



American Advanced Institute of Technology
Language School
2017-2018
CATALOG

American Advanced Institute of Technology Language School

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American Advanced Institute of Technology



WELCOME TO AAIT!



info@aaitschool.com

HOURS OF OPERATION

The school provides classes during the following hours:

Day Program: Monday Through Friday 9:00 a.m. – 6:00 p.m.

Evening Program: Monday Through Friday 6:00 p.m. – 10:40 p.m.

Saturday: 8:25 a.m. – 6:00 p.m..

Administration offices are open from 10:00 a.m. – 5 p.m., Monday through Friday.

Admissions Office Monday through Friday 10 a.m. – 5 p.m. Saturday 8:25 a.m. – 5:00 p.m

Feasterville Campus

106 E Pennsylvania Blvd, Feasterville, PA 19053

(267) 840-9000 phone

(215) 689-3143 fax

Mission, Goals, and Objectives

Mission Statement

The American Advanced Institute of Technology (AAIT) Language School sees as its primary mission to foster the learning of the English as a second or international language through rigorous English Language training and exposure to the cultures of the United States, as well as professional and academic aspects of American way of life. We serve adults with various English Language proficiency levels who seek to advance in their academic, professional and personal goals.

Our Goals

To succeed in our mission, AAIT LS strives to provide students with a range of services to maximize the learning outcomes:

- Develop an efficient admission, orientation and placement system that will become a foundation for academic success.
- Provide students with curricula, classroom materials, and teaching methods that are informed by most effective learning instruction powered by recent research in second language acquisition.
- Recognize the importance of developing socio-cultural competence in second language acquisition and maintain relevant curriculum.
- Establish a system of student services and socio-cultural events which meets the interests and needs of international student body and help students integrate into US social environment and culture.
- Bring to classroom instructors who meet or exceed minimum standards in education, teaching experience, and certification.

Educational Objectives

Consistent with its mission, AAIT LS has established the following objectives:

To enroll students who demonstrate the aptitude and attitude to successfully pursue programs offered;

- To provide programs designed to meet the needs of international multicultural student body while maintaining an awareness of individual student requirements;
- To prepare students so that they can understand and appreciate benefits of life-long learning.
- To maintain a professional and positive integrity, which serves as a role model for enrolled students.

School Information

What will you find on AAIT LS Campus

AAIT LS welcomes you with a warm, friendly, healthy life style atmosphere. Here you will find small classes that allow individual approach, affordable tuition, highly qualified professors. Student Services provide you with housing assistance, medical insurance information, immigration counseling. **There is no age restriction for admission to AAIT LS classes.**

Administration, Staff, and Faculty

The American Advanced Institute of Technology employs highly qualified and experienced staff and faculty members who bring diverse educational and work experience from their fields. These professionals are committed to the mission of the school and strive to make the students' learning experience exciting and challenging.

School Facilities

AAIT LS is located just outside of Philadelphia, with proximity to New York City, Washington DC, the Pocono Mountains and the New Jersey shore. Philadelphia is a major US historical center and second largest city on the east coast with rich cultural, athletic, social, and political life. <http://www.visitphilly.com>

AAIT LS offers classes on two campuses. Both campuses are conveniently located near major intersections and accessible through public transportation. You will find Campus A & B only minutes away from the intersection of Street Rd. & Bustleton Pk, close to PA Turnpike (I 276), Route 1, I 95. Bus route #58 makes a stop near the School.

Free parking areas are provided on the school grounds. Resource materials are available to students during daytime and evening hours.

Classroom Equipment

In keeping with the AAIT LS's high educational standards our classrooms are equipped with top notch technology & teaching materials that allow the students to develop a working, hands-on knowledge of the tools and materials that are most likely to be used at the place of their future educational or professional environment.

State-of-the-art smart classroom technology offers students and faculty at AAIT LS School the ideal environment for academic classes, meetings and special events.



AAIT LS students have access to an open, wireless network on campus. Students with a laptop (either their own or school provided), can connect to the internet and conduct research, check class-related email, and collaborate with their classmates online. Classrooms have projectors installed along with new computers. Faculty can project DVD and VHS output in addition to the information displayed on the classroom computer or a laptop.

Classroom Technology Services provide support for students, faculty and staff in the use of state of the art smart academic equipment. The School hosts its own servers with classroom computers connected to the training server computer via super-fast gigabit network.

Laptops are connected to the network through MS Windows 2008 domain controller and all accounts are setup through Active Directory.

Admission Requirements & Procedures

It is the goal of AAIT Language School to make the admission process easy and efficient by employing highly qualified admissions personnel knowledgeable in immigration regulations and supportive of the applicants.

Applicants to the AAIT LS Language School must meet the following requirements to apply for admission:

Have a high school diploma from a U.S. high school* or foreign high school; or an equivalent of such Diploma.

International F1 Visa students will be accepted into the Program upon meeting visa and financial SEVIS requirements as well as providing the academic and professional reason for the study at AAIT LS. F-1 students will be fully admitted upon completion and approval by SEVIS of I-20 visa application.

All applicants must go through an information interview, either in person, by phone or electronically, complete the required admission documents, (Electronic version of the application is available on AAIT Language School Website) and submit the necessary fee(s) stated on the Tuition and Fee Schedule of the Enrollment Agreement.

All applicants must complete the Enrollment Agreement (if the applicant is under 18 years of age the Enrollment Agreement must be signed by a parent or a guardian) and submit the enrollment fee. This fee is non-refundable.

All applicants must complete financial arrangements prior to starting classes.

Students are admitted to fill the capacity of classes and applications will be accepted on a rolling basis any time throughout the year.

The School will consider awarding informal credit for prior learning. However all placements into Program's levels of proficiency are done based on a series of placement tests.

No age, race, religion, or language proficiency limitations are imposed on the admission process.

*For details on admission procedures refer to the information on the School website or call the Admissions Office.

Enrollment & Registration

Enrolling in Classes

New Student Enrollment

Prior to the term for which they have been admitted, new students will receive information from the School regarding orientation dates, course enrollment, and fee-payment deadlines. Enrollment materials will be provided at the Orientation on the day assigned for new students' registration.

Continuing Student Enrollment

Continuing students (those currently registered or eligible to register) should register for each new term according to the deadlines listed on their Payment Plan and follow fee payment instructions.

Students are not considered registered until they have both enrolled in courses and paid registration fees.

The student will be considered full-time matriculated after attending the first day of classes. No financial or academic policies can be negotiated before the registration fee is paid.

Nondiscrimination Policy

Students are considered for admission to AAIT LS without regard to gender, race, color, national origin, religion, age, disability, sexual orientation, or marital status.

Additional information

Individuals may be denied admission to AAIT LS, enrollment in courses and/or programs and participation in certain AAIT LS sponsored activities if it is determined that such access is likely to pose a serious threat to the safety of the applicant and/or members of the AAIT LS community. Such determination would be made on a case by case basis by a review board under the guidance of the AAIT LS Director.

Student Information and Services

Students who enter the AAIT LS academic community make a commitment to serious work and acknowledge that the academic and social success of the community depends on respect for the rights of others, considerate behavior, and good judgment.

Students are expected to maintain high standards of personal conduct; behavior should reflect maturity and respect for the rights of all members of the community. The AAIT LS affirms that the responsibility to create an environment conducive to the freedom to learn is shared by all members of the academic community. The academic policies and procedures have been developed to support such learning.

Students' Rights and Responsibilities:

Students have the right to quality academic programs with appropriate instructional methodologies and content, instructors with sufficient educational qualifications and expertise in the areas of instruction and academic environment that stimulates creativity in learning as well as personal and professional growth.



Students have the right to a fair and objective evaluation of their academic performance. At the beginning of each course students will receive information outlining the method of evaluating the student's progress towards the course goal and objectives, including the method by which the final grade is determined.

Students may form their own reasoned judgment as to the data and views offered in any course of study, but they are responsible for learning the academic content of any course for which they are enrolled.

Students have the right to an academic environment conducive to learning, free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

When confronted with perceived injustices, students may seek redress through grievance procedures established in accordance with AAIT LS nondiscrimination policy. Such procedures will be available to

those students who make their grievances known in a timely manner. Disciplinary sanctions will not be imposed without proper regard for due disciplinary process including adequate notification. Students have the right to a full disclosure and an explanation by AAIT LS of all fees and financial obligations. Students have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the mission and goals of AAIT LS.

