



**Mississippi
College**

Intensive English Program

Student Handbook

2019

Welcome to the Intensive English Program!

Dear Student,

We are so happy you decided to study with us here at Mississippi College's Intensive English Program (IEP)! All of us here in the IEP hope you will have a fun, rewarding, exciting experience improving your language, making new friends, and exploring a new culture. This handbook will help you understand the IEP program, the classes you will take, your teacher's expectations of you, how you move from one level to another, and how you graduate from the IEP and start a new adventure at Mississippi College (MC). This handbook can answer a lot of your questions, but we also encourage you to talk to your teachers, your classmates, and your fellow MC students if you have problems or need help. We look forward to making memories together!

Sincerely,

MC's IEP

Teaching Team

Stephanie Allen
IEP Instructor

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IEP Mission Statement

Mississippi College's Intensive English Program is committed to preparing international students for academic coursework toward an undergraduate or graduate degree at Mississippi College. We aim for our graduates to have the skills necessary to thrive in their academic studies, the university culture, and the wider community. As committed professionals, we endeavor to accomplish these goals in a supporting, respectful, and understanding environment.

Admission to the IEP and MC

Students have many different reasons for studying English. Students who are seeking a degree from Mississippi College but do not meet the university's English language requirements (see below) will be admitted to Mississippi College conditionally.

Conditionally admitted students are required to take the IEP Placement Exam upon arrival at MC. The results of this exam will determine which level the student will be placed in. Conditionally admitted students who perform at a very high level on the IEP Placement Exam may also be admitted to Mississippi College for full-time study.

Any student who successfully passes the Advanced Level of the Intensive English Program will be admitted to full academics and will not be required to submit a TOEFL or IELTS score.

Students who are interested in studying in the IEP in order to improve their English skills but who are not seeking a degree from Mississippi College can apply for IEP-only admission. IEP-only admitted students will also take the IEP Placement Exam and are placed accordingly based on their performance.

Mississippi College accepts English language scores from the TOEFL and IELTS exams when considering students for admission. Our TOEFL and IELTS minimum requirements can be found in the table below*.

Please note, we do not consider any conversion between TOEFL and IELTS, we accept the score provided as is.

Admission	TOEFL iBT Score	IELTS Score
Full Academic Program	Undergraduate: 69+ Graduate: 79+	Undergraduate: 5.5 Graduate: 6.0

** The IEP and Office of Global Education reserve the right to request a student to take the IEP Placement Exam to verify a submitted test score. The IEP and Office of Global Education will use their discretion when placing students.*

Any questions regarding admissions or the application process should be sent to iep@mc.edu.

Location of the IEP

The IEP offices are located on the north side of campus at 203 Monroe St., between the Office of Global Education and Cup's Coffee Shop. IEP classes meet in various classrooms across Mississippi College's campus, giving students the opportunity to interact with students from a range of majors.

Structure of the IEP

Curriculum Overview

The IEP offers courses across three levels: Beginning Level, Intermediate Level, and Advanced Level.

New students are placed in the appropriate level based on their performance on the IEP Placement Test. At each level, students will be enrolled in Reading & Vocabulary, Writing & Grammar, and Listening & Speaking courses.

Each IEP course is a semester long and the IEP offers 2 sessions per academic year.

Beginning Level

Reading & Vocabulary

By the end of the level, students will be able to:

- **read texts of around 150 words on a general topic and understand the main ideas, scan for specific information, and apply the information to complete an everyday task.**
- **understand information provided in simple non-linear texts.**
- **use, spell, and say select words from the Oxford 3000 and Academic Wordlist focusing on everyday English.**

Writing & Grammar

By the end of the level, students will be able to:

- **write 8-10 thematically linked sentences.**
- **write simple and compound sentences.**
- **understand the form, meaning, and function of the “to be” verb, simple present, simple past, can and can’t, subject and object pronouns, and count and noncount nouns.**

Listening & Speaking

By the end of the level, students will be able to:

- **listen to dialogues of 0-5 minutes to find the main idea and specific information.**
- **interact with instructors, classmates and community members in order to complete everyday routines.**
- **participate in a limited interview with the teacher with minimal preparation.**

