for more than 19 classes may be asked not to study in the program. More importantly, high rates of absences mean that the student is putting his/her learning, and his/her visa status, at risk.

Below is the progression of communication regarding our attendance policy. (Please note, warning stages may be skipped if student misses excessive amounts of classes in one week.) **Initial Notice:** 1 to 5 missed classes. Student will receive an email with policy reminder

Second Warning: 5 to 10 missed classes. SACM advisor will be notified of continued absences.

Third Warning: 11 to 14 missed classes. Student will receive second official letter. SACM advisor will be notified student continues to be absent.

Fourth and Final Warning: 15 to 18 missed classes. Final warning. Student will receive official notice that further absences will result in dismissal.

Notice of Dismissal: 19 or more absences. Student will receive an official letter stating that they are dismissed and Jonathan Summers, the Assistant Director of International Student Services, will be informed that he or she is no longer in the IEP.

Common Questions about the Attendance Policy:

1. Are there excused absences?
 - a. If you have a serious medical situation that requires emergency doctor or hospital treatment and that will prevent your regular attendance in the IEP, you should notify the director as soon as possible. Examples of a medical emergency would include being hospitalized for one or more days for an illness or having surgery. The director will ask you to provide documents from a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy to make a decision about your status in the IEP.

- b. Remember that you are responsible for making up what you missed. As a university student, you must be your own manager! The teacher has given you a syllabus, and you must use your email to contact your teacher about preparing for the next class. Whether an absence is excused or unexcused, you should come to the next class with your homework completed.
2. What if I am absent on the day of a scheduled test or quiz?
 - a. Students will receive a zero for any unexcused missed tests/quizzes. This can result in failing a course; do not be absent on test/quiz days.
 - b. Level tests cannot be made up. Level tests must be taken on the scheduled day. Before you buy any airplane tickets, please check the IEP Calendar!
 - c. Do not be late to your level tests. Students who arrive late to a level test will not be given extra time to complete the exam.
3. What if I am pregnant?
 - a. Female students who are pregnant will be held to the same attendance policy as all other students, unless a doctor believes she should not attend school for medical reasons. Title IX (a law of the United States Department of Education) requires a school to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's doctor believes the absences to be medically necessary. This means that pregnant students should submit documents for any medically necessary absences to the director.
 - b. If the father is also a student, he will be held to the same attendance policy as all students. In general, a female international student who is pregnant and chooses to study in the term she is scheduled to deliver should communicate regularly with all teachers to ensure that she stays on target and completes all required assignments. With good time management, it is certainly possible to continue making progress toward completing the IEP.
4. Are scheduled doctor's appointments excused?
 - a. Please note that scheduled, non-emergency doctor's visits will not be accepted for excused absences. Please schedule any doctor's appointments for a time when you do not have class (i.e. after 2:00 pm Monday through Thursday or after 11:00am on Fridays).
5. What if I miss a class because _____ (my flight was late/I had to go to the driver's license center/ I had to go to traffic court/I had to go to the bank, etc.)?
 - a. You will be counted absent.
6. I understand all this. But what should I do if I still need to miss a class?
 - a. Students are human beings, and that means you may have to miss one or two classes sometimes. Normally, this does not cause a big problem. If you are going to be absent, follow these steps to stay on a successful path:

- i. If you know you have to miss a class, email your teachers BEFORE you miss class.
- ii. Explain why you will not attend. This is common practice in American universities. If you do this, teachers will be more likely to help you plan your strategies to make up missed work.
- iii. Use email to turn in any assignments due that day, if you can.
- iv. Each teacher has his/her own late homework policy. This policy should be clearly written in the syllabus. Make sure you clearly understand your teacher's rules about late homework.

Late Returns

As mentioned in the attendance policy, students arriving after the official start date of the semester will be marked absent for all classes missed and risk failing the level due to missed work and assignments. Students returning late may also not be allowed to study for the semester and will have to defer until the next one. In such cases, students risk not maintaining F-1 status, which would result in them having to return home. In other words, arriving late to the program may result in having to wait an entire semester to continue studies, which may affect a student's sponsorship from his or her government. In addition to having 15 unexcused absences, students not in class by 8am of the Monday of the second week of classes, **may not be allowed to study in the IEP.**

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 in-class assignments. Lack of participation may result in grade reductions.