Students are expected to treat staff, faculty and their fellow students with honesty and respect.

Students are responsible to comply with directions by AAIT LS faculty and staff who are acting within the scope of their employment, subject to their rights and responsibilities.

Conduct

Registration at AAIT LS means a commitment to seriousness of purpose, academic integrity and high standards of personal and social behavior.

Each student is expected to comply willingly with AAIT LS regulations, and to abide by local, state, and federal laws.

The Institute's regulations governing student conduct are intended to safeguard the welfare of its student body, and promote the best possible environment for professional study.

Certain classes of misconduct are universally recognized as being disruptive to the educational process. Committing one or more of the following acts of misconduct may subject the student to suspension or termination of the student's enrollment contract:

- Acts of dishonesty, including but not limited to academic misconduct (e.g., cheating, plagiarism). Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
- Knowingly furnishing false information to the School.
- Forgery, unauthorized alteration, or misuse of School documents, records, or identification.
- Obstruction or disruption of teaching, research, administration, security, student conduct procedures, or other School activities on- or off-campus, and fire, police or emergency services.
- Causing physical harm to any person, or verbal or physical threats, intimidation, or coercion of any member of the School community or any other conduct that threatens or endangers the health, safety, or well-being of any such person.
- Failure to comply with direction of School officials acting in the performance of their duties, and/or failure to comply with school regulation when requested to do so.
- Attempted or actual theft of and/or damage to School property or services, including but not limited to: graffiti, destruction of School publications; theft or other abuse of computer facilities/resources; theft or damage to the property of a member of the AAIT LS community; and/or knowingly possessing stolen property. Additional guidelines are set forth in the Acceptable Use of Network and Computer Resources policies located in this Catalog.
- Unauthorized entry to or use of School facilities, equipment, or resources; or unauthorized possession, duplication, or use of keys/key cards to any School premises.
- Use, possession, manufacturing, or distribution of alcoholic beverages while on School property or at School-sponsored activities, or public intoxication*.
- Use, manufacture, distribution, or possession of illegal drugs or drug paraphernalia.
- Misuse or abuse of over-the-counter or prescription medications.
- Possession of any weapons or weapon facsimiles.
- Behavior that is self-destructive, threatening the safety of the individual.
- Sexual assault.
- Discrimination, harassment, or retaliation.
- Selling or soliciting on School property except through an officially sponsored and approved event or activity.
- Posting announcements/flyers in the School without the approval of School Administration and/or in areas not designated for posting.
- Violating the terms of any student conduct sanction imposed in accordance with this Catalog.
- Violating any other School policy, rule, or regulation published in hard copy or available electronically, including on the School's website or other locations.
- Violating any federal, state, or local law.

*** Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Additional details on the use of alcoholic beverages are set forth in the Drug and Alcohol Prevention Awareness section of this Catalog.**

***For more details see Addendum to Student Conduct Policy (effective March 18th, 2013) January 7, 2019**

Suspension and Termination

All students are expected to conduct themselves as responsible adults, attend classes regularly and maintain a satisfactory level of academic achievement.

AAIT LS reserves the right to terminate a student's training if the student:

- Exhibits conduct contrary to the code addressed in the "Conduct" section of the Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards (misses seven consecutive instructional days and all of the days are unexcused)
- Fails to meet financial obligations to the School

For additional information on attendance policy and termination refer to "Attendance & Termination" in the General Academic Regulations section of this Catalog.

Refunds will be made within thirty (30) calendar days of the determination of the withdrawal date.*

*Please refer to the Refund Policy located in the Financial Information section of the Catalog.

Acceptable Use of Network and Computer Resources

The American Advanced Institute of Technology provides access to local, national, and international networks, as well as computing resources in order to support its mission and goals.

General Principles

Access to network and computing resources owned or operated by AAIT LS imposes certain responsibilities and obligations and is granted subject to all AAIT LS policies, as well as local, state, and federal laws. Acceptable use should always be only for educational activities, legal and ethical, reflect academic honesty, show restraint in the consumption of shared resources, and reflect AAIT LS standards. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and annoyance.

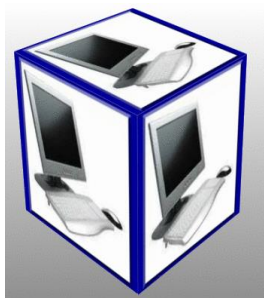


Guidelines

There are responsibilities that must be met as a part of the privilege of access to network and computing resources. These include, but are not limited to, the following:

A student must not

- Use resources for any purpose that is inappropriate or inconsistent with his/her relationship with AAIT LS.
- Allow anyone to use or fail to protect his/her accounts (user IDs), passwords, and access assigned to him/her.
- Access or attempt to access another user's accounts, passwords, computers, data, files, or email without authorization.
- Misrepresent himself/herself or attempt to circumvent any data protection or network security measures.
- Use network resources to gain or attempt to gain unauthorized access to remote computers.
- Attach any equipment, including wireless access points, or install any software that could potentially impair the performance, integrity, or security of any AAIT LS computers, networks, or data.
 - Attempt to decode passwords or data, or to monitor another user's communications.
 - Deliberately perform an act that interferes with the operation of computers and/or network traffic.
 - Engage in any activity that could be purposely harmful to systems or information such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to data.
 - Use resources for commercial, political, or profit-making purposes without authorization.
 - Perform acts that are wasteful of computing resources or unfairly monopolize resources to the exclusion of other authorized users.
 - Violate any software license agreements or terms and conditions.
 - Infringe any copyright, including the unauthorized and infringing distribution of copyrighted materials through unauthorized peer-to-peer file sharing.
- Engage in any other activity that does not comply with the General Principles presented above.



Enforcement

AAIT LS considers any violation of acceptable use principles or guidelines to be a serious offense. AAIT LS reserves the right to copy and/or examine any files or information resident on AAIT LS resources allegedly related to unacceptable use. In cases of misuse or abuse which involve an immediate threat to the network, data, or rights of other users, AAIT LS has the right to temporarily suspend a user's access or to disconnect the offending system or network subdivision to which it is attached without prior notice. Violators are subject to suspension or termination of their enrollment contract.

Information Disclaimer

Individuals using network and computing resources at AAIT LS do so subject to local, state, and federal laws, and all policies in effect at AAIT LS. Information, messages, and materials made available via AAIT LS network resources do not necessarily reflect the attitudes, opinions, or values of AAIT LS, its faculty, staff, or students.

Drug & Alcohol Prevention Awareness

AAIT LS is in compliance with the Drug-Free work place Act of 1988 (Public Law 101-690) and the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). AAIT LS does not allow the use of either illegal drugs or alcohol by students or employees. Students or employees who feel they may have a substance abuse problem can seek assistance from the following agencies.

In Warminster:

- People Acting to Help (PATH) 215-728-4600
- Narcotics Anonymous 215-440-8400
- Alcoholics Anonymous 215-574-6900
- Achievement Through counseling & treatment 215-276-8400

Student Counseling

The School maintains a comprehensive system of advising students on academic, personal and immigration issues on several levels:

- New student Orientation;
- Start of Term Orientations;
- School Director, PDSO, DSO are available for meeting with or without prior notice;
- Faculty will meet with students to discuss their academic and personal issues

Students are provided administrative and academic counseling:

- On academic warning and probation
- On attendance issues
- On immigration reporting deadlines

The student will find friendly and supportive faculty and administrative staff on AAIT campus. Formal counseling meetings requested by student are done by appointment and will be conducted no later than 3 days from the date of request. The School Administration may refer students to outside qualified professionals, services or programs only if they are of recognized professional integrity in their field.

Student Complaint / Grievance Procedure

AAIT LS administration encourages students to bring all complaints or grievances* about academically related situations, current or final grades to its attention. Many questions and concerns that students may have can be resolved through an informal discussion.

Formal Complaint: a written expression of dissatisfaction or formal allegations against the university, its units, its employees (including faculty and staff), and its students.

Level I Complaint: A verbal complaint that is resolved. Level I complaints are not tracked unless required by specific policy or law.

Level II Complaint: A written complaint meeting the definition of formal complaint, as stated above, and submitted with a signature or other identification of the student complainant.

