Welcome to Washington & Jefferson’s English Language Institute. We have prepared this handbook to help you better enjoy your time at W&J. Included is useful information about your English language courses, the staff of the ELI, and the academic information you will need as a student at this institution. The information is as accurate and up-to-date as possible.
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Greeting from Director

It is with great enthusiasm that I welcome you to the English Language Institute at Washington & Jefferson College. At the ELI we believe that our success is based on your success. As such, our program is designed to give you a taste of all the different aspects of undergraduate American study. Indeed, as an ELI student you are now part of a thriving community with access to all of the resources W&J has to offer. Go to the gym, play intra-mural sports or rebuild a house as part of a Habitat for Humanity trip! Take advantage of the shuttle to Pittsburgh (only 40 minutes away) or become involved in one of the many clubs on campus. W&J is committed to your experience both in and outside of the classroom but it is up to you to get involved. It is my hope that you study hard, use your time wisely, and grow to understand what we mean when we say “Become a President!”

Welcome,

Dana Poole

About the Director

Dana Poole, Ph.D. is the Director of the English Language Institute. Dana holds a Master’s in Teaching English to Speakers of Other Languages (TESOL) from the School for International Training and a Ph.D. from in Composition and TESOL from Indiana University of Pennsylvania where her focus of study was the experience of international students studying in American higher education. Dr. Poole taught both in the States and abroad. Dana taught English in China, Korea, Poland and Costa Rica before spending three years as an English Language Fellow in Israel.
The ELI Mission
The mission of the English Language Institute (ELI) at W&J College is to provide state-of-the-art instruction in the English language and the academic skills necessary for students to be prepared to enroll in an American institution of higher education. Through full integration in campus life, intense study of English and its application in an academic environment, as well as course content intended to enrich knowledge about American culture, history, and politics; students will develop lifelong language learning skills, learn the expectations of students pursuing a high-quality liberal arts education, and participate in an engaged, diverse community.

Our Objectives

- To provide students with quality language instruction that enables the achievement of their personal, academic and professional goals.
- To maximize our students’ access to the W&J educational, cultural, and community resources.
- To assist our students in their transition to mainstream academic courses.
- To support university-wide needs for specialized English programs and services, including language instruction.
- To provide our students and community with opportunities for learning and international experiences.

Mission Statement of Washington and Jefferson

W&J students, faculty, and staff are liberated by our experiences at the College. We understand that our values as a community of learners are a shared responsibility, strengthened through practice across the full range of our activities. In the classroom, on the athletic field, in clubs and professional activities, in the residence halls, we are committed to connecting formal learning experiences to our everyday engagement with the world. We ground this commitment in the language we use to express our principles and aspirations:

“We explore beyond boundaries”

W&J graduates demonstrate intellectual curiosity, grounded in interdisciplinary thinking; Life-long learning; connecting natural and social sciences, arts, humanities, to make meaning from experiences in the world.

“We think carefully”

W&J graduates use informed analysis and decision making; finding, evaluating, using information appropriately; effective reasoning; independence of thought; depth of knowledge; innovation.
“We teach the whole student”
Integrity; ethical reasoning; accepting responsibility; taking failure as opportunity; courage to lead; teamwork; empathy

“We own our experiences”
W&J graduates possess individual agency; initiative; self-awareness; motivation; self-direction; taking responsibility for physical and emotional health.

“We practice the liberal arts”
The ability to communicate ideas; quantitative reasoning; oral and written communication; critical and creative thinking; adaptability; textual, visual, and artistic literacies; information technologies; the study of languages.

“We give back”
W&J has a commitment to local and national communities; juncta juvant; respectful of diversity; spirit of service; responsibility; knowledge of community expectations; political and social engagement; environmental conscience; civility in discourse.

The college motto is a Greek phrase, “Juncta Junvant.” This translates to “together we thrive.”

“We engage with the world”
Paired with responsible global citizenship, W&J graduates have an understanding of difference and commonality, at home and abroad; seeing one’s place in the larger world; able to practice everyday diplomacy.

Where is Washington and Jefferson College?
W&J is nestled amongst the rolling hills of western Pennsylvania in the city of Washington, a community of more than 15,000 people. This small town holds an abundance of historical significance throughout American history and gives students a great opportunity to learn about the early United States. Relive the Whisky Rebellion during the annual festival and visit houses that were once on the frontier of the new world boundaries. Washington also hosts a variety of local activities such as the farmers market every Thursday, May through October.

