



English Language Learning Center

Governors State University

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University Park, IL 60484

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www.govst.edu/esl | facebook.com/ELLCGSU/

English Language Learning Center Student Handbook

ELLC Website: www.govst.edu/ELLC

Facebook Page:

<https://www.facebook.com/GSUELLC/>



Contents

ELLC Program Mission Statement.....	4
Faculty and Staff	4
English Language Center Director: Akiko Ota, Ed.D.	4
External Programs Specialist: Angelica Damiani	4
Faculty:.....	4
Arrival and Orientation	4
OIS Orientation	4
ELLC Program Orientation	4
Placement Testing	4
Courses	5
REQUIRED courses for International Student:.....	5
Elective Course (no extra charge):.....	5
Class Schedule.....	5
Textbooks	5
ELLC Policies.....	5
Classroom Behavior.....	5
Academic Honesty.....	6
Attendance.....	6
Religious holidays	7
Grading.....	7
The end of the semester examinations	7
TOEFL test	8
Grievance Policy.....	8
Students with special needs	8
Student Services	8
Tutoring.....	9
Student Mentors	9
Advising.....	9
Immunization.....	9
Library.....	9



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Recreation Center	9
Academic Field Trips	10
Health and Student Counseling Center	10
GSU Shuttle Bus	10
Writing Center	10
Social Media	10



ELLC Program Mission Statement

Governors State University's English Language Learning Center is designed to serve the needs of international and community students that have an interest in improving their English language skills to further their academic, professional, and personal success. The curriculum is designed and taught by professional faculty to prepare students academically, professionally, socially, and culturally for success as university students and/or community members.

Faculty and Staff

English Language Center Director: Akiko Ota, Ed.D.

School of Extended Learning

Governors State University 708-534-3143

esl@govst.edu; aota@govst.edu

External Programs Specialist: Angelica Damiani

School of Extended Learning Governors State University 708-534-6922

esl@govst.edu; adamiani@govst.edu

Faculty:

Wes Barnes: wbarnes@govst.edu

Ewa Lazowska: elazowska@govst.edu

Arrival and Orientation

It is your responsibility to arrive to campus on time for all scheduled classes and orientations.

OIS Orientation

The Office of International Services will inform you of a mandatory new international student orientation. This is held before each semester begins.

http://www.govst.edu/About/International/International_Students/Admitted_Students/Orientation/

ELLC Program Orientation

The ELLC Program will also have an orientation during the first day of class. Each new student will be notified through an email for the date and time prior to arrival.

These are some topics discussed at orientation:

- Registration & Schedule
- Faculty and Student mentors
- Immunization
- Events
- Transportation
- Program policies
- University policies

Placement Testing

Placement testing will be given to students before each semester starts. This will help the program will determine course placement.

- This test will be given before the first week of the semester.



- Placement test will cover all main skills: listening, speaking, reading, vocabulary, grammar, speaking, and writing.
- There are no extra placement test fees for ELLC students.
- Students will be placed to each class according to their placement test results. For example, if a student places higher in one skill while lower in another, the student will be allowed to be in two levels at the same time. However, students will only be placed in adjacent levels.
- The ELLC director will make the final decision on students' level placement.

Courses

REQUIRED courses for International Student:

- Reading and Vocabulary
- Writing
- Listening and Speaking
- Grammar
- Multi-modal Literacy & Campus Seminar

Elective Course (no extra charge):

- TOEFL test preparation (including one official TOEFL test) seminar – dates will be announced

Class Schedule

- Students will study 20 hours per week. A detailed schedule will be given at ELLC orientation.

Textbooks

Textbooks will be provided for you.

ELLC Policies

You are expected to make learning English your first priority and make every effort to improve your English proficiency both in and outside class. Attend every class, be on time and stay alert. Be prepared for class by arriving with any required assignments completed per the requirements of the course.

Classroom Behavior

Behavior that interferes with the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. The class is composed of students from widely diverse backgrounds with different values. You are expected to treat your classmates, student mentors, and the instructor with respect and be open-minded to the differences around you. Electronic devices such as cell phones and laptops should be used for academic purposes only while in class.