Intermediate Level

Reading & Vocabulary

By the end of the level, students will be able to:

- **read texts of around 500 words on simplified academic topics with a focus on understanding main idea, scanning for specific information, inferring meaning, and using information to complete an academic task.**
- **analyze, understand and use information from non-linear texts to complete a task.**
- **use, spell, and say select words from the Oxford 3000 and Academic Wordlist focusing on building academic lexis.**

Writing & Grammar

Curricular Aims

By the end of the level, students will be able to:

- **produce a five-paragraph academic essay of around 250 words on a topic studied in class.**
- **produce compound sentences.**
- **connect sentences and paragraphs using cohesive devices.**
- **understand the form, meaning, and function of present perfect, comparatives and superlatives, and modals of permission, request and possibility.**

Listening & Speaking

By the end of the level, students will be able to:

- **listen to dialogues and lectures of 8-10 minutes to find main idea, specific information and speaker's opinion.**
- **participate in class discussions and debates, using information from class listenings and readings to support opinions and ideas.**
- **prepare and present an individual and/or group oral presentation of 2-5 minutes on daily routines, personal routines, biographical information or a topic covered in class.**

Advanced Level

Reading & Vocabulary

By the end of the level, students will be able to:

- **read texts of 750+ words and understand the main idea and overarching themes, infer meaning, connect ideas across texts, and apply information to complete academic tasks.**
- **analyze, understand and use information from multiple non-linear texts and diagrams to complete a task.**
- **use, spell, and say select words from the Academic Wordlist focusing on building academic English lexis.**

Writing & Grammar

By the end of the level, students will be able to:

- **produce a research paper of 700+ words on a topic studied in class which incorporates information from independent research.**
- **connect sentences, paragraphs, and sections using appropriate cohesive devices.**
- **avoid plagiarism by using appropriate citation and reference lists.**
- **understand the form, meaning, and function of passive voice and past perfect.**

Listening & Speaking

By the end of the level, students will be able to:

- **listen to / watch semi-authentic academic lectures of 13+ minutes to understand main idea, specific details, speaker's opinion, infer meaning, and apply information to an academic task.**
- **participate in class discussions and debates using information from class recordings and readings to support opinions and ideas with limited prompting.**
- **research, prepare, and present an individual and/or group oral presentation of 8+ minutes on a topic covered in class or related to the student's area of study.**

Sample Weekly Course Schedule*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-10:15 Listening & Speaking	9:00-10:15 Listening & Speaking	9:00-10:15 Listening & Speaking	9:00-10:15 Listening & Speaking	9:00-10:15 Listening & Speaking
10:30-11:45	10:30-11:45		10:30-11:45	10:30-11:45
Reading & Vocabulary	Reading & Vocabulary	10:30-11:45	Reading & Vocabulary	Reading & Vocabulary
11:45-1:30 Lunch	11:45-1:30 Lunch	11:45-1:30 Lunch	11:45-1:30 Lunch	11:45-1:30 Lunch
1:30-3:30 Writing & Grammar	1:30-3:30 Writing & Grammar	1:30-3:30 Writing & Grammar	1:30-3:30 Writing & Grammar	

*Schedule subject to change.

IEP 330 & IEP 6300: Mississippi College Classroom Experience

In an effort to support all international students in their first semester at Mississippi College, the IEP, in conjunction with all the academic departments across campus, has developed extended orientation courses for all new international students. These courses are:

IEP 330: Undergraduate Mississippi College Experience

This eight week course explores the international undergraduate student experience at Mississippi College. Students will participate in class discussions; produce reflective journals; utilize Turnitin, SmartThinking, and Moodle; learn how to navigate MyMC and BannerWeb; and understand how to maintain their F-1 student visa status while working toward their degree. This two credit hour course is required for all new undergraduate international students.

IEP 6300: Mississippi College Experience

This eight week course explores the university culture of Mississippi College and the support services available to students to help them find success during their studies. Students will participate in class discussions, produce reflective journals, utilize Turnitin and SmartThinking services, and become familiar with Moodle. This one credit hour course is required for all new graduate international students.