Our campus is also conveniently located just 50 km/30 miles southwest of Pittsburgh. Few cities of any size match Pittsburgh’s offerings in the performing and visual arts, world-class museums, and a variety of restaurants. Throughout the year Pittsburgh hosts a variety of festivals and cultural events that are often free to attend! Students can easily travel to Pittsburgh on the public bus or during the regular academic year students have access to the Pittsburgh Pipeline – a shuttle running directly from campus into downtown Pittsburgh.
**Important Numbers**

When making a phone call from a campus phone, add a “9” before each off-campus number. For on-campus numbers, just dial “4” and the last four numbers.

**Emergency**

Protective Services - 724-223-6032 or ext. 6032

Computer Help Desk- (724) 506-1001, ext. 6022

Dana Poole - (724) 531 6867

Note: If you are on campus and have an emergency, you can use the blue light phone boxes located all over campus. They are a direct line to the Campus Police. You do not need to know where you are because the phones are connected to a computerized map of campus. The police will be happy and able to assist you.

**Getting to Washington & Jefferson**

Washington & Jefferson believes in the importance of a good first impression. We offer complimentary airport pick-up from Pittsburgh International Airport. To utilize this complimentary service all you have to do is fill out the flight pickup form and we will take care of the rest! Upon arrival at the airport students will be met by a Washington & Jefferson representative and taken to the college.

**Upon Arrival**

Washington & Jefferson offers complementary linens and towels for our international students living on campus. Each student receives a set of sheets, blanket, pillow and a towel. The college also takes students to local shopping areas where they can meet their other essential purchasing needs.

**Orientation Week**

Orientation week is designed to introduce you to the ELI, Washington & Jefferson, and Washington, Pennsylvania. The week is designed to give you access to important people and resources on campus, as well as help you settle into your new “home” for the next few months.

**Campus Tour**

You will take a walking tour of the University campus. On the campus tour, you will see the ELI classroom locations, the U. Grant Miller library, the Student Health Center, and other buildings that will be important to you during your stay. One of the highlights of the tour will be the Hub, which is the student activities center with four TV lounges, a large game room, netflix, video games, and free food! The tour will also take you to the W&J wellness center, which is a free fully equipped gym with an indoor track.

**Student Identification Cards**

On the tour you will receive a Washington & Jefferson identification card. These ID Cards are often referred to as your “swipe.” This picture ID is like a key, it allows you access to a variety of campus buildings such as your dormitory, the technology center, and several academic buildings. Your swipe is also your meal ticket! If you are using the college meal plan, you must present your ID in the dining halls to the cashier. Washington & Jefferson gives every student an identification number. This student ID number is not an official Social Security Number (SSN) but your on-campus identifying number.
Bank Accounts
During the Orientation a representative from the PNC Bank in Washington, PA will be on hand to help you open a bank account.

Phone Service
During Orientation a representative from T-Mobile will be on hand to help you with your phone needs.

Health Insurance
All ELI students are required to maintain and show proof of valid health insurance for the duration of their time in ELI. Insurance is available through ELI/Washington and Jefferson for students who wish to purchase it. Insurance purchased outside Washington & Jefferson is required to meet all W&J standards. Students are strongly encouraged to purchase the insurance through ELI/W&J.

E-mail
All ELI students will receive access to their own personal W&J E-mail account. You will get this information in your welcome packet once you arrive on campus. Your ELI professors and staff will use your W&J e-mail to communicate with you to ensure easy communication.

“Snail” mail
Campus mail is located in the Rossin Campus Center, lower level. The Format for your mailing address at the school will be:

(You Name) 
Washington & Jefferson College 
50 South Lincoln Street (Box Number) 
Washington, PA 15301 

Example: 
Dana Poole 
Washington & Jefferson College 
50 South Lincoln Street Box: 282 
Washington, PA 15301 

Dining Hall Hours
The Commons Dining Room is located in The Commons.

You MUST present your W&J ID Card for access to the Commons Dining Room. Cash, J-Cash, and Dining Dollars & Credit Cards are now accepted in all foodservice locations

Monday – Friday

HOT BREAKFAST 7:15 AM - 9:30 AM 
CONTINENTAL BREAKFAST 9:30 AM - 11:00 AM 
LUNCH 11:00 AM - 2:00 PM 
CONTINUOUS DINING 2:00 PM - 5:00 PM 
DINNER 5:00 PM - 8:00 PM
Saturday
BRUNCH 10:00 AM - 1:30 PM          DINNER: 4:30PM - 6:30PM

Sunday
BRUNCH 10:00 AM - 1:30 PM          DINNER: 4:30PM - 8:00PM

The Commons

In The Commons you will find buffet style all you want to eat with many options to suit everyone. There are gluten-free products, vegetarian options, as well as a large selection of salads, sandwiches and the special meal prepared each day. You can sit in The Commons or get your meal to go.