Academic Honesty

Academic honesty, integrity, and plagiarism: Students are expected to maintain the highest standards of academic integrity and behaviors that violate these standards are not acceptable. The unacceptable conducts include:

- Using and copying any unauthorized material
- Using and copying any work of another student
- Using and copy any of your own work submitted/done for previous and/or another class

These conducts are not only penalized but also prevent you from improving your English skills, and following measurement will be taken:

1. Your instructor may personally meet with you to discuss plagiarism and its consequences – zero on exam, a lower grade for the course, etc. The instructor will send an e-mail to the ELLC director, and the record will be filed.
2. A copy of the letter of understanding will be written and signed by the student, instructor, and the ELLC director.
3. If the same student is caught with plagiarism for the second time, the students may fail the course.
4. If the same student caught with plagiarism more than twice, the student is subject to fail the course and dismissal from the program.

Attendance

Attending every class is essential to improve your English skills. When students are not in class, it is more difficult to advance in English language proficiency.

English Language Learning Center at Governors State University requires at least 90% attendance each course over the course of a semester to remain in good standing and for eligibility to enroll for another semester.

- 1) If you are not in class, you are counted absent.
- 2) If you arrive to class unprepared, you may be asked to leave and return completely prepared. This is also an absence.
- 3) If you schedule exams, doctors' appointments, or have any other personal reasons to be absent, you will be marked absent.
- 4) All absences should be discussed in advance with each instructor.
- 5) Students with student visa who encounter long-term illness, accidents, or any unforeseen situations must consult with both ELLC director **and** Office of International Student Services. However, dependents/family illness, etc. will not be excused.
- 6) Individual instructors will maintain their own policies regarding make-up work and tests. Therefore, questions about the class make-up work should be directed to the



instructor. Questions about the general attendance policy can be directed to the ELLC director.

- 7) When your program attendance is close to 90%, you will be sent a warning email from the ELLC Director.
 - a. If your program attendance continues to drop, a second written warning is sent.
 - b. If your program attendance drops below 90%, you will:
 - i. Have your I-20 cancelled and need to transfer out or leave the U.S.A. (international students).
 - ii. Fail the course or be dismissed. This is the ELLC **academic** policy.

Tardiness (Lateness)

Each instructor will set their individual lateness policies. However, the ELLC counts 3 tardies (arriving late to your class) as an absence.

Religious holidays

Governors State University will make reasonable accommodations for students who are absent from the university in observance of religious holidays. It is the responsibility of the student to notify the faculty in writing of their intention to be absent from class one week prior to their day(s) of religious observance. The instructor will work with each student's request in a reasonable manner. See attendance policy for further information.

Grading

The following grading scale is used in the Intensive English Program:

5 [A]	90-100%	(Excellent)	(Pass)
4 [B]	80-89%	(Good)	(Pass)
3 [C]	70-79%	(OK)	UG and ELLC (Pass) GR (No Pass)
2 [D]	60-69%	(Poor. Must repeat)	(No Pass)
1 [F]	Below 60%	(Failing. Must repeat)	(No Pass)

The end of the semester examinations

You will have two types of final examinations:

1. Class final examination – each instructor will provide final examinations in their classes. These examinations are achievement tests, which measures your achievement during the semester in each class. The class final exams count toward 80% of your final grades.
2. Program exit exam - there will be a final exam during the last week of the term. This exam will count towards 20 % of your final grade.



Your final grade will be a composite of all work in each course. For conditionally admitted students, you must get an A or a B on the final exam as well as in every course during the term.

TOEFL test

- Governors State University offers the certified TOEFL test on campus several times throughout the year.
- Official TOEFL dates for each semester will be announced in class.
- Students who did not satisfy 90% of attendance will not receive recommendations from ELLC director in regards to English language proficiency requirement (Policy 9) regardless of TOEFL scores.

IMPORTANT:

- Attendance must be at 90% for EACH ELLC course in order to keep active immigration and academic status in the program.
- In order to pass a class and advance to the next level, students must meet the listed learning outcomes with 70% proficiency.
- Conditionally admitted students must pass each class with an A or a B. Please refer to the University's English Language Proficiency Policy 9
<http://www.govst.edu/templates/policies/policies.aspx?id=t2>

Grievance Policy

A "grievance" is a complaint that a student may have because of an action by a university faculty or staff member that is in violation of campus policies or procedures. Prior to filing a grievance, the student must seek informal resolution of the issue with the faculty member or administrator directly involved in the issue/incident of concern within 15 days. If the concern is not resolved, you may file a written grievance to the English Language Learning Center Director within 30 days. The grievance committee (Executive Director of School of Extended Learning, ELLC Director, ELLC instructor representative, and/or an Office of International Service's representative) will respond in writing to the grievance. The grievance must state exact circumstances of the event and the desired outcome.

