

IEP Student Handbook



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WELCOME

Dear Intensive English Program (IEP) Learner:

Welcome to the American Language and Culture Center (ALCC) at Southern Utah University. We are very pleased you have chosen our Intensive English Program.

We want you to have a worthwhile and positive experience at our university, and to be successful in accomplishing your goals. This requires hard work at studying and practicing English, and learning new cultures. At the ALCC, we will do everything we can to make your journey a great one. Activities in and out of class will help you develop your English as you meet other international students in addition to English native speakers on and off campus. You will experience the world right here in Cedar City, Utah.

This handbook provides important information you need to know as an IEP student. It is important that you understand everything in this handbook, especially policies about your responsibilities as a student. Students are required to understand this information so you must ask questions if anything in the handbook is unclear.

Mission Statement

The American Language and Culture Center (ALCC) at Southern Utah University (SUU) is a dynamic teaching and learning community dedicated to supporting students in two ways: (1) We help students to achieve academic English proficiency sufficient for matriculation into university; and (2) We support students' continued development and improvement of their English language skills. The ALCC serves these endeavors and supports the larger mission of SUU and International Affairs by:

- ” Fostering academic excellence, technology, and experiential learning.
- ” Connecting international students with the larger university community.
- ” Immersing international students in American popular and academic culture.

In so doing, we enrich and broaden the cultural experience of our students and the SUU, local, and world communities.

student. This ID card is your personal identification card. You can receive many discounts in Cedar City by showing your card.

You will also receive a T number. Memorize this number It is your identification number for ALL campus offices and activities, so you will use it often.

Housing

& D P S X V ' R U P L W R U L H V

SUU has dorms for students to live in where you may live with American students. This is a great way to be on campus, meet new people, and participate in campus activities. This option requires a contract. Contact SUU Housing for more information: www.suu.edu/housing.

\$ S D U W P H Q W V

Cedar City has many apartments to choose from. Living in an apartment will limit opportunities to participate in campus activities.

+ R P H V W D \

We offer homestay options, where you can live with an American family. Please visit [n! eY imy #](#)

Click on "Activate your account"
Enter your email address
You will be sent an email with a link in it to complete the activation process.
After finding the email that was sent and clicking on the link in that email, you are then asked to set up a security question.
Next you are asked to set a password.
Once you set a password, a confirmation email is sent to you that contains your username.
Then you can log in.

Placement Testing

New Student Testing

Each new student is given a placement test to determine at which proficiency level the student will begin.

During the first week of class, a teacher may determine that a student has been misplaced; therefore, a student might be moved to a different level at that time. This is based only on the student's performance on in-class diagnostic exercises.

Classes

Intensive English Program students will follow the following model for learning each week.

- √ Reading/Writing with integrated grammar – 8 hours in class each week
- √ Listening/Speaking with integrated grammar – 8 hours in class each week
- √ Integrated Skills - 2 hours in class each week

Auditing

Class audits are not allowed in the Intensive English Program.

Academic Honesty

As stated in Chaxa

The Intensive English Program follows the University Policy on Academic Integrity, which can be found [here](#).

Academic Warning & Probation

Students must maintain a C (2.0) average, at all times. Failure to do so will result in two warnings, followed by probation. When a student is on probation, s/he must achieve a C average during that term, or s/he may be dismissed from the program. Students are notified of academic warning and probation status via email and letter.

Appeals

Appeals are heard by the ALCC director in writing. You must email the director (andreastiefvater@suu.edu) with an explanation of your appeal. The director will read your appeal, gather any supporting documentation, and make a decision. If the director needs to meet with you in order to discuss the appeal, an appointment will be made. Otherwise, the director will notify you of the decision via email.

Intensive English Program Levels

With good academic performance

Grades

Students receive grades for their assignments, and a final grade for each class. The grading scale is as follows for both assignments and final class grades.

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Success Tips

We want you to learn English quickly and successfully. You should always:

Attend Class: If you want to progress quickly, you need to come to class every day.

Be on time: This is polite (nice) as well as necessary (you must do this).