

# University of Miami Intensive English Program Student Handbook



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UNIVERSITY OF MIAMI  
INTENSIVE ENGLISH  
PROGRAM

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UNIVERSITY OF MIAMI  
INTENSIVE ENGLISH  
PROGRAM

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# INTENSIVE ENGLISH PROGRAM MISSION STATEMENT

*The mission of the University of Miami Intensive English Program is to prepare international students to enter a university in the U.S. by providing instruction in English language and academic study skills. The IEP also helps its international students adapt to university life and American culture. The program facilitates intercultural understanding, offers support and guidance related to non-academic issues, and builds ease and confidence in a new culture. The Intensive English Program serves the University of Miami by recruiting students and preparing them for academic study and by providing language support services to the university community.*



# Faculty



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# IEP Administration



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# The IEP Office: Who To See For Help

- Change in contact information
- Attendance
- Letters and mail
- Housing

**Brigitte Fargas**  
**[bx268@miami.edu](mailto:bx268@miami.edu)**

- Applying to the IEP
- Applying to UM
- Social Media

**Hamza Lamrani**  
**[hxl782@miami.edu](mailto:hxl782@miami.edu)**

- F-1 visa and I-20
- Tuition payments
- Health insurance
- Immunizations
- Driver's license
- Starting at UM

**IEP Office**  
**[iep@miami.edu](mailto:iep@miami.edu)**

- Classwork
- Homework
- Grades

**Your instructor or**  
**Cara Wenig Mori**  
**[cwenigmori@miami.edu](mailto:cwenigmori@miami.edu)**

- Trips and activities

**Caroline Coy**  
**[cxc614@miami.edu](mailto:cxc614@miami.edu)**



# Immigration Processing:

Leave time for possible delays at Immigration/Port of Entry.

## Required documents for F1 Students:

- Valid passport
- Original signed I-20 (for students with F-1 visas)
- Valid F-1 visa stamp in your passport, as applicable.

## Recommended documents:

- Official or student copy of transcripts or proof of current semester's courses. You can get your transcript from [canelink.miami.edu](http://canelink.miami.edu).
- Financial documents (bank letter or scholarship letter)

If you are selected for Secondary Inspection (sent to a private interview room for additional questioning):

- DO NOT panic.
- Be consistent, honest and calm when answering questions.
- The immigration officer may contact the school for any further verification.
- Follow the immigration officer's instructions.

## Change of address:

If you change your address, telephone number or e-mail address, you must notify the IEP office in Room 111 within 10 days. We will notify the Department of Homeland Security via SEVIS. If you do not inform us of your new address, you may be considered out of status with the Department of Homeland Security.

## Immigration:

Immigration regulations are important. Come to the IEP office if you have questions about immigration regulations for F-1 students. Don't depend on friends for immigration information; their situation may be very different from yours.

We can provide information regarding travel, religious centers, shopping, licenses and insurance, automobiles, campus clubs and more. Please feel free to stop by the IEP office in Allen Hall room 111 if you have questions or problems. You may have to make an appointment to discuss certain issues.

## RENEWING YOUR F-1 VISA:

The U.S. Department of State has ordered U.S. consulates to increase the screening of visa applicants and restrict the number of visa appointments held each day. Visa officers will conduct more intensive interviews to determine whether visa applicants are eligible for the immigration category they seek and will have more discretion to order additional security checks beyond the regular background checks that all visa applicants undergo. These new processes, and the limits on the number of visa interviews, are likely to cause longer waits for interview appointments, and longer waits for passports with visas to be returned after the interview. For detailed information on how to apply for an F or J visa and approximate wait times for visa interviews and visa application processing, please visit the [U.S. Department of State's website](#).



# TUITION PAYMENTS

Payment is due during the first week of class. Registration “holds” are placed on accounts with outstanding balances.

This means you will not be able to register for classes until you have paid and fulfilled all your responsibilities. Students with outstanding balances do not receive grades or certificates.

Students who have a sponsor or government scholarship must submit a financial guarantee valid for billing purposes at the beginning of each semester. Balances and charges can be viewed at [canelink.miami.edu](http://canelink.miami.edu). Questions? Visit the Office of Student Account Services at 158 Ashe Building.

# WITHDRAWAL & TUITION REFUND

Refunds are based on total tuition charges, not on total amount paid. Fees are non-refundable. Students may receive financial refunds based on the official date of withdrawal. For additional information, please visit the Student Accounts website:

<http://www6.miami.edu/account-services/>.