GnT’s (George and Tom’s)

Besides the Commons, there is another food choice that you can use your swipes at. W&J has George and Tom’s, better known as GnT’s, and is our version of fast food. You place your order at the register and then they will call your number when your food is ready to be picked up. GnT’s is also open late! It is open until midnight Sunday-Thursday and until 11:00PM Friday and Saturday nights.

Meal Swipe Time Periods

The time blocks listed below are the time periods that you can use your swipe in. You cannot eat twice in the same time period! You cannot swipe more than three times per day. Something to remember, you only have so many meals per week, so remember to plan so you have enough meals for the entire week. If you run out of meals before the end of the week, you will have to pay cash to eat on campus.

Time slot 1 7:00AM- 11:00AM
Time slot 2 11:00AM- 2:00PM
Time Slot 3 2:00PM- 5:00PM
Time slot 4 5:00PM-8:00PM
Time slot 5 8:00PM-12:00AM

Every week your meal balance will reset. A week of meals runs Monday morning through Sunday night.
Academic Information

Program/Office Hours
The office for the ELI will be open from 9-5 Monday thru Friday. Any emergency needs should be directed to the Office of Protective Services.

Class Schedule
You will receive a schedule which lists your classes, instructors and books to be purchased at Orientation. Classes are held Monday thru Thursday with special elective courses run on Friday mornings.

Sample Schedule for Fall Courses (18 Hours + Friday Elective)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening &amp; Speaking 9:00 – 10:30</td>
<td>Reading and Discussion 9:00 – 10:30</td>
<td>Listening &amp; Speaking 9:00 – 10:30</td>
<td>Reading and Discussion 9:00 – 10:30</td>
<td>Panel Discussion / Guest Speakers / Special Topics 9:00 – 12:15</td>
</tr>
<tr>
<td>Grammar &amp; Communication 10:45 – 12:15</td>
<td>Academic Portfolio 10:45 – 12:15</td>
<td>Grammar &amp; Communication 10:45 – 12:15</td>
<td>Academic Portfolio 10:45 – 12:15</td>
<td>No Afternoon Classes – Different trips to local areas of interest are often scheduled here</td>
</tr>
<tr>
<td>Elective: Vocabulary of American Academia 1:30 – 3:00</td>
<td>Writing for Quantitative and Qualitative research 1:30 – 3:00</td>
<td>Elective: Vocabulary of American Academia 1:30 – 3:00</td>
<td>Writing for Quantitative and Qualitative research 1:30 – 3:30</td>
<td></td>
</tr>
</tbody>
</table>

Textbooks
Textbooks for the courses are essential! You can purchase textbooks in the W&J Bookstore (Located in Rossin Campus Center, middle level) or online. All students are required to have the proper textbooks and other required materials for class by the eighth day of class. Students who come to class without textbooks after that time may not be allowed to attend class until they have the official textbook and materials. ELI instructors reserve the right to examine students' books to verify that the books meet the policy guidelines. All students must have their own textbooks for their classes by the end of the second week of classes.

Tutoring Center
Your class instructor will give you a schedule of tutoring hours and location on campus. Tutors are available to work with you on your class assignments as well as writing and other projects you may be working on.

Coffee Time
ELI hosts a series of Coffee times over the course of each semester. These are held in The Commons and attended by ELI and W&J students. Coffee time is a great opportunity to meet W&J students and practice English Language Skills.
Attendance
At the ELI we strive to make every moment in the classroom matter, so your attendance is essential to your success as a student. Students must maintain a 90% attendance rate. Lower than 90% means the automatic grade of NO PASS in the course and placement on Academic Probation.

- If you are late to class by more than 20 minutes it constitutes 1 Absence
- If you are late between 0-20 minutes to class twice constitutes 1 Absence
- If you are placed on Academic Probation three times, it will result in your I-20 being terminated and you would then be out of F-1 Visa status and be required to immediately leave the U.S.

Health Related Absences
Your health and well-being are of upmost important to your success as a student! If you are absent due to illness or injury, you need to go to the doctor and get a note excusing you from classes. We will not count this time missed against your absence rate if you bring in a doctor’s note.

- If you are sick please contact the Student Health Services located in the New Residential Hall on the ground floor, (724) 223-6047.

