

Student Handbook

Institute *of* Intensive English

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Welcome to IIE

We want all students to have a wonderful experience at IIE. This handbook will help you understand our policies and procedures.

Our goal is to provide you with the highest quality instruction and service in a warm and comfortable environment.

If you have any questions about your studies at IIE Hawaii or life in Hawaii, please feel free to talk to our staff anytime.

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Institute of Intensive English

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Your First Day at School

On your first day at IIE, you will check-in, have a placement test, and receive an orientation and tour of the school.

Please arrive by 8:30am and bring your passport and a pen and pencil. There will be free coffee and tea.

Students will be interviewed and then take a placement test. The test is multiple-choice and includes listening, vocabulary and grammar.

After the test, students will have orientation. You will be finished about 12pm. Classes will begin the next day.

School Services

Our staff is available during office hours, 8am-5pm, for any questions and concerns that you may have. Remember that we want you to enjoy your studies at IIE and your life in Hawaii. Please let us know about any problems that you may have.

The office will accept emergency telephone messages or important messages from your family members.

Students may send or receive personal fax messages in the office. The cost is \$2 per page to send and \$1 per page to receive.

Students may use the computers in the computer area free of charge for access to the internet and email during school hours. Free wireless is also available in the school. (If a class has scheduled to use the computer room for educational purposes, the computer room will be closed to other students until the class is finished.)

Snacks and drinks may be purchased from our Snack Counter. Please pay in the coin jar at the Front Desk.

Upon request, IIE will issue Student Identifications cards (IDs) to students studying 4 or more weeks. There is a \$5 charge to replace lost ID cards.

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Timetable

Tuesday-Friday Class Schedule

IEP and STEP Students

Core Class (or TOEFL 1)	Grammar (or TOEFL 2)	Skill Two
9:00am-10:30am	10:45am-11:45am	12:00pm-1:00pm

Electives or Part-Time Classes

Conversation Café	Test Prep Study Group	Private Lessons
2:00pm-4:00pm	2:00pm-4:00pm	2:00pm-4:00pm

Monday Class Schedule

IEP Students Only

Reading & Vocabulary	Conversation	Idioms (or Pronunciation)
9:00am-10:30am	10:45am-11:45am	12:00pm-1:00pm

IIE CANNOT GUARANTEE YOUR LEVEL PRIOR TO ENROLLMENT

Terms

One term at IIE is 4 weeks. During the Thursday of the 4th week of the term, students will be given an end-of-term test based on what was studied during the term.

Students will also fill in school and teacher/class evaluation forms at this time. Evaluations give you the chance to let us know how you feel about studying at IIE.

On Friday of the 4th week, school begins at 10am with test reviews for the Core and Skill 1 Classes. From 11am to 1pm, students join an end-of-term activity with their Core Class unless the class decides to use the time for study.

Students normally spend 4 terms at one level before moving up to the next level. However, it is possible for students to be moved up sooner (or later) due to their progress.

*Students are recommended not to begin their course of studies during the 4th week of the term due to final testing.

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Frequently Asked Questions (FAQ's)

Q: What do I do if my class is too easy or too difficult?

A: If you think your class is too easy or too difficult, please talk to the Academic Coordinator your first week of class. Students may not change levels after the first week. The Academic Coordinator will make a recommendation that you either stay in your current level or change levels. We want you to be happy and comfortable in your classes, but sometimes students' under-estimate or over-estimate their abilities.

Q: How many textbooks will I receive?

A: You will receive **3 textbooks**. You will receive a textbook for each of your classes. If you move up to the next level, you will have to buy the necessary textbooks. Most textbooks are \$35 each. Students may also buy a used textbook at \$15 each if they are available.

Q: When will I receive my Certificate of Completion?

A: Students will receive their Certificates of Completion on their last day of the program. Students must attend 80 percent of their classes to receive a Certificate.

Q: What is the school's nationality mix of students?

A: IIE is proud of our Best Nationality Mix policy. To keep a balanced and ideal mix of students, we place a limit of 50 percent on any nationality.

Q: Do you have school activities?

A: We usually have activities every day, and some weekend activities. Please sign up at the Activity Board. Normally a minimum of 4 students are required.

Q: Can I date my teacher?

A: No. Teachers and students are strictly forbidden to date. If it is discovered that you and a teacher are dating you will be dismissed from IIE without a refund. If a teacher asks you on a date you should report it to the office immediately.

Q: Can I go out to dinner or do something with a teacher alone?

A: If you want to go to a coffee shop, dinner, or do something with any teacher (male or female) alone, then you should let the office know about the plan before it happens. IIE encourages students and teachers to do things together as a group rather than individually.

Q: What is the school refund policy?

A: IIE's refund policy can be found on this website link:

http://www.studyenglishhawaii.com/html/refund_policy.html

Students that came through agents may have separate policies or conditions, which will be confirmed by IIE before issuing a refund.

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School Rules for All Students

- Use **ENGLISH ONLY** while you are at IIE Hawaii. Please read our English Only Policy.
- No eating in the computer area.
- If a student is more than 5 minutes late for class, they are considered officially late. Being late **three** times is the same as an unexcused absence.
- **No entering the classrooms if you are more than 10 minutes late.** If you are more than 10 minutes late you have to wait until the next class, unless you have a valid reason and receive a pink card from the staff of IIE.
- Listen to your teacher and other students while they are talking. Do not chat with your classmates if someone else is talking.
- Participate in class discussions. Do your homework.
- Silence your cell phones before you go to class. You are **NOT ALLOWED** to answer the phone while you are in class. Do not get up and leave class to answer the phone.
- Please ask the teacher to be excused before you leave the classroom to use the restroom.
- Do not smoke in the restrooms. You can smoke during break time outside of the building in the smoking area near the Bank of Hawaii.
- IIE will not take personal messages for you. Please do not give our office number to your friends.
- Do not move the tables in the classroom. If they are moved during class, make sure they are returned to their original places before you leave.
- Do not leave trash or other items in the classrooms.
- Do not write on desks, walls, tables, etc.
- Be polite and considerate to your teachers and fellow students. If you have personal problems with a teacher or student, please discuss them with the director.
- Respect other cultures and differences of opinion.

Rules for Students with F-1 Student Visas

If you are a full-time student studying at IIE on an F-1 student visa you must:

- Attend classes every day Monday through Friday.
- Keep your current address and other contact information on file with the office. (Students who do not report changes in address within 10 days are in violation of their visa requirements).
- **Have no more than 3 days per term of unexcused absences. F-1 students are required to study 20 hours per week. Students who study less than 18 hours per week are considered Out of Status. Students who have a history of being Out of Status may be reported to Immigration.**
- For excused absences, students should have a doctor's note indicating the nature of the student's health condition and when the student can return to school.
- Not schedule a vacation without permission from the office. F-1 students can take up to 2 weeks vacation after they have studied at IIE for at least 4 terms (16 weeks). Students can combine vacation time for a total of 4 weeks if they have studied at IIE 9 months or longer. Students must be registered for at least 4 more weeks after their vacation. Vacation requests must be made 4 weeks before departure date by filling out a Vacation Request Form at the Front Desk.
- Not work unless you have been authorized by the Department of Homeland Security to do so.
- Report any changes in your status immediately to the office. (Divorce, marriage, dependents' 18th birthdays, address changes, etc.)
- F-1 students must study at IIE for a minimum of 8 weeks and/or complete their scheduled registration in order to transfer to another school.
- If you complete your studies at IIE as scheduled, you have up to 60 days to leave the United States or transfer and begin classes at another authorized school. If you have excessive absences or are otherwise considered out of status then you may not be able to transfer to another school.

The F-1 student visa is a privilege granted to you by Homeland Security. You are responsible for staying in status. If you do not comply with the rules and regulations you may be reported as being out of status. If you fall out of status you will need to apply for reinstatement. If you have any questions about your visa contact the office and we will discuss your question

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English Only Policy

The Institute of Intensive English (IIE) wants all students to get the most out of their English language studies while they are a student at IIE.

- The best way to learn English is to use English as much as possible.
- In order to support students' studies we promote an English Only environment.
- We ask that all students respect their fellow students and use English only while they are at IIE.
- English should be used before, after, and during class.
- Students who wish to use another language should exit IIE and speak outside or downstairs.

Students who do not use English Only at IIE:

- Will be given a spoken warning by an IIE teacher or staff the first time.
- Will be given a written warning the second time.
- ***On the third warning, the student will be asked to go home for the day.*** [F-1 students will be counted as an unexcused absence.]
- Students that continue to use another language after multiple counseling sessions may be terminated from the program. [F-1 students would need to seek re-instatement from Immigration if they are terminated.]
- Students who don't speak English only during class time will also receive an **academic penalty**. From the second time, students will lose 20 points each time from their term Performance Score.

I have read the English Only Policy and I agree to use English Only while at IIE.

Name

Signature

Date

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Programs

IIE Hawaii offers a wide range of high quality programs. Please follow this link for more details: http://www.studyenglishhawaii.com/html/iie_programs.html

Below is quick summary:

20 hours/wk instruction or more require an F-1 Student Visa

Intensive English Program (IEP)

20+ hrs/ week instruction – General English

Short Term English Program (STEP)

16hrs/ week instruction – General English

Super Intensive English Program (SIEP)

28 hrs/ week instruction – General English

Academic English Program

4-month university preparation course leading to direct college/university entry

20 hrs/week instruction

500 to 600 levels only

TOEFL Preparation

20 hrs/ week intensive program

16 hrs/ week short-term program

Cambridge & TOIEC Preparation

Intensive one-on-one preparation

Conversation Cafe

1-4 students/class

8hrs/ week personal instruction

3 classes: English Cafe, 50+ Cafe, Business Cafe

Hawaiian English Adventures

For IEP or STEP students

English + Activity Packages with a variety of exciting activities

Private Lessons

2 to 10 hours personal instruction per week

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Kids & Teen Programs (offered Spring and Summer)

Kid Program (K-STEP)

Ages 6-12 years old

Teen Program (T-STEP)

Ages 13-17 years old

English Summer Camp

Ages 8-15 years old

Summer STEP (offered in the summer only)

16hrs/week instruction

Adult beginning level course

Core Class Levels

IIE Hawaii offers six levels of instruction for students from beginning to advanced levels in our General English Courses. Our elective skill classes such as Academic English, TOEFL, TOEIC, Cambridge, and Business Cafe require students to test into Level 400 (intermediate) or above to enter the course. Levels 100, 200, and 300 are primarily “building” levels. Levels 400, 500, and 600 are “refining” levels.

Level 100 - Beginner

Students are able to say simple things such as “My name is...” and “I am from...” but have trouble speaking in complete sentences. Students usually do not use the past tense very much and have a limited vocabulary.

Level 200 - High Beginner

Students can comfortably speak about everyday topics such as explaining what they did on the weekend (“I went to the beach”) or future plans (“Next year, I will go back to my country.”) but have difficulty explaining details and talking about topics they are not familiar with.

Level 300 - Low Intermediate

Students are becoming more comfortable with English at this level. They can talk about their past experiences (“I have been to Spain three times.”) but still make frequent mistakes in English.

Level 400 - Intermediate

Students have been previously exposed to all the major tenses and grammatical forms in English. (“Next week, I will have been in Hawaii for 6 months.”) Level 400 is considered a break through level. Students are beginning to master English and now need to focus on overall fluency. Level 400 students may still have difficulty following native speakers in an extended conversation.

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Level 500 - High Intermediate

Students can generally maintain a conversation with a native English speaker and express their opinions fairly completely. However, their English is still markedly foreign and does not use a full range of vocabulary or grammatical forms that a native speaker would. Students at this level continue to work on refining their English, building their vocabulary and learning how to express more subtle differences in their ideas.

Level 600- Advanced

Students are able to speak comfortably in both familiar and unfamiliar situations. They may still make some mistakes but can often correct their own mistakes. Level 600 students continue to refine their language skills and build an advanced vocabulary. Many students in Level 600 are able to successfully pass university entrance exams and/or hold jobs where English fluency is required.

Information about Hawaii

THE BUS AND BUS PASSES: The Bus in Hawaii is a very safe reliable public transportation system that goes all over Oahu. **Tickets are \$2.25** each way. You will need to get a transfer if you need to change buses. You have to have exact change when you get on the bus. The bus driver will not give you change if you do not have exactly \$2.25. **Bus Passes are \$50 per month. You can buy bus passes at the ABC Store downstairs on Beach Walk Avenue.**

Wear your seatbelts. It is a law in Hawaii and most places in the US that you have to wear your seatbelt if you are sitting in the front seat. If you are under 18, you have to wear your seatbelt if you are in the front or back seat.
All children have to wear seatbelts or be in a car seat.

The drinking age in the US is 21. If you want to drink alcohol you have to be 21 or older. If you go to a bar or restaurant then take your passport with you because they will probably check your ID even if you look like you are over 21.

Littering. Dropping paper or other trash on the street is illegal in the US. If you litter, the police may fine you.

Oahu's restaurants, bars and other public places are smoke-free. Also, you cannot smoke within **20 feet (about 6 meters)** from any doors or entrances..

Jaywalking. Crossing the street against the light or not in a crosswalk is illegal in Hawaii. Many people do jaywalk here and the police usually do not give people tickets for jaywalking, but it is still illegal and the police can fine you up to \$250. Be careful.

Safety in Hawaii

Hawaii is much safer than cities its size on the Mainland. Honolulu is the safest large city in the United States. However, you have to be careful and don't trust strangers. Here are some basic safety rules.

1. **Never walk** on Kuhio Avenue or in China Town **late at night alone**. Most muggings happen in these areas. Generally it is a good idea not to walk alone after 10 o'clock anywhere in the United States. Take a taxi or go with a friend.
2. **If you think you are being followed, do not go home**, go to a public place and call the police.
3. **Always lock your doors** when you are home and do not open the door to someone you do not know.
4. **Do not trust strangers**. Female students should be very careful when local guys approach you, many of them know you are visitors and will try to take advantage of you.
5. **Do not give anyone you do not know your bankcard, passport, credit card or money**. If you need help using a machine, opening a bank account, renting an apartment, etc. ask someone at school, do not ask a stranger.
6. **Do not tell strangers where you live** or that you live alone.
7. **Do not give your telephone number to strangers**. If they want to talk to you they will give you their telephone number and you can call them.
8. If you have a car or rent a car, **do not leave** your camera, wallet or other **valuables in the car** if you go to the beach or shopping. Car theft and break-ins are very common in Hawaii. Especially if you look like a tourist.
9. **Do not carry large amounts of cash on you**. Never carry more than \$50 in cash unless you want to spend it soon.
10. **The emergency contact number in the US is 911**—you do not need to use coins if you are calling 911 from a pay phone, just dial 911. **You can use 911 for fire, police and ambulance**. Just tell the operator what the problem is.
11. **BE CAREFUL GIVING MONEY!** Even if it is to your girlfriend or boyfriend. If you give them money do not expect it get it back. There are many people here who date international students just to get them to pay for their food, apartments, clothes, and to give them money. If you give someone money that is your choice, just do not expect to get it back because they may not pay you back even if they tell you that they will.
12. **Female students:** If someone wants to have sex with you and you do not want to have sex with them (even if it is your boyfriend) you have to say **“NO”** to this person. If you say no and you report it to the police then the police can charge him with rape. **If you do not say “NO” the police cannot do anything.**