

Washburn University

Intensive English Student Guide



2024-2025

Welcome to the Intensive English Program at Washburn University!

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We call it the IE Program, IEP, or sometimes just “IE”.

Our Mission:

The mission of the Intensive English Program (IEP) is to offer leveled English language courses to prepare non-native English speakers, including international students, for success in degree programs at the university and other academic and community settings. The IEP is committed to facilitating cross-cultural understanding and supporting the university’s value of academic excellence and inclusion.

Completing the IE Program (IEP) will fulfill the WU English proficiency requirements needed to enter most WU degree programs. Up to 12 General Education credits can be earned toward a WU bachelor’s degree. Elective credits can also be earned for Level 2 courses.

- To complete the Intensive English Program (IEP) and the WU English proficiency requirements, students need to EARN a C (70%) or better in each 200-level course or earn the appropriate iBT TOEFL, IELTS, or IEP Placement Test scores (See Testing).
- To pass to the next level of courses, students need to EARN a C (70%) or better OR provide the appropriate test scores (See Testing).
- A few programs, such as Bachelor of Nursing require TOEFL scores for admission after the 2 year of courses.

Courses: Reading, Speaking/Understanding, Writing, and Language in Context

There are three levels for each skill area:

*Level 1 (IE072, IE073, IE074)

*Level 2 (IE102, IE103, IE104)

*Level 3 (IE202, IE203, IE204)

All classes follow the University schedule and meet four times per week each semester (16 weeks). IE091 and 092 meet 2-3 hours per week. Spring semester is January to May. Fall is August to December. Some courses may be offered during the 5-week summer session.



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Things you should know about the IEP courses:

- ALL IEP classes are graded. The grade the student earns counts toward the overall G.P.A. (Grade Point Average)
- IE202, 203, and 204 are a General Education course applicable to Humanities General Education requirements for all bachelor degree programs. Students **can earn required credit toward their degree with these courses.**
- IE102, 103, and 104 satisfy elective credits toward a bachelor's degree.
- There is free tutoring and a writing center available for extra help.
- Full-time IE students working toward a degree at WU usually take 3-4 classes in the IEP each semester. This would be 12-13 hours of tuition, per semester, and 15-18 hours of in-class time every week.
- IE courses cannot be repeated a third time when a C or better has not been earned the first two times.

Intensive English Program Statistics:

- ◆ More than 96% of students who have finished the IEP, pass their Introductory College Writing and Public Speaking classes!
- ◆ More than 80% of students pass all of their Intensive English classes.

Course Descriptions from the WU Academic Catalog:

IE 091 / 092 Language in Context Seminar I (0-2 hrs tuition credit)

This course gives international students unique opportunities to experience language in local cultural contexts and challenge their application of the English language. Students will go on field trips and hear guest speakers from diverse backgrounds on relevant topics to the international student. Students will be required to complete a project and write a journal with reflections on their experiences. IE091 is offered in the fall and IE092 is offered in the spring. These courses meet for two hours per week but do not count toward the 120 hours bachelors' degree requirement. **Full time Intensive English students can enroll in this course for 1 credit.** *No prerequisite. Students with an F-1 visa for language study may be required to take this course. Students on J-1 visas can also take this course to fulfill their requirements for cultural studies.* Short-term visiting students also take these courses for their programs.

Reading Comprehension (meets 5 hours per week) 4 credit hours

IE 072 Reading and Comprehension for Academic Purposes I

Students focus on learning the 1000 most common words in English and begin to do sustained content reading at a high beginning level using strategies to help them increase comprehension and gain fluency and vocabulary. Students will be able to apply grammar points presented in this course at an A2 Level. (Move from CEFR A1 to A2)

IE 102 Reading and Comprehension for Academic Purposes II

Students will become active readers of content in English at an intermediate level using knowledge of 2000 most common words of English and further develop their strategies for vocabulary learning and reading fluency to increase their comprehension and understanding of text organization. Students will be able to apply grammar points presented in this course at an B1 Level.

IE 202 Reading and Comprehension for Academic Purposes III GEHU COM

Students will develop academic vocabulary, reading fluency, comprehension and strategies to become active readers and monitor and adjust their strategies to meet the demands of academic reading for university courses. Students will be able to apply grammar points presented in this course at a CEFR level of B2

Speaking and Understanding (meets 5 hours per week) 4 credit hours

IE 073 Speaking and Understanding for Academic Purposes I

Students will understand and use words and phrases needed for everyday social situations and will acquire survival skills for the American college classroom. Students will be able to apply grammar points presented in this course at an A2 Level.