Complaints are stored in the School Complaint Log in the Office of School Director.

A student may present a grievance through the following complaint and dispute-resolution procedures which provide full and prompt investigation of all complaints:

The first step is to bring grievance to the attention of the appropriate instructor or staff member.

If the issue is not resolved, the student should next bring the grievance to the attention of the Director of Education who will work with the student and the instructor to resolve the matter. If the issue is not resolved at this level, the student should next bring the grievance in writing to the attention of the AAIT LS Director. The AAIT LS Director has the responsibility for reaching a decision that is in balance with the best interests of both the student and the School. Should the student's grievance be not resolved to the student's satisfaction after completing steps one and two, the complaint may be filed in writing with the State Board of Pennsylvania Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126-0333, 717- 783 – 8228

Complaints of IEP F1 Visa students which cannot be resolved by direct negotiation with the designated school official (DSO) or responsible officer (RO) can be resolved by contacting the SEVP Response Center (SRC) at 1 (703) 603-3400 or at SEVP@dhs.gov.

* Anonymous calls or unsigned letters will not be acknowledged

Safety & Security

The administration ensures that the School premises are clean by contracting cleaning services for regular trash removal, sanitizing the bathrooms, and weekly vacuuming and dusting the School spaces.

The administration ensures that the School spaces are constructed with safety and security. All school areas including hallways, classrooms, front desk and front door outside areas are equipped with cameras. Both buildings are securely locked with alarm systems when the school is not in session. During the school hours the safety of the school is monitored by administration, staff and faculty who have contractual obligation to be school safety guards.

Medical Insurance Policy

AAIT Administration strives to provide its students with comprehensive health information.

AAIT School is not required to offer nor does it require its students to carry medical insurance policy.

While medical insurance is not required we must inform students that medical treatment in the United States could be very costly and in some cases student's attendance can be in jeopardy, thus making it hard or impossible to maintain F1 visa status in good standing.

While AAIT School is not affiliated with any medical insurance company or agency we encourage students to do their own research for medical insurance in case they decide to get coverage.

Housing

AAIT Language doesn't provide housing, nor does it contract agents to provide housing information.

Dress Code & Personal Appearance

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code, guided by the principle that what is appropriate for the workplace is proper for classes. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

Property Loss and Injury

AAIT LS assumes no responsibility for loss or damage to a student's personal property or vehicle, nor does it accept liability or provide hospitalization coverage in the event of student injuries.

Confidentiality of Student Records:

AAIT LS like other private educational institutions is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. FERPA is a Federal law that protects the privacy of student education records.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their educational records including:

The right to review their academic records during normal school hours with an appointment within 45 days of the day the Administration received a written, dated request for access. Students may also obtain copies of their records.

The right to challenge records for purposes of correcting or deleting any of the contents if the student believes that such records are inaccurate, misleading, or a violation of privacy. In order to request an official amendment of education records, students should submit a written, dated appeal to the AAIT LS Director/Director of Education, clearly identifying the part of the record they want to be changed, and specify why it is inaccurate, misleading or a violation of privacy.

If the school decides against the amendment the student will be notified in writing or verbally about the decision and the student's right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to hearing.

The right to consent to disclosures of personally identifiable information contained in the student's records. AAIT LS may neither release nor disclose the student's personally identifiable information to outside employers, agencies, or individuals without first securing a written authorization from the parent or eligible student, as applicable, unless permitted by the Act.

The student is the only person who can authorize disclosure of his/her records if the student is 18 or older.

As an exception to the above policy students' personally identifiable information can be released without consent to AAIT LS officials with legitimate educational interests, or a person or company with whom AAIT LS is affiliated or has contracted (such as an attorney, auditor, or collection agent). Faculty and administration are granted access to students' records for purposes of recording grades, attendance, and academic and career counseling.

Students have the right to appeal to the U.S. Department of Education concerning alleged failures by AAIT LS to comply with the requirements of FERPA. Such complaints should be directed to:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4604

AAIT LS does not permit students to inspect or review confidential student guidance notes maintained by the School, or financial records (including any information those records contain) of their parents or guardians.

AAIT LS considers the following to be a student's directory information (information that can be released to a third party without the consent of a student):

- Student name;
- Date and place of birth;
- Major field of study;
- Dates of attendance;
- Degrees and awards received;
- The most recent previous educational agency or institution attended by the student.

Any student who does not want any or all of the above information to be released without his or her prior written consent must inform the Administration before the end of the second week of classes of a regular term (by the end of the first week of classes of a summer term). The information listed above will become directory information or public information as of the specified time.

General Academic Regulations

Academic Year

AAIT School year consists of 3 academic terms, 14 weeks each comprised of Module I & II (7 weeks each). A full-time student is expected to attend 18 hours of instruction per week. Part-time students are not subject to those limitations.



Academic Calendar 2017-2018

Fall Term 2017 (Fall I - 7 academic weeks; Fall II – 7 academic weeks)

Faculty In-Service Day	September 1 (Fri)
Fall I	September 5 – October 22
Classes begin – Student Orientation	September 6 (Tue)
Fall II	October 30 – December 24
Halloween Recess	October 23 – October 29
Thanksgiving Recess	November 22 – 26
Last Day of Classes	December 18
Winter Break Begins	December 25

Spring Term 2018 (Spring I - 7 academic weeks; Spring II – 7 academic weeks)

Faculty In-Service Day	January 5 (Fri)
Spring I	January 8 – February 25
Classes begin - Student Orientation	January 8 (Mon)
Spring Break	February 26 – March 11
Spring II	March 12 – May 6
Easter Recess	March 26 – April 1st
Last Day of Classes	April 26

Summer Term 2018 (Summer I - 7 academic weeks; Summer II – 7 academic weeks)

Faculty In-Service Day	May 11 (Fri)
Summer I	May 14 – July 1
Classes begin	May 14 (Mon)
Summer II	July 9 – August 26
Independence Day Recess	July 2 - 8
Classes resume	July 9 (Mon)
Last Day of Classes	August 23

AAIT is closed on Federal Holidays: President’s Day; Memorial Day; Independence Day; Labor Day; Columbus Day; New Year’s Day.

Program Start dates: September 5; January 8; May 14

Hours of Operation

The school provides classes during the following hours:
Day Program: Monday Through Friday 9:00 a.m. – 6:00 p.m.

Evening Program: Monday Through Friday 6:00 p.m. – 10:40 p.m.
Saturday: 8:25 a.m. – 6:00 p.m..

Course Calendar

Name of Course	Term Offered
Core Courses	
Conversation (Levels 1- 6)	Fall, Spring, Summer
Grammar (Levels 1- 6)	Fall, Spring, Summer
American Culture & Society (Levels 1- 6)	Fall, Spring, Summer
Level 7 Courses	
TOEFL iBT Prep @ Pre-Advanced Vocabulary	Fall, Spring, Summer
American Way of Life & Culture (Available for Levels 4 – 6)	Fall, Spring, Summer
Advancing Clear Communication	Fall, Spring, Summer
Elective Courses	
Pronunciation (Available for Levels 1 – 6)	Fall, Spring, Summer
Grammar Basics (Available for Levels 1 – 2)	Fall, Spring, Summer
Developing Academic Vocabulary (Available for Levels 2 – 6)	Fall, Spring, Summer

Class Size

The average class size for lecture or lab classes is 10 to 12 students per instructor.

Attendance Policy & Termination

Satisfactory Attendance is defined as no less than 80% and is measured not by clock-hours; that is, coming late and/or leaving early will affect attendance grades. Attendance is taken in 15 minute increments. AAIT LS expects students to attend all scheduled classes. Poor attendance (and lateness) hinders the students' ability to master the subject matter and may result in failing the course. Attendance is closely monitored. The faculty is responsible for marking late arrivals and early departures. A student who has missed more than 20% of the scheduled class hours in any given level will be placed on Attendance Probation until the end of the scheduled level. At the end of the level, a student on Attendance Probation who has not improved his/her attendance will be considered withdrawn from the Program. If, for any reason, a student is unable to attend a class on any given day, he or she should contact the instructor or the school's Director/Director of Education to inform her or him of their absence at least 24 hours in advance. If a student is absent and does not follow this procedure, a school official will try to contact the student to identify the reason for the absence and to ensure that the student will return the next time class meets.

