



Student Handbook:
English Language Learner
Institute
(ELLI)
2012-2013

We, the people at Samford, commit ourselves to the Christian values on which Samford University was founded. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community.

Samford Code of Values

Worth of the Individual

Self-discipline

Integrity

Respect for Property and the Environment

Respect for Community Authority

Complete Student Handbook

For the complete student handbook: <http://www.samford.edu/studenthandbook/default.aspx>

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Contact Information

ELLI Faculty and Instructors

Mrs. Sandi Prater, <i>Coordinator</i>	Office: 205.726.4208 Cell: 205.243.3517 Email: sprater@samford.edu
Mrs. Susan Blazer, <i>Assistant Coordinator</i>	Office: 205.726.4208 Email: snblazer@samford.edu
Mrs. Rachel Crowley, <i>MSEM ELLI Instructor</i>	rblack@samford.edu
Mrs. Jeanette Darby, <i>ELLI Instructor</i>	jdarby@samford.edu
Mr. Jeremy Griem, <i>ELLI Instructor</i>	jjgriem@samford.edu
Mrs. Katherine Jarnigan, <i>ELLI Technology Coordinator and Instructor</i>	kjarniga@samford.edu Office: 205.726.4208
Ms. Lyndsey Prickett, <i>ELLI Program Assistant and MSEM Tutor</i>	lyndseyprickett@gmail.com Office: 205.726.4208
Mrs. Laura Rivas, <i>ELLI Instructor</i>	uablaura@uab.edu

Contact Information

Samford University and Birmingham Community Help

Name	Contact Information	Department/Service
Ashley Gassner, Associate Director of International Studies	jawells@samford.edu 726-4334 (Samford Hall)	Visas, international paperwork, drivers license information
Nancy Miller, Associate Registrar	726-2915 (Samford Hall)	Student records – transcripts to or from other universities
_____	_____	Student affairs- all questions about campus life
Lauren Taylor, Director of Residence Life and University Services	726-2957 (University Center)	Residence Life - Housing and roommate questions
The Hub	726-2407 (University Center)	Automobile decal
Campus Safety	726-2020 (University Center)	Samford ID, problem with safety or theft
_____	_____	My Resident Assistant (RA) – problems with my room, bathroom, or roommate
_____	_____	My roommate -
_____	_____	International Orientation Leader – any questions you have about campus, classes, US, need to shop, etc.
_____	_____	My friendship partner

Campus Safety

- call 2020 to reach campus security
- call 911 on any phone if a life-threatening situation
- you can also call campus security through the call boxes on campus
- Please always lock your door
- Do not carry large amounts of cash (if you have more than \$100-200 in your wallet or room, you should deposit it into your bank account)

Basic Campus Rules

Respect for Property and the Environment

Be respectful and do not damage the property of Samford University and the personal property of those in the Samford community.

Respect for Community Authority

You must obey the local laws, including university, municipal, state and federal laws.

Closing of the University

When there is extremely bad weather in the area, sometimes classes are cancelled.



3 ways to check if classes are cancelled:

- Call SAM-INFO (205-726-4636)
- Check local television stations
- Check local radio stations
- **RAVE emergency message system** – please sign up on Samford website at <https://www.getrave.com/login/samford>

Library



Regular Session Hours

Day	Hours
Sunday	1 p.m.–12 a.m.
Monday–Thursday	7:30 a.m.–12 a.m.
Friday	7:30 a.m.–5 p.m.
Saturday	9 a.m.–5 p.m.

January Term, Summer Term and holiday hours are posted as needed.

Online access to the library catalog and numerous databases is available 24 hours per day, 7 days per week (24/7) from the library homepage, <http://library.samford.edu>.

Computer Services



Computing Assistance

Computer assistance is available from:
 Personal Technology Group
 326 Brooks Hall.
 Monday–Friday, 7 a.m.–7 p.m.
 726-2662
support@samford.edu

General-Access Computing Laboratories

- This is the most current information on operating hours.
- Hours might change as classes are scheduled.
- The hours listed below are for the normal academic year. During the summer, January Term and holidays, these hours may change.
- For the most up-to-date information, see www.samford.edu/labs.

Location	Telephone	Normal Operating Hours*
130 Science Center	726-2314	<ul style="list-style-type: none"> • Mon.–Thurs., 7:30 a.m.–12 a.m. • Fri., 7:30 a.m.–5 p.m. • Sat., 9 a.m.–5 p.m. • Sun., 2 p.m.–12 a.m.
103C Center for Healing Arts	726-2317	<ul style="list-style-type: none"> • Mon.–Thurs., 7:30 a.m.–12:00 a.m. • Fri.–Sat., 7:30 a.m.–5 p.m.
212 Chapman Hall	726-2318	<ul style="list-style-type: none"> • Mon.–Thurs., 7:30a.m.–10 p.m. • Fri., 7:30 a.m.–5 p.m.
University Library, Lower Level	726-2316	<ul style="list-style-type: none"> • Mon.–Thurs., 7:30 a.m.–12 a.m. • Fri., 7:30 a.m.–5 p.m. • Sat., 9 a.m.–5 p.m. • Sun., 1 p.m.–12 a.m.
Journalism and Mass Communication, 113 UCA	726-2311	<ul style="list-style-type: none"> • Mon.–Thurs., 7:30 a.m.–12 a.m. • Fri., 7:30 a.m.–5 p.m. • Sat., 9 a.m.–5 p.m. • Sun., 2 p.m.–12 a.m.