Placement

Upon arrival to Mississippi College, all conditionally admitted or IEP-only admitted students must take the IEP Placement Exam. This exam evaluates a student's English language skill in the areas of reading, grammar, vocabulary and writing. An optional speaking and listening test may be administered as well. The results of this placement test determine which level a new student will begin their English language studies at Mississippi College. This test will also be used to determine if a student is ready to enter full academic studies.

The results of these exams are final.

Progression Through the IEP

Students are placed at the appropriate level based on their performance on the IEP Placement Exam.

For a student to progress to the next level of the IEP, a student must:

- maintain a 70% average in every IEP class AND
- their Final IEP Grade must be 75% or higher based on the following formula:

Passing Example:

Reading & Vocabulary Final Grade	88	x	.30	=	26.4
Writing & Grammar Final Grade	92	x	.40	=	36.8
Listening & Speaking Final Grade	71	x	.30	=	21.3
Final IEP Grade					84.5

This student passes the level and progresses to the next level because the final grade is 84.5% and no grade is less than 60%.

Repeating Example:

Reading & Vocabulary Final Grade	58	x	.30	=	17.4
Writing & Grammar Final Grade	78	x	.40	=	31.2
Listening & Speaking Final Grade	84	x	.30	=	25.2
Final IEP Grade					73.8

This student would repeat the level. Her final grade is more than 70%; however, her Reading & Vocabulary grade is below 70%.

Graduating from the IEP

Students at the Advanced Level are eligible to graduate from the IEP. Students will be admitted to full academic study based on their Final IEP Grade for Advanced Level.

Attendance Policy

For a student to be successful, she has to attend classes. IEP students are held to the same standards as all Mississippi College students and are required to attend classes 75% of the time to receive credit for the class. Students funded by SACM are required to attend 90% of the time to maintain their scholarship.

IEP also requires all students to arrive in class on time, ready to work. Excessive tardiness is disruptive to the learning environment and will not be tolerated. In every class, four tardies result in one absence. Tardiness and absences will result in a lower grade based on the following guidelines based on number of classes per week*:

Reading & Vocabulary

Number of Absences	Effect on Final Grade
3	-4%
4	-8%
5	-12%
6	Fail the class

Writing & Grammar

Number of Absences	Effect on Final Grade
4	-4%
5	-8%
6	-12%
7	Fail the class

Listening & Speaking

Number of Absences	Effect on Final Grade
5	-4%
6	-8%
7	-12%
8	Fail the class

*Guidelines subject to change depending on class schedule and number of classes per week.

Excused Absences:

- **If a student is not physically present in the classroom, they will be marked absent, no matter the reason.**
- **A student who turns in a doctor's note or other acceptable signed document to the IEP coordinator within two days of the absence will be allowed to make up any assignments or tests missed with full credit. The absence will NOT be removed from the total number of classes missed and MAY result in a lower grade.**
- **A student who DOES NOT turn in a doctor's note or other acceptable signed document within two days of an absence WILL NOT be allowed to make up any assignments or tests missed.**

Other important policies:

- **Coursework missed due to absence: it is the responsibility of the STUDENT to contact her instructor to ask about any missed assignments, tests, or homework. Being absent from class (even if it is excused) is not an excuse to not turn in work or prepare for class.**
- **End of the session: students are required to attend classes until the end of the session. If a student leaves before the end of the session, she will be marked absent for the days that were missed, all incomplete assignments will be given a grade of 0%, and her final grade will be affected accordingly.**
- **Severe Weather: sometimes Mississippi College cancels classes due to severe weather. When the college closes, the IEP closes. Students will be notified by the MC Alert network via email and text message in the event of classes being cancelled.**

Cheating Policy

Part of the role of the IEP is to prepare students for studying at an American university. We understand that there are different cultural norms regarding academic dishonesty and it is our job to help our students understand and follow the norms of American university study. While no form of cheating will be allowed in the IEP, we do understand that students need guidance and support when there is an incidence of cheating. Therefore, the IEP cheating policy has been designed in such a way as to help students understand the importance of academic honesty while still upholding our standards and beliefs.