English Only Policy

As a participant in the IEP, 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.

Cheating

Cheating is not allowed in the IEP. **If a student is caught cheating in any way, the assignment, quiz or test will immediately be taken away from them and awarded a zero. Cheating also includes having others do your homework or outside class assignments, and copying answers from another student's homework.** The student will not have any opportunity to retake exams or resubmit work done by others. Cheating has very severe consequences and could result in you failing a class. Teachers will immediately stop a student caught cheating and the student may be asked to leave the classroom. Teachers also will give students no credit for outside assignments completed by anyone other than the student.

Plagiarism

Copying someone else's written words without giving credit and claiming it as your own is considered plagiarism. Plagiarism in the IEP will immediately result in an F on the paper and the student will not be allowed another chance to write the paper, presentation, report, etc.

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 manner.
- 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.

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.

Smoking

Use of tobacco, in any form, is prohibited in all University owned, managed or leased buildings, vehicles, shuttles and vans. In addition, throwing cigarette butts on sidewalks and the street is considered littering. All students who smoke are expected to cross the street and smoke on the sidewalk in front of the library. When finished, cigarette butts should be put out and placed in proper receptacles. Smoking on the front porch of Hollenback Hall is prohibited.

IEP Trips

Throughout the semester, the IEP program takes students on trips to various places. 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 or bus for the trip. If you do not pay the deposit, you cannot go on the trip.

The Language Lab

The language labs provide computer learning resources for IEP students. PARTICIPATION IN LAB is mandatory. Students will have a live class on Mondays, and must work on the program Tuesdays and Thursdays on their own. Each student must finish all the work for the level they are assigned by the end of the semester. All students in levels 1, 2, and 3 will go to Breiseth Hall from 2:00 to 3:30 every Monday. Levels 4, 5, and 6 are required to choose either TOEFL or IELTS language learning software and are required to complete the program independently. Students are graded in these classes; your grade is based on the amount of work you do in the course. If you do not log on to the program at least three times a week for an hour each time, you risk failure.

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.

Anti-Harassment (including Sexual Harassment)

Wilkes University strives to provide an academic, work and living environment free from harassment where students, faculty, staff and all members of the University community can work and learn together without fear or intimidation. This policy prohibits any unlawful discrimination based on race, color, religion, gender, gender identification/ expression, sexual orientation, national origin, age, disability, marital status, domestic partnership status, veteran status or any other protected group status. While this policy provides examples, it does not cover all possible situations or circumstances related to harassment which include, but are not limited to:

- offensive written or spoken words.
- offensive physical actions such as, obscene hand or finger gestures.
- offensive graphic communication such as, explicit or obscene drawings, illustrations, cartoons or posters.
- any unwelcome physical contact.
- situations involving a guarantee or implied promise of special treatment or negative consequences.
- any behavior that creates a threatening, hostile or offensive work or educational environment, or unreasonably interferes with a person's academic or work performance.
- sexual harassment of any kind.

Contact: Gretchen Yeninas, Associate Dean 570-408-4107

Student Concerns

Students with questions and/or concerns about the IEP or its policies should make an appointment with Dr. Kimberly, the Director for the Intensive English Program. Please use the **Student Complaint** form in the back of this handbook to explain the issue you have.

Complaints, other than those being filed against persons, should be directed, in writing, using the

IEP's complaint form to the director. This form may be delivered in person or sent anonymously (without putting your name on it) through Wilkes campus mail. To send the form anonymously, put it in an envelope with "Director for ESL" written on the front. Seal the envelope and put it in the "Campus Mail" slot in the Mailroom on the second floor of the Student Center.

It is the responsibility of the person receiving the form to address the situation and, if possible, see that it is corrected. This must be done within a reasonable amount of time which will, of course, depend upon what must be done to rectify the situation. The Director should inform the student in writing of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the Director within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or the Provost. Though an anonymous complaint cannot be directly responded to in writing, it will be reviewed and any necessary or appropriate action will be taken within 2 weeks from the date it was received.