The HUB

- THE HUB is the 24/7 service center for campus.
- It is located in the Beeson University Center.
- You can find information on the campus and local places around campus.
- Phone: (205) 726-2407

205-726-2742

205-726-4050

Post Office



The Post Office is located on the 1st floor of the University Center, next to the Food Court.

All undergraduate students are assigned a campus post office box. Students may find their box numbers and combinations on the Samford Portal under "personal information". Graduate and evening degree students are not assigned boxes.

Mail should be addressed in the following format:

Student's Name
P.O. Box 29XXXX
Birmingham, AL 35229

Post Office hours are 10 a.m.–4 p.m., Monday–Friday.

Students who are not enrolled at the university during Jan Term or Summer Terms, or are in London, must leave forwarding addresses in the Post Office before leaving.

E-mail



All students will receive a Samford email address. **You need to check your email daily!** If you forward your email to another email account, Samford is not responsible of the delivery of the email.

Vehicle Registration



You must get a decal and register your car.

*Please contact Ashley Gassner for information about obtaining a US driver's license. 726-4334 or jawells@samford.edu

Driving Rules at Samford University:

- Obey all traffic rules at all times.
- You must have a valid operator's license
- The speed limit on campus is 25 mph
- No passing other vehicles on campus.
- Always stop for people walking across the road
- Parking decal must be showing on car.
- No parking on grass or sidewalks
- You must park in your specified area
- All vehicle accidents on campus must be reported to Public Safety and Emergency Management.

Behavioral Expectations

There are behavior expectations of Samford students. The expectations are based on values that mostly come from the Christian faith.

Behaviors that do not meet these expectations:

Academic Integrity and Academic Dishonesty

Academic dishonesty is when a student lies or cheats on work for a class. A person who helps another person be dishonest is also guilty.

Examples:

- copying another person's work
- allowing your work to be copied by another person
- turning in another person's work and claiming it is your work
- plagiarism = the practice of taking someone else's work or ideas and passing them off as your own

If found guilty:

- 1st offense – student receives a warning from ELLI instructor
- 2nd offense – student will receive an ethics violation on their permanent record

Drugs and Alcohol Policy

- Drugs and alcohol are not allowed on campus.
- Drugs and alcohol are not allowed at any Samford University activity.
- The use of drugs or alcohol on campus will result in punishment or expulsion from Samford University.

Student Rights

If a student is given a value violation, the student goes through the following process.

Notice: To be informed in writing of the specific value violation and inappropriate behavior in which the student is suspected of involvement.

Procedures: To be informed orally or in writing of the process.

Hearing: To have an opportunity to be heard in person before a decision is made.

Evidence: To know what type of the evidence and to be able to question witnesses

Witnesses: To find and bring in witnesses to speak on the side of the student

Adviser: To have a Samford University faculty, staff, or student go to the hearing as a friend, adviser or counselor.

Written decision: To have a written response reporting the results of the hearing.

Appeal: To appeal a decision of the Values Advocate or Values Council, except when admitting committing a violation and a minimum sanction is given.

ELLI Attendance Policy and Classroom Expectations

Absences and Tardiness:

Each student is allowed 4 unexcused absences in each class per semester.

- If a student misses more than 4 classes unexcused, the student can receive a failing grade for that class (FA -failure due to absences).
- An absence may be excused if the instructor receives a doctor's or nurse's excuse for classes missed.
- Each student is responsible for making up any work missed in class and for any missed homework.
- Students who are late for class will be counted as tardy.
- Tardiness in 3 class periods will be counted as 1 absence from class.
- If a student arrives *more than 15 minutes late* for class, he or she will be counted as absent.

Each student is responsible for keeping account of his or her own absences and tardies. Any student with a question about absences or tardies should see the class instructor.

Disruptive Behavior:

If a student is disrupting the class, he or she **will be asked to leave** the classroom. Dismissal from the classroom will be counted as an unexcused absence.