A student, who failed to register for the next term and/or is a no-show on the first day of classes, will have school record in suspended* status, and SEVIS record will be terminated for failure to matriculate within 30 days.

A student who is absent seven (7) consecutive instructional days without excuse will be terminated from his or her program of study. Refund will be given based on rules set forth in Enrollment Agreement and in "Withdrawal Procedures" described in the Financial Guidelines section of this Catalog.

*Suspended school record: a student with suspended school record has no authorization to attend classes until violation issues are resolved.

Tardiness & Early Departures

Regular class attendance for all scheduled hours is vital to students' academic success. Lateness to class is discouraged as it can be disruptive to the learning environment of others, and it may affect a student's attendance record. Repeated lateness may lead to a student being placed on attendance probation. Student attendance is recorded in fifteen (15) minute increments. A total of three partial absences will constitute a full absence. Unauthorized departures from class will also affect the hours present. Lateness and early departures are recorded as hours missed for attendance purposes.

Attendance Probation

When students have absences that exceed twenty-percent (20%) of the scheduled course class hours, they will be placed on attendance probation and will remain on probation for the remainder of that course. Any student whose attendance rate does not show improvement and whose overall attendance is less than 80% may be subject to dismissal from the school and any unused tuition will be refunded according to the Refund Policy. Each F-1 student must read and sign Attendance Policy Addendum.

Leave of Absence

Students may submit a written request for a leave of absence (LOA) to AAIT LS Director/Director of Education. Requests for a leave of absence must be approved by AAIT LS Director/Director of Education and processed before the start of a term or course. A student may be granted a leave of absence in the event of unforeseen circumstances, for example, medical reasons affecting the student or a member of the student's immediate family, military service (the student only), or jury duty (the student only). The total amount of time of absence cannot exceed 180 days within the 12-month period. The request must be submitted in a written form, must be signed by the student and must include the date of submission, the effective date, length of the leave of absence, and the reason for the leave of absence.

Annual Vacation Registration Policy

Annual vacation authorization requires registration and seat saving deposit (non-refundable) by the set deadline.

Student Academic Records and Transcripts

Students' records are supervised by the School Director/Director of Education.

AAIT LS retains the student's official academic records (transcripts). A transcript is the final, accurate record of academic accomplishment.

Current and former students may request one free copy of their official transcript by submitting a written request to the School Director with the name and address where the transcript will be mailed. A fee of \$15 will be charged for each additional copy and must be paid in advance before the requests are processed. Transcripts sent directly to the student will be marked as unofficial copies. Official transcripts will not be released for students who have a past due account with the school. Student financial records are retained for three years plus the current year.

AAIT LS Language School Copyright Policy

AAIT LS Language School intends to abide by the provisions of copyright laws. As an educational institution AAIT LS Language School supports and encourages the exchange and sharing of information for the advancement of learning. The School does this with the expectation that all persons associated with the School will fully comply with the provisions of the U. S. Copyright Law of 1976, as amended, (Title 17, United States Code) and the Digital Millennium Copyright Act (DMCA).

Copyrighted works will not be used or duplicated unless such use or duplication meets "fair use" standards or written permission from the copyright holder has been procured. Individuals who violate this policy will assume responsibility for any copyright infringement. It is important that any claimed "Fair Use" of copyrighted materials for any purpose should be undertaken only after considering the following "fair use" check list.

Single copying for teachers:

A single copy can be made of any of the following by or for an instructor at an individual's request for the purpose of scholarly research or preparation for or use for class instruction (a chapter from a book; an article from a periodical or newspaper; a short story, short essay, poem; a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple copies for instructional use:

Multiple copies (not to exceed more than one copy per student in a course) can be made by or for the instructor conducting a class provided that it not more than 1,000 words or 10% of the work, whichever is less; and each copy includes a notice of copyright.

The following is a summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Inclement Weather Guidelines

In the event of inclement weather, the college may adjust campus opening/closing times or close the campus entirely. AAIT LS students and staff should tune into local **TV News or Radio stations** for severe weather alerts as well as call school number to hear school closing notifications 267-840-9000.

Students should be aware that the bad weather does not mean that AAIT LS will close. Those students who have children must make arrangements when their school or day care is closed and AAIT LS is open. It is important to make arrangements prior to any expected severe weather.

For inclement weather notices, you may call AAIT LS at 267-840-9000, or go to AAIT LS Web site at www.AAITLSschool.com



Academic Standing

Grading System

Instructors will assess students' progress in completing course objectives and meeting student learning outcomes. Academic progress will be measured during the [term](#) and throughout the enrollment through the following grading system. Grades are issued upon completion of each term.

<u>GRADE SCALE</u>			<u>GRADE BREAKDOWN</u>	
100-90	A	4.0	Unit Tests	40%
89-80	B	3.0	Midterm Tests	25%
79-70	C	2.0	Projects	10%
69 & Below	F	<2.0	Term Final Exam	25%

I—Incomplete Due to extenuating circumstances, a student may be given an extension of time to complete course objectives. An "I" grade must be made up prior to the end of the succeeding term or it becomes an "F." (Does not count in computation of grade point average.) Assignment of "I" grades is a faculty prerogative and is issued when the student who has completed the majority of the course requirements is unable to complete the remainder due to unusual or extenuating circumstances.

P—Pass A "P" is an indication that the student has completed the coursework satisfactorily. It is used at the discretion of the School. (Does not count in the computation of grade point average.)

ITP – is an indication that a new or returning student has not been able to complete the requirements of the Term due to illness or other legitimate reasons and will have to repeat the Term.

W—Withdrawal A "W" is an indication of an action requested by the student. A "W" may not be changed to a grade. (Does not count in the computation of grade point average)

Grade Point Average (GPA) – Students transcripts reflect Grade point average (GPA) that is determined by dividing the total number of grade points earned by the total number of credits attempted in those courses which count toward the student's grade point average.

Academic Integrity Standards

All work that contributes to a student's grade will be the unaided work of the student. Copying another's work, working together, asking others for help and giving help are not ethical and prohibited. These rules apply to tests, quizzes, laboratory exercises, examinations. When exceptions are made; as in the case of group projects, the cooperation that is allowed will be explained by the instructor.

Scholastic Honors

Students who graduate with a GPA of 3.67 are honored by a Certificate with Honors. Students with a term GPA of 3.3 or higher and a minimum term attendance of 95% are placed on the Honor Roll List.

All perfect attendance students are honored on a term-by-term basis and at graduation.

Placement, Progress & Academic Achievement

All incoming students must take an entry Placement test, which places students in levels that are appropriate for their learning and English development. Students will be tested in reading, writing, listening, speaking and grammar with a series of tests that have been aligned with AAIT (LS) 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 Term or their instructor(s) recommends a retake. To ensure the validity of the results, retakes are not to exceed two times per year.

Student's advancement to the next **Level** will be determined by the student's mastering the [Level's](#) set of learning outcomes. Students will advance to the next proficiency Level provided they have mastered the learning outcomes [of the Term](#), by having achieved a combined GPA of 70%(2.0) or higher [in core classes, and passing the Level/Term Final test](#) with a score of 70% or higher. Every test is a combination of textbook based assessment assignments and teacher developed supplemental assessment tasks (as stated in each course syllabus).

If any of the components are missing the Academic Committee may recommend a repeat of the Level or dismissal. The time students will take to complete all coursework will not exceed 1.5 times of the published program length.

Level Exit requirements:

[Term](#) GPA is 70%(2.0) or higher

70% or higher for the Level Final Test

Attendance Rate of 80% or higher

Program Exit Criteria:

Mastery of Level 6 (Advanced Intermediate) Course objectives

Final term grade of 2.0 and above

Final Exam 70% or higher

*Individual student exceptions to the above should be evaluated by the Director of Education.

Graduation Requirements

AAIT LS awards Certificates and Diplomas for successful completion of day and/or evening programs. Students must meet the Program Exit requirements as outlined in the School Catalog current at the time of application for graduation.

*See Program Exit Criteria in “Placement, Progress & Academic Achievement”

Previously earned credits from another institution may be counted towards successful completion of a course. The awarding of credit and determination of equivalency of the prior experience to related coursework will require documented proof and will be evaluated by the instructors who teach related courses. Credit for the previous work will not exceed 25% of the total program and will not be used in calculating the cumulative GPA.