Counseling
Here at the ELI we understand that you may experience homesickness, culture shock, or other personal/private issues that can be difficult to deal with on your own. If this happens to you and you need someone to talk to, we have professional counselors located at the nurse’s office under New Residence Hall free of charge. You never have to deal with any problems alone. The counselor’s schedule is available on the website.

Academic and Personal Advising
The ELI is committed to engaging students in their learning process. Over the course of each semester each student will have multiple opportunities to meet with The Director of the program. At that time, the student can ask questions, learn about their testing results, and make an action plan for their future study.

Scheduling Appointments
ELI students should schedule meetings with teachers and make other appointments at times when they do not have classes if they are interested in discussing classwork, future plans, or any other topic.

Placement Testing
During the orientation period at the beginning of a semester, students undergo several different types of evaluations to determine their levels in ELI. These tests cover areas such as grammar, speaking, listening, reading, and writing. The results of the placement tests determine the students’ level in the required courses (reading, writing, pronunciation, and grammar). Some additional tests are required by ELI, but these tests are for Washington & Jefferson research purposes only.

The test scores and levels are used for placement into classes upon entrance to ELI and promotion in subsequent semesters.
Students who are unable to take placement tests will be placed in classes according to evaluation by the ELI director.

The Michigan Test
In order to offer our students multiple avenues to evaluate their English language growth we require students to take the Michigan English Test (MET) at the beginning and end of each semester. Michigan English Test (MET) is an examination for test takers who want to evaluate their general English language proficiency in social, educational, and workplace contexts. Listening recordings and reading passages reflect every day, authentic interaction in an American-English linguistic environment.

The MET:

- **emphasizes the communicative use** of English
- is designed to measure proficiency in the basic language skill areas of listening, reading, and language usage (grammar and vocabulary)
- is offered monthly at test centers around the world

TOEFL
The Institute administers the Institutional TOEFL examination four times per year. Your ELI teachers will announce the testing dates and the dates will also be advertised in the student newsletter. Students enrolled in the program may register for the test for a fee.

Changes in Classes/Levels
At the ELI we take your ownership over your learning very seriously. Students can seek to change their level placement during the first week of the semester only. If a student feels a particular class is unsuitable, the student should meet with the instructor of the course to discuss the matter. If the student still has questions about the course or the placement in a certain level, he/she should meet with the ELI Director. The student may, at that time, be given the opportunity to retest in the area in question or change classes/levels. The ELI director will make the final decision.

Class Grades
At the close of a session or upon completion of a class, the instructor reports a final grade indicating the quality of the student's work in the class. Grade reports are available after the close of each session via WebAdvisor, the College's online registration system. Official copies of grade reports and transcripts are available to you through the College registrar for a fee of $10 USD. Additionally, grades for your classes will be posted regularly throughout the semester on the Sakai site (Sakai is described below).
Webadvisor

In addition to final term grades, midterm grades are reported to some students. All first-term, full-time freshmen receive midterm evaluations, as do students on academic probation or those whose work to date in the class would merit grades below C-. Midterm grades are available via WebAdvisor.

Sakai
Sakai is an online work space that instructors utilize to continue conversations outside of class, post readings and assignments, and post assignment and test grades. This is an excellent way for each student to keep track of their progress in each course. Most, but not all, instructors will keep Sakai updated with your grades for each individual assignment, test, and project you have done throughout the semester.

Instructors may also choose to put up online readings, links, or discussion questions that they would like you to have prepared for class. Sakai is also an easy way for an instructor to reach their entire class so they often send out e-mails via Sakai. Students should check their Sakai frequently for updates on changes in class time or homework assignments!

Grade-point values are assigned for each credit according to the grading system below.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>POINT VALUE</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00 (No Credit Earned)</td>
</tr>
</tbody>
</table>
S, Satisfactory  Credit Earned
U, Unsatisfactory  No credit
W, course withdrawal  No credit
L, Audit  No credit
I, Incomplete  Credit awarded upon successful completion of the course

The basis for determining the student's overall scholastic standing is the grade point average. This average is determined by dividing the total number of grade points earned by the total number of courses attempted. For example, if the student earns a C (2.00) in each of two full courses, and a B (3.00) in each of two half-courses, first multiply the course units by the point value of the grade (grade of 2.00 X 1 course = 2.00 grade points and grade of 3.00 X ½ course = 1.5 grade points) and add the grade point values for each course together to find the total number of grade points (2+2+1.5+1.5=7). Then add the course units together to find the courses attempted (1+1+½ +½=3). Finally, divide the grade points by the courses attempted to find the grade point average (7 / 3 = 2.33, or C+ average). The grade point average is figured only on hours attempted - courses in which you receive letter grade (A through F). Grades of "Satisfactory" represent courses earned, but are not used in the calculation of the grade point average.