Contact Information:

Dr. Kimberly Niezgoda, Director

Max Roth Room 106 (570)

408-4170

kimberly.niezgoda@wilkes.edu

Georgia Costalas, Executive Director, Center for Global Education and Diversity

(570) 408-4150

georgia.costalas@wilkes.edu

Dr. Paul Adams, Vice President of Student Affairs for Wilkes University

Weckesser Hall, 2nd Floor (570)

408-4114

paul.adams@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 homestay 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)**

Office of International Student Services
Max Roth, Room 207
267 South Franklin Street
Wilkes-Barre, PA 18766 570-408-4106
jonathan.summers@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)

Jonathan Summers
Office of International Student Services
Max Roth
267 South Franklin Street
Wilkes-Barre, PA 18766 570-408-4106
jonathan.summers@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)**

Jonathan Summers
Office of International Student Services
Max Roth
267 South Franklin Street
Wilkes-Barre, PA 18766 570-408-4106
jonathan.summers@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

Residence Hall Regulations

Quiet Hours

The Residence Life Office requires students to be considerate of others at all times. Conduct and noise interfering with the study and sleep of residents are unacceptable. Accordingly, students can be held accountable for behavior deemed noisy or disruptive at all times. It is expected that after 8 p.m. from Sunday through Thursday general quiet hours will be in effect. On weekends, quiet will prevail in all residence halls after midnight.

During quiet hours, stereos must be maintained at a level that confines the sound to the room in which the equipment is operated.

Individual residence halls may wish to make further limitations on these minimal guidelines. During final-exam week, 24-hour quiet is required. During quiet hours, students should be able to study or sleep in their room without disturbance from their neighbors.

Specific Residence Life Regulations

The following rules must be observed by all students:

1. No furniture may be removed from lounges or student rooms.
2. Students may not possess a key to any other residence facility other than the one to which they are assigned.
3. Under no circumstances may students duplicate or have duplicated any residence hall keys.
4. Under no circumstances may students possess or use a University pass key or master key to any Wilkes University residence facility without the written permission of the Dean of Students or Residence Life Office.
5. Room changes may not take place unless authorized by Residence Life.
6. Students may not deny or deter occupancy to another student assigned to that residence hall space.
7. Students may not coerce, intimidate, or force assigned students out of their room.
8. Under no circumstances should students prop open residence hall entrance/exit doors.
9. Assigned space in residence halls is for the exclusive use of Wilkes students.

10. Signs or banners may not be hung outside residence facilities unless they have been approved in advance by the Residence Life Office.
11. Lighted signs of any type may not be displayed in any residence hall window.
12. Air conditioners may not be installed in any student room.
13. Exercise equipment (barbells, treadmills, etc.) is not permitted in any student room or common areas.
14. Stereo speakers are never to be directed out of windows.
15. Property belonging to a student may be temporarily confiscated if the use of such property is judged to be problematic for the orderly governance and lifestyle of the University community.
16. The University will not tolerate situations involving “fights” with substances: e.g., water fights, shaving cream fights, etc. Such actions cause considerable damage and endanger the safety of students and essential safety equipment. The minimum penalty in such cases will be a \$25 charge.
17. Under no circumstances should objects be thrown out of residence hall windows.
18. No student may operate a business out of his/her room.

Failure to comply with these rules will result in fines, confiscation of prohibited items, or other disciplinary action by the Residence Life Office.

The following are prohibited in and around residence halls. Any of these items found in a residence hall may be confiscated by appropriate University personnel.

1. Firearms and other weapons, chemicals, fireworks and explosives, CO₂, air- propelled weapons, or high-powered water guns
2. Gasoline, benzene, and other flammable fluids
3. Resistance coil appliances
4. Extension cords over six feet in length or electric wiring that is “homemade”
5. Candles, incense, or other open-flame devices
6. Liquid-filled beds
7. Traffic or public signs
8. Electric blankets
9. Refrigerators over five cubic feet in capacity
10. Amplified musical instruments
11. Halogen floor lamps
12. Empty alcoholic beverage containers, if occupant(s) is under 21 years of age
13. Paint ball guns
14. Slingshots
15. Kegs (of any type)

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 Gym, Munson Field House and the Student Center. 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.