Students must return all property belonging to AAIT LS.

Students must be in good financial standing and fulfill all financial obligations to the School prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangement have not been made, the graduation credentials will be withheld.

ESL Student Level Change

Students are placed in one level for all classes. All students are placed in a proficiency level according to the Assessment Test results or based on the previous semester grades. Changes in classes or levels are rarely made after classes begin. However, if a level change is approved, the student must agree to the change.

1. Instructor initiated level change

To assure proper placement, student’s class performance will be observed during the first two weeks of instruction. If the instructor believes that a student has been misplaced, they will discuss it with the Director of Education and determine the appropriate action.

2. Student initiated level change

Returning students

If a student wishes to change levels, he or she should use the Level/Class Change Request form and submit it to one of the instructors for approval during the first two weeks of classes. Students must attend 2-3 classes before requesting or considering a class/level change.

The Director of Education will determine the appropriate method of evaluation to validate the change of level.

Changes are not made until after the first week of classes. Individual student non-academic accommodations are not a factor in the decision process (e.g. friend in another class, etc).

New Students level change

During the initial level placement process, the student can challenge the results of the placement

All additional information presented by the student should be considered for adjusting the level placement

Once a level has been agreed upon, students are not permitted to challenge that academic year level placement any further

*Some class change requests may be denied due to student assessed skills or class size

If a level change is approved, students will receive a new class schedule and they may exchange their current books for their new level books. Books will only be exchanged if they are in “like new” condition; otherwise students will be required to purchase new books at their own expense.

Academic Counseling & Student Grade Appeals

Students experiencing academic difficulty are required to meet with their instructor to discuss the cause of academic difficulty and to determine the best course of action for the student to follow to improve his/her academic performance.

Tutoring* is available to students who feel the need to improve their study skills and academic performance.

Such tutoring will be arranged on AAIT LS campus upon permission secured from AAIT LS Director.

Tutoring fees will be payable to AAIT LS Business Office.

*Tutoring fees may apply.

Academic Probation - A student is placed on academic probation when his/her grade point average falls below satisfactory academic progress.

Academic Dismissal - A student will be dismissed if he or she fails to achieve the required minimum standards at the above levels of evaluation by the next marking period.

Process for Grade Appeals:

The student who believes there is an inaccuracy in his/her official academic record (transcript) must notify the Administration Office immediately. The appeal process for course grades or other course matters must be initiated no later than the end of the term (last class day) following the term in which the course was completed.

A student who wishes to appeal a grade or other course matters should follow the appeal procedure listed in "Student Complaint/Grievance Procedure" of this Catalog.

Make-Up Standards

Students are encouraged to attend classes every day and be in class on time. If a student is absent from class it is the student's responsibility to find out the material covered during the student's absence and to make sure that all missed work is made up in compliance with AAIT LS academic guidelines.

The instructor will not re-teach material, so it is recommended that after the absence students contact their instructor to review the classes missed and to schedule appropriate tutoring and make-up lab sessions*.

Hours of make-up work will not be accepted in lieu of hours of class attendance.

Exam Make-up policy: it is the responsibility of a student to make arrangements one week prior to the exam as to when the student will take the exam. Usually it will be given early, not late.

*For description of rules for tutoring sessions with AAIT LS instructors see "Academic Tutoring".

Academic Reinstatement

To be reinstated to regular status, a dismissed student must seek to correct academic status by retaking courses they have failed. Once a student has met the minimum satisfactory academic progress standards, they may apply for reinstatement as a regular student.

Reinstated students will be on probation until the conditions of academic probation are satisfied.

Withdrawal Procedures

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.

Discontinuing a course will affect your transcript (permanent record) by showing a "W" for that course. If you simply stop attending class and do not officially withdraw from the course, you will receive an "F" grade for each course in which you are still enrolled.

The student will receive a transcript with the date of withdrawal.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the anticipated start and end date of such leave. If the student fails to return from the leave of absence at the agreed date and has provided no excuse, the student will be considered withdrawn from the date determined as the end date of the leave of absence.

Refunds will be made within thirty (30) calendar days of the determination of the withdrawal date.* The student will receive a copy of the calculation

*Please refer to the Refund Policy located in the Financial Information section of the Catalog.

Financial Guidelines

Cancellation & Refund Policy

An applicant not accepted for admission by AAIT LS is entitled to a refund of all monies paid. An applicant who provides written notice of cancellation within five (5) calendar days of executing the enrollment agreement is entitled to a refund of all monies paid except the \$100 registration fee and \$200 document preparation fee.

An applicant requesting cancellation more than five (5) days after signing this Enrollment Agreement and making an initial payment, but prior to the first day of classes is entitled to a refund of all monies paid, less the \$100 registration fee and \$200 document preparation fee.

Return and Withdrawal Policy Refund Chart

1-7 calendar days of term	75% of term costs
8th day - 24% of term	55% of term costs
25%-49% of term	30% of term costs
50% and more of term	No refund

Tuition and Fees Payment Procedures

General Payment Procedures Related to All Payment Plans

Program and/or Course tuition and fees are payable on a per term basis

- either in full by the registration deadline for the term,
- or according to a Payment Plan that has been agreed upon by the student and AAIT LS Business Office. The Payment Plan is considered to be approved after it has been signed and dated by the student and accepted (signed and dated) by AAIT LS Official. After its approval the Payment Plan becomes an official rider to the Enrollment Agreement.

Payment arrangements should be made by the due date. The grace period is 4 business days.

Overdue accounts will be assigned late fees: \$25 if payment is late more than 4 business days, \$40 if payment is late more than 7 business days; accounts over one month due will be sent to an outside collection agency and a 25% collection fee as well as attorney fees (if necessary) will be assigned.

We accept Cash, Check, all major credit cards. Please note that 3.5% surcharge fee will be added for all credit card payments.

Payment Plans

Option 1: Pay Term Tuition and Fees in Full

For term long courses and programs the total tuition and fees cost is payable in full by the registration deadline for the term. For elective 7-week long courses and programs full payments are made by the first day of class.

Option 2: Installment Payment Plan

AAIT LS offers an Installment Payment Plan for students who cannot pay the full cost of the Program for the term by the first due date. The payment plan is interest free. This option allows students to manage their charges in three prorated installments.

The First payment is made by the registration deadline for the term. The second and third payments term tuition and fees) will be paid according to the established Payment Plan schedule.

IEP Programs

Level 1 - Low Beginners (ESL 101)

This integrated course consisting of **Conversation, Grammar, and American Culture** is designed for those who have had little or no prior school experience in the English Language and would like to develop ability to comprehend and respond appropriately to simplified spoken English and to produce basic spoken English in social situations, comprehend and analyze simplistic texts in English, and recognize word order and simple sentence structure.

It is an integrated course, combining English grammar, vocabulary, reading, writing, speaking, and listening instruction.

Working from the alphabet up, the students are introduced to conversational English with an emphasis primarily on communication.

Upon successful completion of this course, students will be able to understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type; introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has; interact in a simple way provided the other person talks slowly and clearly and is prepared to help. In the language of illustrative descriptors students will be able to recognize in print, respond to, state, ask for, write simple forms, frequently used words, phrases and questions regarding personal information, present activities in familiar contexts such as goods, colors, phrases, body, numbers, time, shopping and countries

Elective Courses are offered parallel to the above course.

Course #	Course Name
Core Courses	
ESL101-1	Conversation
ESL101-2	Grammar
ESL101-4	American Culture & Society
Elective Courses	
ESL100-3	Pronunciation
ESL100-2	Grammar Basics

Level 2 - Beginners (ESL 102)

This integrated course consisting of **Conversation, Grammar, and American Culture** is designed for those who have limited background in the English language and would like to develop ability to comprehend and respond to spoken English on familiar topics, such as self, school, family, work and everyday activities, to comprehend and appropriately use basic grammatical structures in both written and spoken English, to identify key ideas in basic texts relating to everyday topics, and to construct simple and compound sentences on a familiar topic or idea.

It is an integrated course, combining English grammar, vocabulary, reading, writing, speaking, and listening instruction.