**Syllabi**
Syllabi are an important part of college life in America. Instructors provide students with a class syllabus on the first day of class. The syllabus is the instructor's plan or guide for the particular course. Students should read the syllabus carefully and pay attention to the grading system, student responsibilities, test dates, textbook titles, and other information related to the course.

**Promotion**
At W&J and the ELI you are responsible for your own learning. A student can move to the next level by having a grade of C or higher in the course and the approval of the class instructor. If a student does not meet these requirements, he/she may have to repeat the course.

**Normal Progress**
Students are expected to make normal progress toward completion of ELI in order to remain in “good status.” Normal progress is defined as passing each course with at least a “C” average. Students in special programs may be required to maintain a higher grade average. Failure to make normal progress may negatively affect a student's immigration status.
Probation
It is our goal and the ELI for no student to be on probation! We offer students tutoring and academic counseling help you maintain good standing. If your total GPA falls below a “C” average you may be given a warning and placed on academic probation. The student may be given one semester to raise his/her GPA to the required “C” average and return to good standing. Being on probation may have negative effects on the student’s immigration status.

Suspension
If a student is on probation and fails to raise his/her average to the required “C” average, he/she will be suspended from the ELI program. Her/she will then be terminated from SEVIS for failing to maintain good progress toward completion of the program. After the student has been terminated in SEVIS, the student will be out of status and unlawfully present in the United States.

Appropriate Student Conduct

Immigration Information
SEVIS – Immigration Information

SEVIS refers to the Student Exchange and Visitor Information System. SEVIS was created by the Bureau of Citizenship and Immigration Services (BCIS)---formerly known as the Immigration and Naturalization Services (INS)---to collect, maintain, and track information about international students and exchange visitors. SEVIS is an Internet-based system that allows Washington & Jefferson College, the English Language Institute and the Department of State to view a student’s information. SEVIS is an effort to reduce paperwork, improve reporting procedures, and facilitate compliance with regulations.

*SEVIS will require all students to be issued a new SEVIS-generated I-20 form.

*It is critical that your information be correct in SEVIS. Please report any changes to your personal information (name, address, phone number, etc.) promptly.

*Pay attention to announcements and notices that may affect F-1 status, thus your SEVIS record.

Maintaining F-1 Status

To maintain F-1 status, students must:

- Maintain a valid passport and I-20.
- Pursue a full course of study.
- Make normal progress towards completing the course of study.
- Follow established procedures for transferring schools, changing education level or program, and/or extending the period of study.
- Report any change of legal name or residence to the school within 10 days.
- Limit on-campus work to 20 hours a week or less while school is in session.
- Do not work off-campus without special authorization.
- Do not remain in the United States beyond the period of authorized stay.
**Extension of I-20s**
Students who need to stay in ELI longer than the dates specified on the I-20 should file for an extension. To do this, the student should meet with the DSO at least 60 days prior to the current I-20’s completion date.

**Semester Breaks**
As an F-1 student ELI expects you to complete your English studies as quickly as possible. However, English Language Institute Students are eligible to take a break during the Summer Term (10 weeks) if they studied at the ELI the previous Fall and Spring Semesters. Students are also eligible to take Summer term off if they Pass Advance Level Bridge courses in the Spring Semester. If you decide that you would like to take a break during the summer and are eligible, please fill out the Break Form in the ELI office by the end of the Spring Semester. Remember that if you Pass Advanced Level courses during the Summer Term you will be able to start the degree program in the Fall Semester.

**Helpful Vocabulary**

**Health Insurance Definitions**
- **Benefits**: The money the insurance pays for services if you become sick or injured.
- **Claim**: The form and procedure you use to request payment or reimbursement from the insurance company for your medical expenses. Keep copies of all bills, letters, forms, and other insurance/health-related documents to be used in filing the claims.
- **Coverage**: The conditions under which the insurance company will pay for or reimburse you for medical expenses.
- **Deductible**: The portion of medical costs you must pay before the insurance company begins to pay.
- **Dependents**: People who are covered under your policy—spouses and children.
- **Exclusions**: Expenses the insurance company will not pay for or reimburse you for.
- **Policy**: The insurance contract.
- **Premium**: The price/amount of money you pay for insurance.