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 Center 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 (570) 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 Passan 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 in Passan 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 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 Center 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

Library

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

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 center, University Archives, and four special collections rooms. The Library utilizes a variety of parallel and integrated automated

systems. The Music Department Library in Darte 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.

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 will 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 do not 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 may 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.

Local Necessities

There are many places you may need to visit in Wilkes-Barre. Here are the addresses and phone numbers of many of those places.

U.S. Post Office

300 South Main Street
 Wilkes-Barre, PA 18701
 (570) 831-3401

Wegman's Food Markets

220 Highland Park Boulevard
 Wilkes-Barre, PA 18702 570-825-4400

Schiel's Family Market 30
 Hanover Street
 Wilkes-Barre, PA 18702

570-970-4460

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Price Chopper (Grocery)
 110 East End IEP
 Wilkes-Barre, PA 18702
 570-825-0830

PNC Bank
 11 West Market Street
 Wilkes-Barre, PA 18702
 570-826-4614

Citizen's Bank
 111 East Market Street
 Wilkes-Barre, PA 18702
 570-826-1893

Wachovia Bank
 1 North Main Street
 Wilkes-Barre, PA 18702 570-826-4966

Wyoming Valley Mall
 29 Wyoming Valley Mall Road
 Wilkes-Barre, PA 18702

The Mall at Steamtown
 Scranton, PA
 Directions: 81- N to Exit 185. Follow the Central Scranton Expressway to the first traffic signal and turn left onto Lackawanna Avenue (the Historic Lackawanna Station Hotel will be on your left). Proceed 5 blocks and you will see The Mall at Steamtown on the left.

Wal-Mart
 2150 Wilkes-Barre Township Marketplace
 Wilkes-Barre, PA 18702 Phone:
 (570) 821-6180

Boscov's Department Store 15
 South Main Street
 Wilkes-Barre, PA 18702

570-823-4141

PennDOT Photo & Exam IEP (Driver's License Center)

1085 Hanover Street

Hanover Ind. Estates
Barre, PA 18706

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Wilkes-

Wilkes-Barre General Hospital

www.wvhcs.org

575 N River St
Wilkes-Barre, PA 18764
(570) 829-8111

Trailways-Martz (Bus Travel)

www.martztrailways.com
46 Public Sq, Wilkes-Barre
(570) 821-3849

Luzerne County Transit Authority

(570) 288-9356 Local
Bus Schedules
<http://www.lctabus.com/Schedules.htm>

Posten Taxi

(570) 823-2111

Local Attractions and Entertainment

There is a lot to see and do in Northeastern Pennsylvania. WilkesBarre (and the near-by city of Scranton) are full of cultural activities, entertainment areas and local history sites. Here are some places you might like to visit to see what it's like to live in our area.

Wilkes-Barre Movies 14

East Northampton Street
Wilkes-Barre, PA 18701
(570) 825-4444

Cinemark 20

40 Glenmaura National Blvd.
Moosic, PA 18507
570-961-5943

www.cinemark.com

F.M. Kirby IEP

71 Public Square
Wilkes-Barre, PA 18702
(570) 826-1100

Little Theatre of Wilkes-Barre

537 North Main Street

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Wilkes-Barre, PA 18702
(570) 823-1875

The Music Box Dinner Theater Playhouse

196 Hughes Street
Swoyersville, PA
(570) 283-2195

Showcase Theater

54 Tunkhannock Avenue
Exeter, PA 18643
(570) 654-2555

Scranton Cultural IEP

420 North Washington Avenue
Scranton, PA 18509
(570) 344-1111

Providence Playhouse

1256 Providence Road
Scranton, PA 18510
(570) 342-9707

Chacko's Bowling

195 North Wilkes-Barre Boulevard
Wilkes-Barre, PA 18702-5340
570-208-2695

Wachovia Arena (Concerts and Sports Events)

255 Highland Park Blvd
Wilkes Barre, PA 18702 (570)
970-7600
www.wachoviaarena.com

Scranton / Wilkes-Barre Yankees (Baseball)

PNC Field
 235 Montage Mountain Road
 Moosic, PA 18507
 570-969-2255
 1-800-872-7200

Directions: Take I-81 North to exit 182AB. Turn right at light and proceed to Stadium.