Upon successful completion of this course, non-English speaking adults will be able to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment), communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters, describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate basic need. In the language of illustrative descriptors students will be able to state, respond appropriately to, write simple sentences and compound sentences relating to simple descriptions of self, people, places, routines, likes and dislikes, present & past activities, home, family, work and hobbies, recognize and identify key ideas in a short passage.

Elective Courses are offered parallel to the above course.

Course #	Course Name
Core Courses	
ESL102-1	Conversation
ESL102-2	Grammar
ESL102-4	American Culture & Society
Elective Courses	
ESL100-3	Pronunciation
ESL100-2	Grammar Basics
ESL102-7	Developing Academic Vocabulary

Level 3 - High Beginners (ESL 103)

This integrated course consisting of **Conversation, Grammar, and American Culture** is designed for those who have limited background in the English language and would like to improve their ability to comprehend and respond appropriately to high-beginner spoken English, use spoken English in real world situations, use grammatical structures necessary for expressing the present, the future and the past times, comprehend and analyze high beginner texts. It is an integrated course, combining English grammar, vocabulary, reading, writing, speaking, and listening instruction.

Upon successful completion of this course, students will be able to understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc., deal with most situations likely to arise whilst travelling in an area where the language is

spoken, produce simple connected text on topics which are familiar or of personal interest, describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans. In the language of illustrative descriptors students will be able to recognize, express, communicate, respond appropriately to simple statements and questions, in the present, past and future time frame (with related signal words), using previously learned phrases, employ simple clarification requests to determine meaning of question or statement, interpret short paragraphs on familiar topics, identify sequence of events in short readings, examine authentic documents to locate specific information, produce a paragraph on a familiar topic.

Elective Courses are offered parallel to the above course.

Course #	Course Name
Core Courses	
ESL103-1	Conversation
ESL103-2	Grammar
ESL103-4	American Culture & Society
Elective Courses	
ESL100-3	Pronunciation
ESL103-7	Developing Academic Vocabulary

Level 4 - Low Intermediate (ESL 201)

This integrated course consisting of **Conversation, Grammar, and American Culture** will challenge students to become more fluent in their English-speaking abilities. It will broaden students' ability to comprehend and respond appropriately to spoken English and to use spoken English in a variety of social situations, comprehend and use grammatical structures in written and spoken English in an academic setting, comprehend texts in English, and increase students' fluency in producing written language.

It is an integrated course, combining English grammar, vocabulary, reading, writing, speaking, and listening instruction.

Upon successful completion of this course, students will be able to recognize main ideas and details in conversations and short lectures, communicate needs, activities and events using appropriate time frame and vocabulary, employ clarification strategies, apply linguistic, socio-cultural and other background knowledge and strategies to understand the intent of a speaker and to respond appropriately, know and use basic grammar, sentence structure and appropriate level of formality, interpret short paragraphs on familiar topics, predict meanings of unfamiliar vocabulary with contextual clues, examine authentic documents to locate specific information, convey ideas in a paragraph with detailed information.

Elective Courses are offered parallel to the above course.

Course #	Course Name
Core Courses	
ESL201-1	Conversation
ESL201-2	Grammar
ESL201-4	American Culture & Society
Elective Courses	
ESL200-3	Pronunciation
ESL201-7	Developing Academic Vocabulary

Level 5 - Intermediate (ESL 202)

This competency-based course consisting of **Conversation, Grammar, and American Culture** is designed to deepen students' ability to comprehend and respond appropriately to natural, authentic spoken English. It prepares students to respond to multi-step directions and communicate using formal and information language in a variety of situations. Students follow written instructions, read narratives and interpret material. The course teaches to use spoken English in a variety of social, academic and professional settings; broadens students' ability to comprehend and use grammatical structures in both written and spoken English in various contexts; analyze authentic texts, organize information and produce summaries.

Upon successful completion of this course, students will be able to state detailed descriptions of events, activities and personal experiences, identify main ideas and some details of extended conversations and broadcasts, employ clarification strategies, speak so others can understand to recall and use high-frequency vocabulary, display control of more advanced grammar and a variety of sentence types, read with understanding to decode and recognize most every day and some unfamiliar words, identify sequence of events in extensive readings, examine and analyze authentic documents to locate specific information, determine the purpose and audience for communicating in writing, convey ideas in a short

essay with detailed information, identify and modify sentences for time frame errors and mechanics, such as spelling, punctuation and capitalization.

Elective Courses are offered parallel to the above course.

Course #	Course Name
Core Courses	
ESL202-1	Conversation
ESL202-2	Grammar
ESL202-4	American Culture & Society
Elective Courses	
ESL200-3	Pronunciation
ESL202-7	Developing Academic Vocabulary

Level 6 - Advanced Intermediate (ESL 203)

This integrated course consisting of **Conversation, Grammar, and American Culture** prepares students to understand sustained conversations and instructions and to communicate independently in various situations. The course is designed for those who would like to expand their ability to comprehend and respond timely and appropriately to natural, authentic spoken English; to use spoken English in a variety of social, academic and professional settings; comprehend and use grammatical structures in both written and spoken English in social, academic and professional contexts; analyze and synthesize authentic texts; broaden students' ability to organize information and produce summaries. Students apply reading strategies and critical thinking skills. Students write and edit an organized piece of writing.

Upon successful completion of this course, students will be able to state detailed descriptions of events, activities and experiences, identify main ideas and details of extended conversations, lectures and broadcasts, apply linguistic, socio-cultural and other background knowledge and strategies to understand fully the literal and implied intent of the speaker, employ clarification strategies, respond timely and appropriately using complex grammar structures on social, professional and academic topics, interpret short paragraphs on social, professional and academic topics, speak so others can understand to recall and use sufficient wide-ranging vocabulary as well as control of advanced grammar and a variety of sentence types, predict meanings of unfamiliar vocabulary with contextual clues, identify sequence of events in extensive readings and lectures, examine and analyze authentic documents to locate specific detailed information, convey ideas in an essay, identify and modify written work for structural errors and mechanics, such as spelling, punctuation and capitalization.

Elective Courses are offered parallel to the above course.

Course #	Course Name
Core Courses	
ESL203-1	Conversation
ESL203-2	Grammar
ESL203-4	American Culture & Society
Elective Courses	
ESL200-3	Pronunciation
ESL203-7	Developing Academic Vocabulary

American Way of Life & Culture (ESL300-4)

The course increases international students' awareness of basic American cultural values and helps them understand the origins of those values and how they affect various aspects of life in the United States. The course places a strong emphasis on reading and listening comprehension of academic American English, speaking, writing and critical thinking. The vocabulary level is in the range of 3,000 to 4,000 words with emphasis on the Academic Word List. Grammatical structures are not controlled, but are level-appropriate.

Upon successful completion of this course students will be able to: demonstrate understanding of main ideas and supporting details within cultural / academic information context; recognize academic vocabulary and collocations in context; make predictions

about the content based on the headlines / charts / pictures; scan the text for necessary cultural information; exercise critical thinking, assess information, compare alternative points of view, identify potential problems and solutions

Course #	Course Name
ESL300-4	American Way of Life & Culture

TOEFL iBT Preparation and Pre-Advanced Vocabulary (ESL 300-8)

The TOEFL Internet Based Test (iBT) preparation class is an intensive English skills development course which focuses on teaching standardized test taking strategies for the TOEFL iBT while strengthening the main skills of English learning: reading, listening, speaking and writing. Students will develop specific strategies for approaching each one. Students will practice academic skills, review grammar and boost vocabulary skills. Though the intent and focus of the course is specifically aimed towards enhancing TOEFL students' iBT test taking techniques, class assignment have the goal to prepare students for TOEFL by discussing, practicing, and analyzing each section of the test; learning TOEFL test-taking skills and strategies in each section of the test; reviewing particular grammatical patterns that occur regularly on the TOEFL; simulating actual test-taking conditions so that students become familiar with and more comfortable with test situations; improve the quality and quantity of productive writing skills under time pressure. It is taken in combination with Developing Academic Vocabulary (ESL300-7_Pre-Adv_Vocabulary) and TOEFL Practice Tests Course (ESL300-8_TOEFL-iBT_TestPractice).