In order to be eligible for a refund you will need to come to the IEP Office and complete a UM Drop/Add Form as soon as you make your decision to withdraw from the Program. Refunds are based on the date you complete the form. Refunds are processed by the Office of Student Account Services, located in room 158 of the Ashe Building, and may take a few weeks to be processed.

Withdrawal from the Program may affect your F1 student status. If you have a student visa, it is absolutely necessary that you tell [Amanda](#) if you plan to withdraw from the program. Failure to notify the IEP office can jeopardize your lawful F-1 status in the United States. Come to Room 111 if you have any questions.



# TRANSCRIPTS AND LETTERS

## Renewing your visa?

You must get an official transcript to renew your student visa. If you need an official transcript for visa renewal or any other reason, you must request the transcript from the Office of the Registrar. You can order the transcript on [canelink.miami.edu](http://canelink.miami.edu).

## Require an enrollment letter or proof of address?

Please visit the IEP office and fill out a letter request form. We require two business days to prepare a letter for you. Please note that we cannot e-mail letters that include grades.

Letters documenting the amount you have paid or your expenses for the semester may only be requested through the Office of Student Account Services, located in room 158 of the Ashe Building.

# REGISTRATION FOR FUTURE SEMESTERS

## If you wish to continue in the IEP

You must complete your re-registration paperwork. There will be designated days for re-registration towards the end of each semester. Please look for signs and listen for announcements in class to find out when re-registration is. You must report back to the IEP on the date indicated on the forms.

## Any student who arrives late for a session must accept the following consequences:

- You will be marked absent for the days you missed.
- You must follow the make-up work policy of your teachers.
- You might not be able to make up missed work.
- You will not be considered for a section or level change.
- If you need to take a Selected Topics class, you might not receive the class of your choice.

# REGISTRATION HOLDS

A registration stop may be put on your account to prevent you from registering for more classes at UM.

## Common stops include:

### Immunizations:

If you did not submit documentation of all of the necessary immunizations, please visit the Health Services located at 5555 Ponce De Leon Blvd., as soon as possible to complete your immunizations and avoid the hold.

### Financial holds:

If you owe money to the University, a stop will be placed on your account until you pay your full amount due. See the Office of Student Account Services in room 158 of the Ashe Building for more information about resolving the stop.

You can check the status of your stops by visiting [canelink.miami.edu](http://canelink.miami.edu) and go to Student Center. The IEP cannot make any exceptions for a stop put on your account by another office.

# IEP Activities

The Intensive English Program provides a number of on campus and off campus activities throughout the semester. The activities are provided to help students learn about the University, Miami, each other and to have fun while practicing English outside the classroom!

## How can I learn about activities?

- Classroom announcements
- Facebook
- Instagram
- Weekly e-mail
- Activity calendar on the bulletin board

## What can I expect?

Every activity is unique! The students who join make the activity what it is; we hope that you will learn something, make friends and practice your English. enrolled IEP student on an activity.

## How can I participate?

- Complete the “Trip Release Form” during the registration and the re-registration process
- Sign up by the deadline

Since we are part of a larger University, we are governed by strict policies relating to risk and insurance. Therefore, we have a number of rules that must be followed, as well as behavioral guidelines.



# Frequently Asked Questions (FAQ): Activities

## What if I sign up for an activity and pay but I am unable to attend?

Once you sign up for an activity, we are counting on your attendance. Unfortunately, refunds are not possible. A friend may be able to go in your place, but would require approval from the Student Life Coordinator at least 1 days in advance.

## Can I go by myself or meet you at the event?

Part of the magic of the activities is going as a group and sharing the experience with your fellow students. Therefore, participating in the entire activity is highly encouraged.

## Can I leave an activity early?

Yes, students may take their own transportation to and from events. There are a few exceptions that will be communicated in advance of the activity.