The following behaviors are considered disruptive and will result in classroom dismissal:

- Talking or texting on a cell phone
- Continuous cell phone ringing
- Playing on a cell phone, computer, Ipad or other electronic device
- Excessive talking to other students
- Sleeping
- Distracting other students in any way
- Disrespecting the instructor (arguing, not participating, talking when the teacher is instructing)

Classroom Expectations:

- Be on time to your classes
- Please do not talk while your professors or other students are speaking. This is considered rude in American classrooms.
- Computers are allowed in many American classrooms, for taking notes or for teacher-directed internet research. Please do not use cell phones, Facebook, and other applications not directly related to your classes during class time. Teachers may ask you to leave the classroom for these behaviors, and you will receive an absence for this class.
- Computers, cell phones and other electronic devices are not allowed during testing.

Academic Probation

Any student who receives a **75 or below** for a final semester grade will be placed on academic probation. The student will have one semester to bring up the grade. If the student receives another grade of 75 or below in the following semester, he or she will be dismissed from the program.

ELLI Bridge Progress Requirements

The following requirements are in place for advancing within the ELLI program.

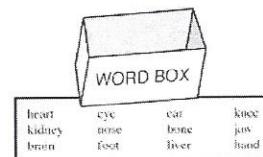
1. A student may progress to the next **ESL Bridge** level for that class with a score of 75 or above.
2. ESL Bridge students may enter Samford as **full-time undergraduate students** when certain requirements are met:
 - receive a score of Level 4 on all components of the WEBCAPE assessment (listening, reading, grammar)
 - has a recommendation from Bridge program teachers
 - completed all Level 4 classes
3. A student may possibly participate in a **dual enrollment** option. This means that a student will take 1-2 university classes while still taking needed ESL classes. This situation will occur when a student meets all of the following requirements:
 - completes at least one semester of Bridge classes with an 80% or above in all Level 3 classes
 - takes the WEBCAPE assessment for placement into ESL class (must continue taking the next recommended class for each skill, until a 4 is scored in that skill)
 - has a recommendation from the Bridge program teachers
 - receives advising from Samford advisor or department chair in designated major
 - takes a basic skills test for the undergraduate classes desired
 - enrolls in all Level 4 classes during dual enrollment

Checklist for Academic Success

- ✓ Keep a vocabulary card box or journal. Study and practice new vocabulary everyday.

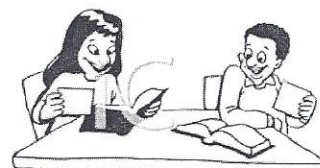


- ✓ Review notes and do homework as soon as possible after class.



- ✓ Prepare for each class by studying the assigned readings, completing the homework assignments before class, and reviewing your notes.

- ✓ Find a study partner.



- ✓ Sit near the front of the class so that you can see the board or screen and see and hear the teacher and other class presentations.

- ✓ Ask Questions



- ✓ Find native English speakers on campus to practice English with. This can really help you learn more quickly.

- ✓ Listen to the news (TV, internet, radio) in English several times per week because this also helps you learn more quickly.

**PBSO
NEWS
HOUR**

- ✓ Try to figure out new vocabulary and pronunciation without a dictionary first. Sometimes you can understand more than you think, if you'll listen to or read the words in the text or lecture. If you still don't know, then you can use your dictionary.

- ✓ Try to speak in **only English** when you are in your classes. Wait to translate or have something translated as a last step.

Plagiarism Contract

*Some information taken from The University of New South Wales, Sydney, Australia,
<http://www.lc.unsw.edu.au/plagiarism/pintro.html> and from the Vestavia Hills High School Honor Code.*

What is Plagiarism?

Plagiarism is taking the ideas or words of others and passing them off as your own. Plagiarism is a type of intellectual theft.

Common forms of plagiarism

- Downloading an assignment from an online source and submitting it as your own work.
- Buying, stealing or borrowing an assignment and submitting it as your own work.
- Copying a section of a book, article or website and submitting it as your own work.
- Copying, cutting and pasting text from an electronic source and submitting it as your own work.
- Taking exact sentences or paragraphs from someone else (essay, article, book, lecture, web page, newspaper) without quotation marks and without proper acknowledgement.
- Using the exact words of someone else, with proper acknowledgement, but without quotation marks.
- Putting someone else's ideas into your own words and not acknowledging the source of the ideas.
- Using your own ideas, but with heavy reliance on phrases and sentences from someone else without acknowledgement.
- Relying too much on other people's material; that is, repeated use of long quotations (even with quotation marks and with proper acknowledgement).
- Copying study aides such as Cliff's Notes, Sparknotes, and other sources.
- Buying papers from the Internet or using undocumented sources.

- Copying the answers on another student's quiz or test and/or allowing another student to copy your work.
- Telling or asking another person what is on a test prior to his or her taking it.
- Postponing taking or completing a test in order to improve your grade.

Plagiarism is a serious issue in academics. Since it is a form of cheating, it can result in a failing grade on an assignment, dismissal from a class, or even dismissal from the university.

I, _____, understand the serious issue of plagiarism and the different forms of plagiarism. I will not use someone else's work as my own.

Signature_____ Date_____