Upon successful completion of this course the students will be able to recognize academic vocabulary in a variety of contexts, use the techniques of skimming, scanning, and eliminating incorrect answers in reading academic material, listen and understand lengthy dialogues and lectures related to academic subjects, outline a plan for independent speech within 15 seconds and produce 45-second independent speeches on a variety of topics, use transitional words in both speaking and writing assignments in order to coherently link ideas, plan, organize, and compose the 4 different types of TOEFL essays, identify reading question styles and use appropriate skills to determine the correct answer, demonstrate proficiency in all four language skills through timed oral and written responses.

Course #	Course Name
ESL300-8	TOEFL iBT Preparation and Pre-Advanced Vocabulary

Advancing Clear Communication (ESL300-9)

“Advancing Clear Communication” is an intensive English skills development class which focuses on teaching pre-advanced thoughtful communication of ideas. The main goal of the course is to develop enhanced language skills of recognizing and building logical sequence from explanation to example and thus achieve better understanding in communicating ideas. The two clearly graphed targets are making a point and supporting the point made, while strengthening the 4 skills of English learning: reading, listening, speaking and writing. The students are offered abundant practice in developing main ideas and supporting details and are provided with 15 high-appeal socio-political communication topics within which they can have systematic practice in thinking, reading, writing, and discussion.

Upon successful completion of this course the students will be able to identify and formulate main idea and supporting details; distinguish between point and fact; general vs. specific ideas; main idea vs. central point/thesis; explicit vs. implied main idea; identify figures of speech such as simile or metaphor; identify and use the topic keywords leading to the main idea; determine locations of the main idea; distinguish between major and minor details; use mapping or outline in structuring oral expression or essays; identify and utilize patterns that organize and structure oral/written expression such as: list of order, time order, definition and example, comparison / contrast, identify and utilize words of transition and illustration cause and effect; format and structure an essay; stay on topic; provide sufficient support.

Course #	Course Name
ESL300-9	Advancing Clear Communication

Course Descriptions

IEP Core & Elective Courses

Low Beginners (ESL 101)

English Conversation (ESL101-1)

In this course students will learn and practice elementary English language conversational skills needed in classroom and in some basic day-to-day adult situations. *Prerequisite: None*

English Grammar (ESL101-2)

This course is designed to help students learn the basic English Grammar skills at the beginner's level. Students will learn fundamental English structures and use them to describe real life situations.

Prerequisite: None

Grammar Basics (ESL100-2) elective

The course will teach the student to speak, understand, read and write with correct grammar at an elementary level.

English Pronunciation (ESL100-3) elective

3.0 term credit hours

This pronunciation course will focus on helping students develop basic speech clarity and listening comprehension at a low beginners' level. Learners will review and practice English key sounds, basic rhythm and stress, basic intonations patterns, experience a new way of learning pronunciation.

Prerequisite: None

American Culture & Society (ESL101-4)

The course features information about typical American people, places and things. The discussion part of the course encourages students to engage in cross-cultural exchanges and understanding. The course provides realistic, vivid, and amusing materials to stimulate the cross-cultural awareness and effective development of socio-cultural competence in ESL.

Prerequisite: None

Professional English/ Job Application Skills (ESL101-5) elective

These combined courses provide ESL low beginner students with a comprehensive treatment of workplace competencies. They contain a wealth of authentic materials including charts, graphs, forms, and other work related documents. The courses give ESL students an opportunity to develop their speaking, listening, reading and writing skills in realistic job contexts.

Prerequisite: None

Information Age Basics (ESL101-6) elective

The students will develop English-language speaking, listening, reading, and writing skills in low beginners Information Age Basics.

Prerequisite: None

Developing Acad. Voc. (ESL101-7) elective

The purpose of this course is to build students vocabulary skills at Low Beginners level in order to enhance their reading comprehension, as well as help them become better writers, speakers, thinkers, and learners.

Prerequisite: None

Beginners (ESL 102)

English Conversation (ESL102-1)

In this course students will practice and learn spoken language in routine and familiar situations with some control of grammar and intonation, will master simple phrases and sentences in day-to-day context, will learn to comprehend simple sentence level discourse with familiar vocabulary and frequent re-reading.

Prerequisite: ESL (101-1)

English Grammar (ESL102-2)

In this course students will continue developing basic Grammar skills for basic communication in and outside the classroom and at work. This is a more in-depth study of basic Grammar forms and structures. They will also acquire grammar skills that are naturally and accurately embedded in their spoken English.

Prerequisite: ESL (101-2)

English Pronunciation (ESL100-3) elective

In this course, students will develop the knowledge and skills needed to be understood by native speakers and the ability to follow spoken language. They will review and practice English vowels, some consonant clusters, will continue working of the rhythm, stress, and emphasis pattern.

Prerequisite: None

American Culture & Society (ESL102-4)

In this course, students will more broadly explore the day-to-day socio-cultural situations most commonly encountered by people living in the US. The course features information that will help students identify with the most common daily activities of Americans and how they interact to achieve their routine goals.

Prerequisite: ESL (101-4)

Professional English/ Job Application Skills (ESL102-5) elective

The course provides ESL beginner students with a comprehensive treatment of workplace competencies. It contains a wealth of authentic materials, and gives learners of English realistic job contexts to develop the speaking listening, reading and writing language skills, focusing on workplace competencies.

Prerequisite: ESL (101-5)

Information Age Basics (ESL102-6) elective

The students will develop English-language speaking, listening, reading, and writing skills in beginners Information Age Basics.

Prerequisite: ESL (101-6)

Developing Acad. Voc. (ESL102-7) elective

The purpose of this course is to build students vocabulary skills at Beginner level in order to enhance their reading comprehension, as well as help them become better writers, speakers, thinkers, and learners.

Prerequisite: ESL (101-7)

High Beginners (ESL 103)

English Conversation (ESL103-1)

In this course students will learn and practice listening, speaking, reading and writing skills to function satisfactorily in most real-life situations related to immediate needs. Students will learn to talk about common topics, make simple conversation and engage in basic discussions.

Prerequisite: ESL (102-1)

English Grammar (ESL103-2)

The course provides students with a comprehensive review of English grammar and usage. They will also continuously develop the ability to use their grammar skills to express themselves naturally and accurately in their spoken English using basic Grammar *Prerequisite: ESL (102-2)*

English Pronunciation (ESL100-3) elective

The course will focus on helping students to further develop speech clarity and listening comprehension at a high beginner level.

Prerequisite: None

American Culture & Society (ESL103-4)

This is a content-based course that offers class and individual activities for the development of high beginner reading, writing speaking and listening language skills while providing students with a comprehensive view of American history.

Prerequisite: ESL (102-4)

Professional English/ Job Application Skills (ESL103-5) elective

The course provides ESL high beginner students with a comprehensive treatment of workplace competencies. The course presents aspects of US work related culture and also allows for a free exchange about values and situations that people from different countries naturally.

Prerequisite: ESL (102-5)

Information Age Basics (ESL103-6) elective

The students will develop English-language speaking, listening, reading, and writing skills in high beginners Information Age Basics.

Prerequisite: ESL (102-6)

Developing Acad. Voc. (ESL103-7) elective

The purpose of this course is to build students vocabulary skills at High Beginner level in order to enhance their reading comprehension, as well as help them become better writers, speakers, thinkers, and learners.

Prerequisite: ESL (102-7)

Low Intermediate (ESL 201)

English Conversation (ESL201-1)

In this course students will learn to carry out conversations beyond survival needs. They will learn and practice listening, speaking, reading and writing skills to be able to express basic needs and engage in social conversations in an organized way to address the reason for communicating.

Prerequisite: None

English Grammar (ESL201-2)

This course is designed to help students improve their grammar skills and learn correct English grammar at the low-intermediate level. Emphasis is on the use of simple and some complex verb tenses, as well as auxiliary and modal verbs. *Prerequisite: None*

English Pronunciation (ESL200-3) *elective*

The course teaches the Standard Speech model that represents the official spoken language for United States and helps increase awareness of your own speech pattern and how to develop new habits in speech.

Prerequisite: None

American Culture & Society (ESL201-4)

The course is designed to provide low intermediate students with a comprehensive view of people, places, living things, great moments, and culture that make the US fascinating to read about. Students expand their knowledge as they improve their vocabulary and language skills. *Prerequisite: None*

Professional English/ Job Application Skills (ESL201-5) *elective*

The course gives learners of English realistic job contexts to develop the speaking listening, reading and writing language skills, focusing on workplace competencies.