Everhart Museum

Natural History, Science and Art

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1901 Mulberry St
 Scranton, PA 18510 (570)
 346-7186

<http://www.everhart-museum.org/>

Directions: Take 81- N to Exit 185, Central Scranton Expressway. Bear right onto Jefferson Avenue. At 2nd light, make right onto Mulberry Street. Continue along Mulberry Street for 12 blocks until you enter Nay Aug Park. The Everhart Museum is on your left.

The Shoppes at Montage (Shopping and Restaurants) Glenmaura

National Blvd.

Moosic, PA 18507

I-81 North to Exit 182 Davis Street. Turn right on Montage Mountain Rd. Turn left on Glenmaura National Blvd. The Shoppes at Montage are located halfway up the mountain on the left.

Toyota Pavilion at Montage Mountain (Live Concerts)

1000 Montage Mountain Road
 Scranton, PA 18505 (570) 961-
 9000

<http://www.livenation.com/venue>

e

Map & Building List

[Academics](#)
[Administration](#)
[Parking](#)
[Residence](#)
[Sites](#)
[Athletics](#)


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

258 South River Street

[321 South River Street](#) 43

[325 & 327 South River Street](#) 44

[339 South River Street](#) | Community Service House 45

[Artillery Park](#) 20

[Barre Hall](#) | 80 West River Street 21

[Bedford Hall](#) | 96 West South Street 13

[Breiseth Hall](#) | 137-159 South Franklin Street 39

[Burns Alumni Tower & Carillon](#) 42

[Capin Hall](#) | 165 South Franklin Street 35

[Catlin Hall](#) | 92 South River Street 4

Chase Hall 184 South River Street	11
Chesapeake/Delaware Hall 68-74 Northampton Street	9
Conyngham Student Center 130 South River Street	7
Darte, Dorothy Dickson Center for the Performing Arts Corner South & River Streets	14
Doane Hall 56 West River Street	17
Evans Hall 110 South River Street	6
Evans, Annette Alumni & Faculty House 146 South River Street	8
Fenner Hall 171 South Franklin Street	36
Fortinsky Hall 225-227 South Franklin Street	29
Henry Student Center: Dining Hall, & Café 84 West South Street	27
Hollenback Hall 192 South Franklin Street	34
Kirby Hall 202 South River Street	12
Kirby, Allan P. Center for Free Enterprise & Entrepreneurship 65 South Street	32
Library, Eugene S. Farley South Franklin & West South Streets	33
Marts, Arnaud C. Sports & Conference Center (gym) 274 South Franklin Street	28
McClintock Hall 44 South River Street	1
Miner-Moat House 256 South Franklin Street	46
Munson Fieldhouse	19
O'Hop, Paul A. Hall 263 South River Street	23
Passan Hall 267 South Franklin Street	26
Pearsall Hall 109 South Franklin Street	41
President's House 30 West River Street	15
Ralston Field	18
Rifkin Hall 80 South River Street	3
Ross Hall 251 South River Street	24
Roth, Max Center 215 South Franklin Street	31
Schiowitz Hall 219 South Franklin Street	30
Slocum Hall 262-264 South River Street	25

Stark Learning Center 150-180 South River Street	10
Sterling Hall 72 South River Street	2
Sturdevant Hall 129-131 South Franklin Street	40
Sullivan Hall 271-273 South River Street	22
Tennis Courts	20
University Center on Main	48
Waller North & South 36-40 West River Street	16
Weckesser Annex Rear 170 South Franklin Street	38
Weckesser Hall 170 South Franklin Street	37
Weiss Hall 98 South River Street	5
YMCA 110 South Franklin Street	47

IEP Excused Absence Request

(Must be submitted at least 3 days before date of absence)

Name _____ Date _____

I will be absent from class / classes on _____

Date(s)

I will be absent all day. (check one)

Yes

No

**I will be absent for only part of the day.
I will miss the following classes:**

Reading Writing Grammar Listening/Speaking

IELTS TOEFL Vocabulary Other

Reason for absence:

If this reason for an excuse cannot be taken care of on Friday, or another day or time when you are not in class, please explain why:

Request Approved Request Denied

Director of IEP

Date



**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 _____

Dr. Kimberly Niezgoda
Director



Student Attendance Warning Form – Full-time Students

**Intensive English Program
84 West South Street
Wilkes-Barre, PA 18704**

To: _____

This letter is to inform you that you are on your ____ attendance warning since you have _____ unexcused absences. If you are a student with an advisor at SACM, your advisor will be notified that you are having issues attending. This is the IEP attendance policy:

Student Attendance

The Intensive English Program (IEP) requires attendance for both F-1 and non F-1 students because we feel that students will not learn English if they do not attend class. Class attendance is also a requirement for F-1 students by the U.S. Citizenship and Immigration Services (USCIS). Any F-1 student who violates this attendance policy subsequently risks losing their F-1 student status.

Attendance

To help students succeed in learning English, the IEP requires that all students attend at least 90% of classes.

Lateness

Arriving more than 5 minutes late for class equals a one-hour absence. Students who are late to class miss important information. Your teacher will count you absent for one hour if you arrive 5 minutes or more after the class begins. Your teacher will also count you absent for one hour if you leave class more than 15 minutes early. If you leave the room and do not return, you will be marked absent.

Excused Absences/Emergencies

These are defined as severe illnesses (with a doctor's note), death of a family member, or a national emergency. Students must see the director immediately regarding any absences.

Full Time Students	Total Hours of Class Assigned	10% of total class hours (limits for dismissal from program)
Full IEP schedule	25 hours/week=322 hours/semester	32 hours in one term
Reading	5 hours/wk, 65 hours/semester	6.5 hours

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Writing	5 hours/wk, 65 hours/semester	6.5 hours
Listening/Speaking	5 hours/wk, 65 hours/semester	6.5 hours
Grammar	5 hours/wk, 65 hours/semester	6.5 hours
Vocabulary	4.8 hours/wk, 62 hours/semester	6 hours

As you can see above, a full-time IEP student who is absent for 32 classes or more in one semester is eligible to be dismissed from the program. More importantly, high rates of absences mean that the student is putting his/her learning, and his/her visa status, at risk. Part-time students absent for more than 19 classes may be asked not to study in the program.

Below is the progression of communication regarding our attendance policy. (Please note, warning stages may be skipped if student misses excessive amounts of classes in one week.)

Initial Notice:	1 to 10 (_____) missed classes. Student will receive an email with policy. Date: _____ Student Signature _____
Second Warning:	11 to 19 (_____) missed classes. Meet with Director and receive first official letter; SACM advisor will be notified of continued absences. Date: _____ Student Signature _____
Third Warning:	20 to 25 (_____) missed classes. Student will receive second official letter; SACM advisor will be notified student continues to be absent. Date: _____ Student Signature _____
Fourth and Final Warning:	26 to 30 (_____) missed classes. Final warning. Student will receive official notice that further absences will result in dismissal. Date: _____ Student Signature _____

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Notice of Dismissal	31 or more absences (_____). Student will receive an official letter stating that he/she is dismissed and Jonathan Summers, Assistant Director of International Student Services, will be informed student is no longer in the IEP. Date: _____ Student Signature _____
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I wish to inform you that if you do not change your behavior and start attending all classes, you risk being dismissed from the Intensive English Program. Consider this a warning providing you the opportunity to change your behavior and attend all IEP classes.

Sincerely,

Dr. Kimberly Niezgoda
Assistant Director for the Intensive English Program
The Center for Global Education and Diversity
Wilkes University 84 W. South St.
Wilkes-Barre, PA 18766
Phone: (570) 408-4170
Fax: (570) 408-3626

Student Signature: _____



Student Attendance Warning Form – Part-time Students

Intensive English Program
84 West South Street
Wilkes-Barre, PA 18704

To: _____

This letter is to inform you that you are on your ____ attendance warning since you have _____ unexcused absences. If you are a student with an advisor at SACM, your advisor will be notified that you are having issues attending. This is the IEP attendance policy:

Student Attendance

The Intensive English Program (IEP) requires attendance for both F-1 and non F-1 students because we feel that students will not learn English if they do not attend class. Class attendance is also a requirement for F-1 students by the U.S. Citizenship and Immigration Services (USCIS). Any F-1 student who violates this attendance policy subsequently risks losing their F-1 student status.

Attendance

To help students succeed in learning English, the IEP requires that all students attend at least 90% of classes.

Lateness

Arriving more than 5 minutes late for class equals a one-hour absence. Students who are late to class miss important information. Your teacher will count you absent for one hour if you arrive 5 minutes or more after the class begins. Your teacher will also count you absent for one hour if you leave class more than 15 minutes early. If you leave the room and do not return, you will be marked absent.

Excused Absences/Emergencies

These are defined as severe illnesses (with a doctor’s note), death of a family member, or a national emergency. Students must see the director immediately regarding any absences.

Part Time students	Total Hours of Class Assigned	10% of Total Class hours (Limits for Dismissal from program)
Full IEP schedule	15 hours/week=195 hours/semester	19.5 hours in one term
Reading	5 hours/wk, 65 hours/semester	6.5 hours
Listening/Speaking	5 hours/wk, 65 hours/semester	6.5 hours
Grammar	5 hours/wk, 65 hours/semester	6.5 hours

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As you can see, part-time students absent for more than 19 classes may be asked not to study in the program. More importantly, high rates of absences mean that the student is putting his/her learning, and his/her visa status, at risk.

Below is the progression of communication regarding our attendance policy. (Please note, warning stages may be skipped if student misses excessive amounts of classes in one week.)

Initial Notice: 1 to 5 (_____) missed classes. Student will receive an email with policy.

Date: _____ Student Signature _____

Second Warning: 6 to 10 (_____) missed classes. Meet with Director and receive first official letter; SACM advisor will be notified of continued absences.

Date: _____ Student Signature _____

Third Warning: 11 to 14 (_____) missed classes. Student will receive second official letter; SACM advisor will be notified student continues to be absent.

Date: _____ Student Signature _____

Fourth and Final Warning: 15 to 18 (_____) missed classes. Final warning. Student will receive official notice that further absences will result in dismissal.

Warning:

Date: _____ Student Signature _____

Notice of Dismissal: 19 or more absences (______). Student will receive an official letter stating that he/she is dismissed and Jonathan Summers, Assistant Director of International Student Services, will be informed student is no longer in the IEP.

Date: _____ Student Signature _____

I wish to inform you that if you do not change your behavior and start attending all classes, you risk being dismissed from the Intensive English Program. Consider this an opportunity to change your behavior and attend all IEP classes.

Sincerely,



Dr. Kimberly Niezgoda
Assistant Director for the Intensive English Program
The Center for Global Education and Diversity
Wilkes University 84 W. South St.
Wilkes-Barre, PA 18766
Phone: (570) 408-4170
Fax: (570) 408-3626

Student Signature: _____

Wilkes University Intensive English Program End
Semester At-Risk Student Report

Courses:

Semester:

Student:
Grade:

Teacher:

- Poor attendance/punctuality
 - Lack of participation/engagement in class
- Failing to come to class prepared (homework, readings, assignments, etc.)
- Quality of assignments, labs, journals
 - Low test/quiz scores
 - Late or missing assignments
 - Poor quality of assignments
 - Poor/underdeveloped study skills, time management, or organization
 - Poor/underdeveloped foundational academic skills (reading, content background, etc.)
- Inappropriate classroom decorum Comments:
- Other issues impacting performance Comments:



Intensive English Program

Student Complaint / Request Form

(To be completed by student)

To: (check one) _____ Director of ESL _____ Managing Director

Name: _____

Date: _____

Complaint, problem or request: _____

----- (To be completed by administrator)

Follow-up: _____

Date: _____

Signature: _____