IE 103 Speaking and Understanding for Academic Purposes II

Nonnative English speaking students practice to improve their oral and aural skills. They prepare to participate in everyday social conversations, classroom interactions, listening effectively to lectures and being involved in basic discussions. Students are expected to prepare and give short speeches and will be tested weekly on a list of idiomatic expressions.

IE 203 Speaking and Understanding for Academic Purposes III GEHU COM

This course focuses specifically on the skills needed for presentations, class discussion, the basic organization of American communication, and idiomatic expressions that prepare the student for the American academic and professional environment.

Academic Writing (meets 5 hours per week) 4 credit hours

IE 074 Writing for Academic Purposes I

Students will develop skills in writing sentences with correct structure and a beginning-level paragraph on concrete or personal subjects. They will also be able to use technology to compose their writing, including appropriate written communication with an instructor. Students will be able to apply grammar points presented in this course at an A2 Level.

IE 104 Writing for Academic Purposes II

Students will develop skills in writing intermediate-level academic paragraphs of the following types: definition, description, opinion, explaining processes. Students will also learn strategies to apply to writing and editing. Students will be able to apply grammar points presented in this course at an B1 Level.

IE 204 Writing for Academic Purposes III GEHU COM

Students develop the ability to compose, (i.e., comprehend, select, plan, draft) and produce essay length texts on diverse general education academic topics by applying appropriate writing strategies with basic knowledge of how to use other sources and cite without plagiarism. Students will be able to apply grammar points presented in this course at an B2 Level.

IE100 Intensive English for Academic Purposes

This course is offered for short term groups only.



Program Student Learning Outcomes:

PSLO1: Grammar & Structures for Academic Purposes

Upon completion of the IEP, students will be able to write short essays, present short academic speeches, and participate in social conversations with minimal grammar errors after applying linguistic knowledge and using strategies to find and correct their own errors.

PSLO2: Reading Comprehension for Academic Purposes

Upon completion of the IEP, students will be able to read at 180 words per minute with 75% comprehension in order to succeed in courses with required college-level (low-advanced) reading.

PSLO3: Speaking & Understanding for Academic Purposes

Upon completion of the IEP, students will be able to take relevant and organized notes from short lectures and deliver a college-level speech presentation with clear points, organization, and proper citations

PSLO4: Writing for Academic Purposes

Upon completion of the IEP, students will be able to write a college level paper organized in the American-style of discourse and academic vocabulary with some research and proper citations included.

PSLO5: Language in Context Seminar

Upon completion of the IEP, degree-seeking students will be able to identify resources on campus for success in the college classroom, self-reflect on study skills needed for the college classroom, increase communicative competence in English through authentic language practice, increase their comfort level of working on a multicultural team, and present about reflections on cultural adjustment lessons learned.

Placement:

All students on F-1 student visas must meet the WU English proficiency requirements (www.washburn.edu/ip). Students can meet this by taking an iBT TOEFL, IELTS, or Duolingo English Test. Using one of these methods, the coordinator places each student in appropriate courses. Each student is given a study plan that tells which courses a student is required to enroll in. Then, students are also given a diagnostic test during the online pre-arrival orientation or during the first week of classes to confirm that they are in the right place. Some student may be placed in a lower level than indicated on the TOEFL/IELTS/DET if IEP faculty believe the student will be more successful in a lower level. If a student feels they are placed incorrectly, the student must first inform the instructor. The instructor will then contact the coordinator. The coordinator and the instructor will then inform the student of any placement changes by email and tell the student how to make the changes. Students will follow the IE Study Plan until they have finished each level in each area.

Enrollment:

Enroll in the required courses first to fulfill English proficiency requirements. Then you can choose other WU courses to fill your schedule.

Intensive English Proficiency Scale

| | Grammar outcomes are divided among the other skill area courses. | IE_02 Reading Comprehension for Academic Purposes | IE_03 Speaking & Understanding for Academic Purposes | IE_04 Writing for Academic Purposes |
|---|--|---|---|---|
| Level 1: IE070 Courses | Students will be able to write and speak with correct simple sentence and question structure and correctly use beginning verbs in simple present and past. They will also be able to use basic comparisons. | IE072: Students will demonstrate knowledge of the 1000 most common words of English be able to understand readings at a highbeginning level and be able to use strategies to learn vocabulary. | IE073: Students are able to understand and use words and phrases needed for everyday social situations and survival skills for the American college classroom. | IE074: Students will be able to write simple sentences and a beginning-level paragraph on personal topics. |
| Level II: IE100 Courses | Students will master the use of simple present, past and future tenses in intermediate level sentences. They will have mastered forming simple questions and comparisons. Students will have a beginning knowledge of more complex grammar structures like using passive voice, and present perfect tense. | IE102: Students will be able to read content readings at an intermediate level and have knowledge of the 2000 most common words of English. They will be able to apply strategies for reading faster and learning vocabulary. | IE103: Students will be able to understand and use intermediate English in everyday social situations, classroom interactions, short lectures on general subjects, and basic discussions us. They are able to give a short speech on a general subject. | IE104: Students will be able to write paragraphs of the following types: definition, description, opinion, and process. Students will also be able to apply the writing process when they write. |
| Level III: IE200 Courses GEHU credit | Students will be able to use tenses and complex sentences to write and speak in appropriate English for academic situations and university social situations. They will also be able to apply correcting strategies to their own English when preparing for academic situations. | IE202: Students will be able to understand the most common academic vocabulary and be able to understand and respond to readings at a freshman college level at a speed in order to meet the demands of academic work. General Education Credit Course in Humanities | IE203: Students will be able to give an organized presentation on a college-level subject using basic American communicative organization, use and understand idioms that are used in the American academic and professional environment, and take effective notes on short academic lectures. General Education Credit Course in Humanities | IE204: Students will be able to plan, draft, write and edit essay-length texts on general academic topics with knowledge of US concepts of academic honesty. General Education Credit Course in Humanities |



Placement:

All students on F-1 student visas must meet the WU English proficiency requirements (www.washburn.edu/ip). Students can meet this by taking an iBT TOEFL , IELTS, or Duolingo English Test. The Using one of these methods, the coordinator places each student in appropriate courses. Each student is given a study plan that tells which courses a student is required to enroll in. Then, students are also given a diagnostic test during the first week of classes to confirm that they are in the right place. Some student may be placed in a lower level than indicated on the TOEFL/IELTS/DET if IEP faculty believe the student will be more successful in a lower level. If a student feels they are placed incorrectly, the student must first inform the instructor. The instructor will then contact the coordinator. The coordinator and the instructor will then inform the student of any placement changes by email and tell the student how to make the changes. Students will follow the IE Study Plan until they have finished each level in each area.

Enrollment:

Enroll in the required courses first to fulfill English proficiency requirements. Then you can choose other WU courses to fill your schedule.

Attendance:

Good attendance helps you be successful in the Intensive English classes. You should notify your instructor and also see Student Health Services in Morgan Hall if you are sick and miss class. You should also check D2L for any homework. Attendance is recorded and monitored for immigration status purposes.

Being on time:

You should come to class before the start time of the class. This is considered polite to your instructor and classmates.

Completing the IE Program:

Students will follow the Study Plan they receive after placement from the adviser. Progress through the program will start where they are placed and follow the Proficiency Scale on page 5 of the IE Student Guide. Students will update study plans each semester when they meet with their adviser. Students can repeat courses twice without permission according to the WU policy.

Final Exams:

Final exams are taken during the last week of the semester which is called Finals Week. You must take the final exam during the scheduled time. You **cannot** take it earlier unless approved 3 weeks in advance. Please look at your syllabi to see the final exam schedule for your class and see the University policies about Final Exam Week.

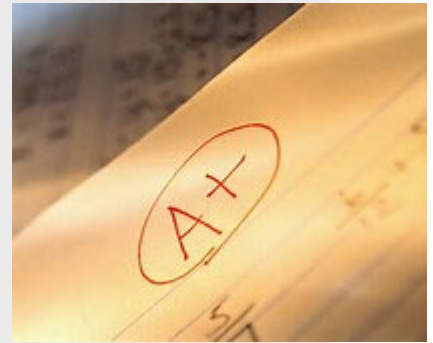
Grades:

Grades are earned in IEP classes and are calculated from the quality of the work you have done in a course to meet the learning outcomes. Homework, tests, classroom activities and completion of assignments are all part of your final grade. Look on your syllabus to find out how the grade in each course will be calculated.

If you have a questions about a grade:

- First, speak to your instructor.
- If you cannot speak to your instructor right away, send an email and ask for an appointment with your instructor.