Prerequisite: None

Information Age, Basics of Debate (ESL201-6) *elective*

The students will develop English-language speaking, listening, reading, and writing skills in low intermediate Information Age Basics.

Prerequisite: ESL (103-6)

Developing Acad. Voc. (ESL201-7) *elective*

The purpose of this course is to build students vocabulary skills at Low Intermediate level in order to enhance their reading comprehension, as well as help them become better writers, speakers, thinkers, and learners.

Prerequisite: ESL (103-7)

Intermediate (ESL 202)

English Conversation (ESL202-1)

In this course students will learn to carry out conversations beyond survival needs, understand standard spoken language to use some strategies to monitor the conversation that can include limited descriptions, concrete terms, simple and some more complex grammatical forms.

Prerequisite: ESL (201-1)

English Grammar (ESL202-2)

The course gives students a broader view of the grammar forms and their meanings in context. Grammar forms and structures of the course reveal finer differences in meaning and give students an understanding of how to organize details in various real life conversation models.

Prerequisite: ESL (201-2)

English Pronunciation (ESL200-3) *elective*

This pronunciation course will focus on helping students develop more advanced speech clarity and listening comprehension at an intermediate level. In this course, students will develop the knowledge and skills needed to be understood by native speakers and the ability to follow spoken language.

Prerequisite: None

American Culture & Society (ESL202-4)

The course will teach the student to read, speak, listen and write at a low intermediate level within a variety of content topics concerning cultural and societal issues in America. Students will be informed about American realia regarding local community life, hunting for a job and job interviews, work environment and its safety, courtroom procedures and law culture.

Prerequisite: ESL (201-4)

Professional English/ Job Application Skills (ESL202-5) *elective*

The course places a strong emphasis on developing the four-language skills- R/Wr/Sp/List – in conjunction with critical thinking, problem solving, and computation skills Language skills are taught within an integrated framework that emphasizes meaningful and purposeful use of language in realistic contexts to develop communicative competence.

Prerequisite: ESL (201-5)

Information Age, Basics of Debate (ESL202-6) *elective*

The students will develop English-language speaking, listening, reading, and writing skills in intermediate Information Age Basics.

Prerequisite: ESL (201-6)

Developing Acad. Voc. (ESL202-7) *elective*

The purpose of this course is to build students vocabulary skills at Intermediate level in order to enhance their reading comprehension, as well as help them become better writers, speakers, thinkers, and learners.

Prerequisite: ESL (201-7)

High Beginners (ESL 203)

English Conversation (ESL203-1)

Students will learn and practice listening, speaking, reading and writing to provide advanced intermediate fluency communication skills. Students will learn to self-monitor effectively when using basic conversational structures and will be introduced to more complex structures. The course covers a variety of U.S. cultural values and thinking patterns, which are introduced through discussions, readings and writing.

Prerequisite: ESL (202-1)

English Grammar (ESL200-2)

This course integrates an overview of a number of important grammar forms and structures at an advanced intermediate level to identify key structures and grammar rules that govern a variety of real life processes. Focus will be on the review and comparison of the system of tenses and practicing them in real life situations

Prerequisite: ESL (202-2)

English Pronunciation (ESL203-3) *elective*

This pronunciation course will focus on helping students develop advanced speech clarity and listening comprehension at an Advanced Intermediate level. In this course, students will develop the knowledge and skills needed to be understood by native speakers and the ability to follow spoken language.

Prerequisite: None

American Culture & Society (ESL203-4)

The course offers engaging reading topics for advanced intermediate students of English. It features information that will help students identify with the tradition and values of the United States, describe the cultural diversity found in the United States, and recognize and explain the intricate working of the United States society, economics, politics, culture, etc.

Prerequisite: ESL (202-4)

Professional English/ Job Application Skills (ESL203-5) *elective*

The course is designed to integrate syllabi focusing on workplace competencies, advanced intermediate English-language skills, communicative functions, and culture. It encourages the development of students' critical thinking, problem solving, and computation skills..

Prerequisite: ESL (202-5)

Information Age, Basics of Debate (ESL203-6) *elective*

The students will develop English-language speaking, listening, reading, and writing skills in high intermediate Information Age Basics.

Prerequisite: ESL (202-6)

Developing Acad. Voc. (ESL203-7) *elective*

The purpose of this course is to build students vocabulary skills at Advanced Intermediate level in order to enhance their reading comprehension, as well as help them become better writers, speakers, thinkers, and learners. *Prerequisite: ESL (202-7)*

Advancing Clear**Communication (ESL300-9)**

“Advancing Clear Communication” is an intensive English skills development class which focuses on teaching pre-advanced thoughtful communication of ideas. The main goal of the course is to develop enhanced language skills of recognizing and building logical sequence from explanation to example and thus achieve better understanding in communicating ideas. The two clearly graphed targets are making a point and supporting the point made, while strengthening the 4 skills of English learning: reading, listening, speaking and writing. The students are offered abundant practice in developing main ideas and supporting details and are provided with 15 high-appeal socio-political communication topics within which they can have systematic practice in thinking, reading, writing, and discussion.

Upon successful completion of this course the students will be able to identify and formulate main idea and supporting details; distinguish between point and fact; general vs. specific ideas; main idea vs. central point/thesis; explicit vs. implied main idea; identify figures of speech such as simile or metaphor; identify and use the topic keywords leading to the main idea; determine locations of the main idea; distinguish between major and minor details; use mapping or outline in structuring oral expression or essays; identify and utilize patterns that organize and structure oral/written expression such as: list of order, time order, definition and example, comparison / contrast, identify and utilize words of transition and illustration cause and effect; format and structure an essay; stay on topic; provide sufficient support.

Prerequisite: ESL (203-1); ESL (203-2); ESL (203-4)

American Way of Life &**Culture – Advanced****Intermediate (AWL 300-4)**

The course increases international students' awareness of basic American cultural values and helps them understand the origins of those values and how they affect various aspects of life in the United States. The course places a strong emphasis on reading and listening comprehension of academic American English, speaking, writing and critical thinking. The vocabulary level is in the range of 3,000 to 4,000 words with emphasis on the Academic Word List. Grammatical structures are not controlled, but are level-appropriate.

Upon successful completion of this course students will be able to: demonstrate understanding of main ideas and supporting details within cultural / academic information context; recognize academic vocabulary and collocations in context; make predictions about the content based on the headlines / charts / pictures; scan the text for necessary cultural information; exercise critical thinking, assess information, compare alternative points of view, identify potential problems and solutions.

Prerequisite: ESL (203-1); ESL (203-2); ESL (203-4)

TOEFL iBT Preparation and**Pre-Advanced Vocabulary****(ESL 300-8)**

The TOEFL Internet Based Test (iBT) preparation class is an intensive English skills development course which focuses on teaching standardized test taking strategies for the TOEFL iBT while strengthening the main skills of English learning: reading, listening, speaking and writing. Students will develop specific strategies for approaching each one. Students will practice academic skills, review grammar and boost vocabulary skills. Though the intent and focus of the course is specifically aimed towards enhancing TOEFL students' iBT test taking techniques, class assignment have the goal to prepare students for TOEFL by discussing, practicing, and analyzing each section of the test; learning TOEFL test-taking skills and strategies in each section of the test; reviewing particular grammatical patterns that occur regularly on the TOEFL; simulating actual test-taking conditions so that students become familiar with and more comfortable with test situations; improve the quality and quantity of productive writing skills under time pressure. It is taken in combination with Developing Academic Vocabulary (ESL300-7_Pre-Adv_Vocabulary) and TOEFL Practice Tests Course (ESL300-8_TOEFL-iBT_TestPractice).

Upon successful completion of this course the students will be able to recognize academic vocabulary in a variety of contexts, use the techniques of skimming, scanning, and eliminating incorrect answers in reading academic material, listen and understand lengthy dialogues and lectures related to academic subjects, outline a plan for independent speech within 15 seconds and produce 45-second independent speeches on a variety of topics, use transitional words in both speaking and writing assignments in order to coherently link ideas, plan, organize, and compose the 4 different types of TOEFL essays, identify reading question styles and use appropriate skills to determine the correct answer, demonstrate proficiency in all four language skills through timed oral and written responses.

Prerequisite: ESL (203-1); ESL (203-2); ESL (203-4)

Other Information

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Notes: