

# Frequently Asked Questions (FAQ's)

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## Questions and Answers about the Intensive English Program

### *What does the name of the program mean?*

The name Intensive English Program (IEP) means that students in this program take 20 hours of ESL courses a week. Students in this program have 8 hours of Writing and Reading, 8 hours of Listening and Speaking, and 3 hours of Grammar every week. Many students also take the elective Pronunciation/Articulation course. This is a full-time ESL program with more hours of ESL classes per week than regular (non-intensive) ESL programs.

### *What does Low Intermediate Level mean?*

Low intermediate level students build their English skills in Levels 3 & 4 full time for one semester. After students successfully finish low intermediate classes, they move on to the high intermediate level of ESL. Students who begin the IEP at the Low Intermediate level will need to study English for two semesters full time (one semester of Low Intermediate and one semester of High Intermediate work) before moving on to their major program.

### *What does High Intermediate Level mean?*

High intermediate students study English full time for one semester in Levels 5 & 6. At the end of Level 6, high intermediate students will take the College's English, reading (and math) proficiency tests and then move on to their major programs by taking some general education courses and, in many cases, the Advanced ESL course.

### *What is the Advanced ESL course?*

Many students who finish High Intermediate ESL courses will take Advanced ESL. Advanced ESL is a 3-credit class that meets just four hours a week. It helps students strengthen their academic reading and writing skills at an advanced level in order to better prepare them for success in their major program.

Beginning in Summer 2008, students taking Advanced ESL will also be required to take the following two courses to help them be successful in their major program:

#### **CSCR 1402 - Study Skills for Success (1 credit)**

**Description:** This course focuses on the development of effective learning strategies for college success. Students will develop skills on strategies such as time management and organization, note-taking, textbook reading, test taking, critical thinking. Students will also gain an understanding of their personal learning styles and utilize effective study strategies based on their styles.

#### **CSCR 1403 - Choosing Your Career Path (1 credit)**

**Description:** This course focuses on the career planning and decision-making process. Students will acquire skills in identifying potential career areas based on personal assessments and in utilizing career decision-making and goal setting strategies to determine a career choice. Students will utilize various career resources, such as online sites, to assist in the decision-making planning process.

### ***Do ESL credits count towards a student's major?***

No, the credits earned in ESL courses do not count towards a student's major, but all ESL final course grades are included in a student's overall GPA – Grade Point Average, which affects Financial Aid and may have other importance in the future. ESL courses give students an opportunity to build a strong foundation for success in their major programs.

### ***What is the role of the ESL advisor?***

#### **ESL advisors do the following:**

- answer questions about the IEP (Intensive English Program)
- help students register for ESL courses
- help students meet with major area faculty or current students to get information
- write letters of recommendation
- take reports of illness or other family situations that may affect schoolwork
- talk to other ESL teachers about student progress and, if necessary, report any problems to the College

#### **ESL advisors do not:**

- advise which major courses to take
- advise which major to choose
- advise on financial aid matters
- register ESL students for non-ESL classes

### ***What should ESL students do if they are having problems in a class?***

Students should talk to their teacher right away about any trouble or academic problem they are having. Teachers are available to speak to students before and after class or during scheduled office hours.

The College offers a free tutoring service to all students at the Academic Support Center (Room 166).

### ***What is "plagiarism" and what are its consequences?***

Using words that have been written by another person as if they were your own words is called plagiarism. Plagiarism means copying words from any source (another person, books, websites, etc.) without giving credit to the true writer. This is a very serious matter of academic honesty. Students who plagiarize the work of other writers risk serious consequences which include failing assignments and examinations, failing courses, suspension, or being expelled from the College.

### ***Where can students find a computer to use on campus?***

There are many computers available for student use. Most students work in either the library or the computer lab in Rooms 306 and 308. Students need an SPC log-on to use any campus computer. Wi-Fi is available on campus to students who bring their own laptops.

### ***How do students set up their SPC computer and e-mail account?***

Students can get help setting up their accounts or solving account problems in Room 306 and 308 or the Office of Enrollment Services (Room 155). The College uses the campus e-mail system to communicate important information to all SPC students. It is important that you create your account and check your College e-mail regularly.

### ***In case of absence, what should students do?***

Each teacher gives the guidelines for reporting absence/emergencies in the course syllabus. Students should contact a classmate who can take notes and any handouts for them when they miss a class. Students are responsible for all work missed due to absence.

### ***How do ESL students move from ESL courses to their major courses?***

**Testing** At the end of Level 6, High Intermediate level students take three very important tests to determine if they are prepared to begin their major program at SPC. All students entering Saint Paul College must take these same tests. These tests are:

- **AccuPlacer Sentence Skills**
- **AccuPlacer Reading Comprehension**
- **AccuPlacer Math**

Additional Tests:

- Students who plan to major in a technical program may also be required to take the **Spatial Test**. Ask in the Office of Enrollment Services (Room 155) if your intended major requires this test.
- Students whose major program requires office or computer skills may be required to take a **keyboarding test**. Ask in the Office of Enrollment Services (Room 155) if your intended major requires this test.

**Moving on to General Education and Major Program Courses:** Program Guide Sheets (available in the Enrollment Services Office) and the college catalogue outline the requirements for each major program at SPC. Students should speak to an instructor in their major program or to a member of the Enrollment Services staff if they need advice about which courses to register for.

### ***What should ESL students do to prepare to move successfully to their major program?***

Students must be well-organized and personally responsible to read, understand and follow all instructions regarding their program's admission requirements and the College's testing and registration guidelines.

Program admission requirements for each major are explained in the Program Guide Sheet. Students should get this information in the Office of Enrollment Services.

Students can prepare for the AccuPlacer tests on websites recommended by their ESL advisor. Individual tutoring for students preparing for the AccuPlacer is available in the Academic Support Center.

## ***What do the AccuPlacer scores mean?***

**High AccuPlacer scores:** ESL students who have high AccuPlacer Sentence Skills and Reading Comprehension scores can take all the major courses they want without being required to take Advanced ESL. Students choose their courses based on the program requirements for their major and then register for courses online.

**Low AccuPlacer scores:** ESL students with low AccuPlacer results take the Advanced ESL course with other general education courses that they are eligible for.

## ***Can I retake the AccuPlacer tests if my scores are low?***

It is the rule of Minnesota State Colleges and Universities that students can take the AccuPlacer two times a year. For ESL students this means that ESL students will take the AccuPlacer at the end of Level 6. Advanced ESL students also take the AccuPlacer test at the end of the Advanced ESL course.

## ***Are there any special requirements for ESL students interested in a health program?***

All health programs including Nursing, Respiratory Therapy and Medical Lab Technician are very demanding and require a lot of challenging work. Admission to health programs is very competitive, and students are usually put on a waiting list for admission. See the Program Guide Sheet for more specific information.

This document is available in alternative formats to individuals with disabilities by calling 1.800.227.6029, 651.846.1547(V) / 651.846.1548(TTY) or email DisabilityServices@saintpaul.edu.

  
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