If you have any problem with a course, speak to your instructor first. After you have done that, your instructor will tell you what to do next.



A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%



“Always walk through life as if you have something new to learn and you will.”- Vernon Howard

How do you pass an IE Class?

- * Go to every class on time or early
- * Ask questions when you don't understand and finish all of the homework
- * Learn the vocabulary words from the lists in this handbook
- * Make some American friends
- * Speak and read as much in English as possible.
- * Learn the rules of academic honesty in the U.S.

Printing Your Homework:

Students will need to type and print some of their homework. The most important thing to remember is that you should NOT wait until the morning your assignment is due to print! There are many places to print on campus. Students have free printing on campus up to a certain limit. There is information on the main Washburn University website.

Tutors

See this website for more information about WU free tutoring: <https://www.washburn.edu/student-life/tutoring-writing-center/index.html>

Intensive English Resource Shelf in the University Library

In the University Library, there is a bookshelf with books for reading and helping with your English study. Ask for Sean Stacey or email him at sean.stacey@washburn.edu to find that shelf of books. Or, you can ask at the front desk for the location.

Academic Honesty Policy:

In the U.S. each person owns the words that he or she writes. Therefore, it is stealing to copy someone else's words. It is stealing to write the words found in any book, or online without also writing where you found the words. There are special ways to write down where you found the words. In your Academic Writing courses in the IEP, you will learn how to write without stealing anyone's words. You will also learn how to use words from others and write down exactly where you found them. You will learn how to be ACADEMICALLY HONEST according to US academic culture.

Stealing someone's words or ideas and not telling where you found them is called PLAGIARISM. Plagiarism is against WU policy, which you can read here: <https://www.washburn.edu/knowthecode>

Please look at page 62.

If a student plagiarizes at WU, he or she may not get points for that assignment and may earn an F for a class. In the IEP, it is the same. Students will learn how to write correctly. However, after students know about plagiarism, they will be expected not to do it and can earn an F in a course if they plagiarize.

There is another part of academic honesty. Students must not copy papers from others and turn them in as their own. This is stealing. Also, students must do their own work. Furthermore, students can be



caught cheating on tests if they look at other students' papers during a test. You must cover your answers and not let anyone look at your answers. You could be caught cheating if you show other students your answers during a test. Be very CAREFUL!

Students are expected to learn English and complete assignments without use of generative AI unless a specific assignment requires or suggests it.

Test Placement

The Intensive English Program Director reserves the right to change the placement level of a student after specific course diagnostics have been given during the first week of class. Other tests may be accepted by the University. See this webpage [English proficiency requirement | Washburn University](#) or the Program Director for more information.

| | | WU Placement Test | iBT TOEFL | IELTS | Duolingo English Test (DET) ** | |
|---|--|----------------------------------|------------------|--------------|---|--|
| Total Score | No IE required if sub- test scores are sufficient | | 73 | 6.0 | 105 | These are require- ments for under- graduate admission. |
| Reading Comprehension for Academic Purposes | No IE required | 80 | 17-30 | 6.0 | 100 | Scores taken from reading part of test** |
| | 202 | 55 | 11-16 | 5.5 | 90 | |
| | 102 | 30 | 6-10 | 5.0 | 60 | |
| | 72 | none | none | none | none | |
| Speaking & Un- derstanding for Academic Pur- poses | No IE required | 155 | 18-30 | 6.0 | 100 | Scores taken from listening part or taken from an average of speaking and listening parts** |
| | 203 | 120 | 14-17 | 5.0 | 80 | |
| | 103 | 60 | 6-13 | 4.0 | 60 | |
| | 73 | none | none | none | none | |
| Writing for Aca- demic Purposes | No IE required | 80 | 19-30 | 6.0 | 100 | Scores taken from written part of test** |
| | 204 | 60 | 14-18 | 5.0 | 80 | |
| | 104 | 40 | 8-13 | 4.0 | 60 | |
| | 74 | none | none | none | none | |

Questions and Concerns

Any person who wishes to submit a concern about any of the services or facilities offered by the Intensive English Program should in the first contact their IE instructor. For further concerns, contact the Director of Intensive English, Kelly McClendon, in Modern Languages at kelly.mcclendon@washburn.edu. Alternatively, any IE student may receive and complete a *Washburn University Intensive English Program Formal Student Complaint Form* the Director or through email by contacting learnenglish@washburn.edu.



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