

# IEP Student Handbook

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**ALCC** | American Language  
& Culture Center  
AT SOUTHERN UTAH UNIVERSITY  
[eslprogram@suu.edu](mailto:eslprogram@suu.edu) • [suu.edu/esl](http://suu.edu/esl) • [suu.edu/international](http://suu.edu/international)

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# WELCOME

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Dear Intensive English Program (IEP) Learner:

Welcome to the American Language and Culture Center (ALCC) at Southern Utah University. We are very pleased you have chosen our Intensive English Program.

We want you to have a worthwhile and positive experience at our university, and to be successful in accomplishing your goals. This requires hard work at studying and practicing English, and learning new cultures. At the ALCC, we will do everything we can to make your journey a great one. Activities in and out of class will help you develop your English as you meet other international students in addition to English native speakers on and off campus. You will experience the world right here in Cedar City, Utah.

This handbook provides important information you need to know as an IEP student. It is important that you understand everything in this handbook, especially policies about your responsibilities as a student. Students are required to understand this information so you must ask questions if anything in the handbook is unclear.

## Mission Statement

The American Language and Culture Center (ALCC) at Southern Utah University (SUU) is a dynamic teaching and learning community dedicated to supporting students in two ways: (1) We help students to achieve academic English proficiency sufficient for matriculation into university; and (2) We support students' continued development and improvement of their English language skills. The ALCC serves these endeavors and supports the larger mission of SUU and International Affairs by:

- Fostering academic excellence, technology, and experiential learning.
- Connecting international students with the larger university community.
- Immersing international students in American popular and academic culture.

In so doing, we enrich and broaden the cultural experience of our students and the SUU, local, and world communities.

## Contact Information

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### The American Language and Culture Center at SUU

351 West Center, Cedar City UT 84720  
435-865-8033 office

Student Help Hours: Monday through Friday 8:30 a.m - 5 p.m.

### Program Contacts

|                                   |              |                          |
|-----------------------------------|--------------|--------------------------|
| Andrea Stiefvater, Director       | 435-865-8439 | andreastiefvater@suu.edu |
| Bob Goodman, Academic Coordinator | 435-865-8197 | robertgoodman@suu.edu    |
| Main Office:                      | 435-865-8033 | eslprogram@suu.edu       |

### Community Contacts

Serious emergency: Police, Fire or Medical: 911

Hospital: 435-858-5000

Valley View Medical Center  
1303 North Main Street  
Cedar City, UT 84721

Dentist, Doctor, and Bank information:

1. You will need to use a telephone book.
2. Look in the yellow pages.
3. At the top of the page, look for “Dentist”, “Physician”, or “Bank”, etc.
4. Choose a professional that is listed in Cedar City.

Grocery stores:

|   |              |
|---|--------------|
| Lin’s Supermarket – 150 North Main Street               | 435-586-3346 |
| Smith’s Food & Drug Center – 633 South Main Street      | 435-586-1203 |
| Wal-Mart Supercenter – 1330 South Providence Center Dr. | 435-586-0172 |

Post Office:

|                       |              |
|-----------------------|--------------|
| 333 North Main Street | 435-586-6701 |
| Sharwan Smith Center  | 435-586-7998 |

SUU Activity Cards and T Numbers

You may obtain an SUU Student ID card with your picture on it when you enroll as an SUU

student. This ID card is your personal identification card. You can receive many discounts in Cedar City by showing your card.

You will also receive a T number. Memorize this number. It is your identification number for ALL campus offices and activities, so you will use it often.

## Housing

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### **Campus Dormitories**

SUU has dorms for students to live in where you may live with American students. This is a great way to be on campus, meet new people, and participate in campus activities. This option requires a contract. Contact SUU Housing for more information: [www.suu.edu/ss/housing](http://www.suu.edu/ss/housing).

### **Apartments**

Cedar City has many apartments to choose from. Living in an apartment will limit opportunities to participate in campus activities.

### **Homestay**

We offer homestay options, where you can live with an American family. Please visit the [Global Collaboration website](#) to find more information about homestay.

## Student Orientation and Registration

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Please do ALL of the following:

At the Main Office: Student Center, Room 120:

- Fill out the registration form and either take a Placement Test or submit language test scores.
- Take a placement test or submit language test scores

OTHER IMPORTANT THINGS:

- Get your student photo ID card.
- Go to International Student & Scholar Services (ISSS) office (Student Center, room 169). They must have a copy of your I-20 and passport.  
For your information: ISSS must have your current address at all times. If you move, you must give them your new address.
- Purchase all textbooks needed for each class at the SUU Bookstore.
- Activate your mySUU portal

Please follow this process. A library lab assistant can help you.

1. Go to <https://my.suu.edu/accounts>

2. Click on "Activate your account"
3. Enter your email address
4. You will be sent an email with a link in it to complete the activation process.
5. After finding the email that was sent and clicking on the link in that email, you are then asked to set up a security question.
6. Next you are asked to set a password.
7. Once you set a password, a confirmation email is sent to you that contains your username.
8. Then you can log in.