Students with special needs

If you have a documented disability that requires accommodations, contact the ELLC coordinator as soon as possible so that Disabilities Services can be notified and assist in developing a plan to address your academic needs in this course.

Student Services

Part of the mission of the ELLC at GSU is to assist the student in successfully completing the course in ELLC as well as furthering their education at GSU or beyond.

ELLC as well as GSU provides several programs to assist the students, and the following is a short description of the services as well as contact information for each service:



Tutoring

Students should turn to the faculty member first when needing extra help in their courses. However, if the student feels that he or she needs extra assistance beyond that of the faculty member, they may be assigned a student mentor or assigned time with the ELLC director. Please contact the ELLC director for this service.

Student Mentors

ELLC student mentors work in the classroom with faculty. They also work outside the classroom to assist students in navigating the university as well life in the US. The mentors also attend field trips with the students.

Advising

- Conditionally admitted students are assigned two advisors: their intended program advisor and the ELLC advisor. However, their primary advisor while in ELLC is the ELLC director.
- All other ELLC students will be advised by the ELLC director only.
- Please reach out to the ELLC director about any curriculum issues you may have or any questions you may have about your educational career at GSU.

Immunization

All students must have current immunization records reported to GSU. This is an Illinois state law. The immunization office is located in the ARC.

Library

At GSU, The University Library is often considered the campus living room. Here, it is possible to find a quiet corner to study or group study rooms where students can work together. It's also where students, faculty, staff and the community can find study areas surrounded by art.

The resources of the Library are extensive, including membership in the Consortium of Academic and Research Libraries in Illinois. This gives you access to I-Share, the catalogs of 86 libraries across the state. If you are new to accessing books or information, one of our librarians will be there to guide you. You can even send a query online.

Recreation Center

Staying fit can help keep you at the top of your academic game. When you are a student at Governors State University, you will find fitness and recreation opportunities that suit your style – and your schedule – from the Athletic and Recreation Center's free weights, exercise machines and cardiovascular equipment to a 167,000-gallon Olympic-style lap pool, gymnasium with full-sized basketball court and racquetball court. There are also team sports, special events and classes to keep you moving. GSU students have free green fee access to the University Golf Club.



Academic Field Trips

ELLC provides educational field trips that provide language learning opportunities for the students as well as community bonding. Some of these trips include: Art Institute, Museum of Natural History, Iron Oaks, and many other fun and educational locations.

Health and Student Counseling Center

The Health and Student Counseling Center is located in the main building A1120. This service is part of your Student Health Fees, which you pay to ELLC as tuition, and the following services are available to ELLC students:

- Minor Illnesses: Coughs, Colds, Nausea, Ear Aches, Sinus Infections, Fevers, Urinary Tract Infections
- Minor Injuries: Abrasions, Sprains, Splinters, Steri-Strip Removal, Minor Burns
- Required immunizations for full compliance with the College Student Immunization Act [110 ILCS 20] including Flu, Tdap, Meningitis, HPV, MMR, Hepatitis B and Varicella
- Diagnostic Testing: Strep, Glucose, Blood Levels
- Skin Conditions: Rashes, Bites
- Sexually Transmitted Disease (STD)/Sexually Transmitted Infection (STI) screenings
- Wellness: Screenings, Medical Consults, Lab Results
- Condition Consultation & Education: Diabetes, High Cholesterol, Weight Issues, High Blood Pressure, etc.
- Basic Physicals and Sports Physicals
- Counseling

Phone: 708.235.2114

Clinical Hours: Mondays - Thursdays, 12 p.m. - 6 p.m. & Fridays 9 a. m. - 1 p.m.

GSU Shuttle Bus

GSU provides shuttle-bus services for the students. On weekdays, shuttle runs between GSU D-Building – Prairie Place – University Park Metra Station. On the weekend, the shuttle bus runs to Super Walmart in Richton Park and back.

Writing Center

The writing center provides writing assistance through one on one sessions with students. However, ELLC students should seek writing help to their writing instructors, language lab instructor, and/or student mentors for ELLC writing assignment.

Social Media

ELLC hosts Facebook, Instagram and Weibo. This includes photos of all the events and other interesting facts about GSU and GSU's ELLC. We encourage all students to 'like' the GSU's ELLC social media pages.