The IEP considers the following actions to be cheating:

- **copying answers from another student during a test.**
- **using a phone or other mobile device to find answers during a test.**
- **giving answers to another student during a test.**

The IEP considers the following actions to be plagiarism:

- **copying another student's homework or class assignment.**
- **turning in another student's work and claiming it is your own.**
- **copying written work such as paragraphs and essays and turning it in as your own.**

In the event that an instructor suspects cheating or plagiarism the following procedures will be followed:

Cheating: Communicating between students

- **1st attempt to communicate information: the instructor will move the students and give them a verbal warning.**
- **2nd attempt to communicate information: the instructor will give the students a 0% on that test.**
- **3rd attempt to communicate information: the instructor will inform the Director of the Office of Global Education and the students will receive 0% on the test.**

Cheating: Using a "cheat sheet" or mobile device

- **Before the test: if an instructor sees a student attempting to use notes or a mobile device to cheat, they will remove the notes/device and warn the**

student.

- **During the test: if an instructor sees a student using notes or a mobile device to cheat, they will take up the notes/device and the student will receive 0% on the test. The Director of the Office of Global Education will be informed.**

Plagiarism

- **1st offense: A student will be allowed to re-write a plagiarized assignment on a different topic, but will lose points (same as a late submission).**
- **2nd offense: The assignment will receive 0% and the OGE Director will be informed.**
- **3rd offense: The assignment will receive 0% and the student will have a conference with the OGE Director; possible university academic suspension.**

Tuition Payment

All students are expected to pay their tuition and other fees and expenses in full within the first week of the session.

If a student has not paid their full balance by the end of the third week of class, they will not be allowed to attend classes, they will be marked absent from class, and they will not be allowed to make up any missed quizzes or tests.

TB & MMR

Mississippi College requires all students to have an up-to-date MMR immunization and be tested for TB before they can attend classes. All new IEP students are required to provide the appropriate documentation proving they have been tested for TB and have received a recent MMR immunization before they are allowed to attend classes. Any classes missed will be considered UNEXCUSED ABSENCES and students will not be allowed to make up any missed quizzes or tests.

Expectations of IEP Students

All IEP students are expected to be respectful of themselves, their classmates, their instructors, the campus, and the community. To this end, we expect students to:

- 1. Speak English at all times.**
- 2. Be on time for all classes and appointments.**
- 3. Turn in all classwork, homework and assignments on time.**
- 4. Follow instructor's instructions.**
- 5. Turn off distractions such as cell phones and tablets during class time.**
- 6. Follow and obey the laws of the city, state, and country.**
- 7. Treat everyone with kindness and courtesy.**
- 8. Refrain from smoking on Mississippi College campus.**
- 9. Have fun!**

Academic Support Activities

Conversation Partners

Each semester, IEP students are matched with a native English speaking Mississippi College student who will help them to practice their conversation skills. These students meet for a minimum of one hour each week. IEP students are expected to keep a journal of their meetings as part of their Listening & Speaking course.

Writing Center

IEP students are encouraged to make use of the Mississippi College Writing Center to support their development as a writer. Students can make weekly appointments to receive one-on-one tutoring on all aspects of the writing process.

Extracurricular Events & Field Trips

Through the academic year, the IEP hosts various extracurricular events such as holiday parties, movie nights, and cultural potluck dinners. These events help to create a positive and fun learning environment for the students and instructors. In addition to the IEP sponsored events, the Office of Global Education (OGE) puts on several annual events such as the Lunar New Year Celebration, the Celebration of Culture and the International Festival. There is also the monthly Global Cafe at our local coffee shop, Cups, where international students, American students and members of the community meet to swap stories over cookies and coffee. To keep up to date with all the events at the IEP and OGE, “like” our Facebook pages, IEP-Mississippi College and Mississippi College Office of Global Education.

At the end of each fall session, the IEP instructors and coordinator organize a field trip to a point of interest in the area. Field trip destinations include New Orleans, Memphis, Bay St. Louis, Vicksburg, and other fun places in the Jackson-metro area. The field trips are optional and the cost is the responsibility of the student.

At the end of each spring session, the IEP hosts the annual IEP Prom. This end of year celebration includes food, live music, dancing, and fun! The event is open to all MC students and it’s a great time to come together to celebrate the end of another fantastic year!

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