## Placement Testing

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### New Student Testing

Each new student is given a placement test to determine at which proficiency level the student will begin.

During the first week of class, a teacher may determine that a student has been misplaced; therefore, a student might be moved to a different level at that time. This is based only on the student's performance on in-class diagnostic exercises.

## Classes

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Intensive English Program students will follow the following model for learning each week.

- Reading/Writing with integrated grammar – 8 hours in class each week
- Listening/Speaking with integrated grammar – 8 hours in class each week
- Integrated Skills - 2 hours in class each week

### Auditing

Class audits are not allowed in the Intensive English Program.

## Academic Honesty

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As stated in Chapter 2 of the SUU General Catalog: "All work submitted by a student must represent that student's own ideas and effort. When the work does not represent the student's own work it must be properly cited; if it is not, the student has engaged in academic dishonesty. Cheating, forgery, plagiarism or the use of work belonging to another are all considered academic dishonesty."

The Intensive English Program follows the University Policy on Academic Integrity, which can be found [here](#).

## Academic Warning & Probation

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Students must maintain a C (2.0) average, at all times. Failure to do so will result in two warnings, followed by probation. When a student is on probation, s/he must achieve a C average during that term, or s/he may be dismissed from the program. Students are notified of academic warning and probation status via email and letter.

### Appeals

Appeals are heard by the ALCC director in writing. You must email the director ([andreastiefvater@suu.edu](mailto:andreastiefvater@suu.edu)) with an explanation of your appeal. The director will read your appeal, gather any supporting documentation, and make a decision. If the director needs to meet with you in order to discuss the appeal, an appointment will be made. Otherwise, the director will notify you of the decision via email.

## Intensive English Program Levels

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With good academic performance, each level may be completed in one 7-week term.

Level 1: Written Language, Oral Language

Level 2: Written Language, Oral Language

Level 3: Written Language, Oral Language

Level 4: Written Language, Oral Language

Level 5: Written Language, Oral Language

Level 6: Written Language, Oral Language

## Pathway

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Students in Level 6 of the Intensive English Program at the beginning of Fall or Spring semester are eligible to participate in our Pathway Program. In this program, students take 6 credits of Intensive English and 6-9 credits of courses in their major. Please come to the ALCC office to discuss Pathway eligibility, scheduling, etc.

## IEP Terms

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There are 6 IEP terms each year. Five terms are 7 weeks long, one term is 6 weeks long. Our calendar of terms is available on the website.

Spring 1  
Spring 2

Summer 1  
Summer 2

Fall 1  
Fall 2

## Student Advancement

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### Advancing in IEP Classes

With good academic performance, each level may be completed in one 7-week term. Students must achieve a C average in order to advance. Level 6 students must successfully defend their level 6 project to a project defense committee in order to graduate from the program.

## Attendance, Classwork, and Exams

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Being present in class is critical for language learners. All IEP students are expected to be in class every day and to be on time. Attendance is kept in all classes. Failure to attend will result in low grades and could result in dismissal from the program. **Please note: it is a requirement of a student visa that students must attend classes full-time.**

- Faculty will give class assignments, quizzes and tests. The student is expected to be prepared at all times.
- It is your responsibility to make up any missed assignments or tests if you are absent.
- Late assignments might not be accepted by your teacher. If a late assignment is accepted, it will earn a lowered grade.

## Homework

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Homework is a required part of the IEP courses at SUU. Students who do not do their homework will earn poor grades. You should study about two to three hours outside of class each day. Do your homework at home, in the library, or with other students. If you study 2 to 3 hours each day you will most likely earn good grades and advance quickly.



## Grades

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Students receive grades for their assignments, and a final grade for each class. The grading scale is as follows for both assignments and final class grades.

|    |        |
|----|--------|
| A  | 93-100 |
| A- | 90-92  |
| B+ | 87-89  |
| B  | 83-86  |
| B- | 80-82  |
| C+ | 77-79  |
| C  | 73-76  |
| C- | 70-72  |
| D+ | 67-69  |
| D  | 63-66  |
| D- | 60-62  |
| F  | 0-59   |

## Success Tips

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We want you to learn English quickly and successfully. You should always:

- Attend Class: If you want to progress quickly, you need to come to class every day.
- Be on time: This is polite (nice) as well as necessary (you must do this).
- Come prepared: Bring your books, pens, pencils, notebooks, and homework to class every day.
- Be respectful and polite: Students are expected to be polite and respectful to other classmates, teachers, and staff at all times. Also, turn off cell phones. Students who use cellphones in class without the teacher's permission will be asked to leave and will be counted as absent.
- Speak lots of English: The best way to learn English is to speak it as often as possible. It is tempting to speak your first language when you're with friends, but try to make a rule that when you're in classes, you will only speak English.