**Be sure to arrive on time for activities and pay attention to chaperones so that everything stays on schedule and all students can enjoy the fun!**

# Length of Program and Level Placement

The IEP offers a total of 5 levels. Students complete one level per session. On the first day of the session, new students will take a placement test to determine their level. The placement test includes listening, reading, writing and an oral interview. Most students test into a single level. Depending on the results of your exam, it is possible that you place into two different levels. The levels must be consecutive, for example, level 3 Oral Communication and level 4 Reading and Writing. During the first week of class, teachers will assess abilities in all the skills. For new students only, if a high enough score is achieved in those assessments, it is possible to move up one level in some or all courses. A student's length of study in the IEP will depend upon which level he or she enters the program; however, a student that begins in Level 1 and progresses through the 5 levels without repeating a level will finish in 5 sessions, or in approximately a year and a half. Please see page 21 for information about repeating classes.

## Classroom Etiquette

- Always be on time for class.
- Be attentive in class.
- Participate in class discussions, ask questions and take notes.
- Be respectful.
- Private conversations, cell phones, laptops and other items not related to class are inappropriate.
- Be prepared for class.
- Read the assigned material.
- Do your homework.
- Cell phones and other electronic devices should be silenced and used only if needed for class activities with permission from your teacher.

## Academic Support

All of your teachers have office hours every week to address your questions or concerns. Check your class syllabus to see when your teacher is available. If you have questions or concerns about your courses that your teachers cannot help with you with, please see IEP Director Cara Wenig Mori.

## Make-Up Work Policy:

For work that can be made up, you have 1 week from the due date of an assignment to complete it. Students must check with each teacher to determine what work can be made up. It is important to be aware of instructor make-up work policies.

# IEP COURSE DESCRIPTION

## LEVEL 1: BRIEF COURSE DESCRIPTION

In Level 1, the focus is on the teaching of fundamental English skills. Students will be introduced to the basics skills of reading, writing, listening and speaking. Grammar points covered include present, future and present progressive verb tenses, introduction to parts of speech, articles, modals used in functional situations, question formation and prepositions.

<b>Oral Communication</b> <ul style="list-style-type: none"><li>• simple conversations</li><li>• basic listening skills</li><li>• pronunciation</li></ul>	<b>Written Communication</b> <ul style="list-style-type: none"><li>• complete sentences</li><li>• simple paragraphs</li></ul>
<b>Workshop</b> <ul style="list-style-type: none"><li>• reading and vocabulary practice</li></ul>	<b>Reading</b> <ul style="list-style-type: none"><li>• reading comprehension strategies</li><li>• vocabulary development</li></ul>

## LEVEL 2: BRIEF COURSE DESCRIPTION

In Level 2, the focus is on interpersonal communication skills in an informal setting. Students will develop their reading skills to improve comprehension while building their vocabulary. They will write paragraphs incorporating grammatical concepts taught in class. Grammar points covered review those of Level 1 as well as past and past progressive tenses, broader use of modals, adjectives and conjunctions.

<b>Oral Communication</b> <ul style="list-style-type: none"><li>• dialogs, role plays, controlled conversations, listening skills</li><li>• simple conversations, simple note-taking</li><li>• pronunciation</li></ul>	<b>Reading</b> <ul style="list-style-type: none"><li>• reading comprehension skills</li><li>• reading strategies</li><li>• vocabulary development</li><li>• dictionary skills</li></ul>
<b>Workshop</b> <ul style="list-style-type: none"><li>• reading and vocabulary practice</li></ul>	<b>Written Communication</b> <ul style="list-style-type: none"><li>• well-developed paragraphs</li><li>• connecting ideas</li></ul>



# IEP COURSE DESCRIPTION

## LEVEL 3: BRIEF COURSE DESCRIPTION

In Level 3, the focus is on interpersonal communication and academic skills. Students will read more complex selections and write simple essays. They will be introduced to connection between reading and writing. Students will practice taking part in more in-depth, yet controlled, conversations. Grammatical structures taught include future progressive, present perfect progressive tenses, prepositions, and comparatives.

<b>Oral Communication</b> <ul style="list-style-type: none"><li>• role-plays, dialogs</li><li>• informal presentations</li><li>• pronunciation</li><li>• listening skills</li><li>• note-taking</li></ul>	<b>Written Communication</b> <ul style="list-style-type: none"><li>• essay format, revision and editing</li><li>• vocabulary skills</li><li>• developing ideas</li></ul>
<b>Workshop</b> <ul style="list-style-type: none"><li>• reading and vocabulary practice</li></ul>	<b>Reading</b> <ul style="list-style-type: none"><li>• reading comprehension skills</li><li>• vocabulary skills</li><li>• summarizing readings</li></ul>

## LEVEL 4: BRIEF COURSE DESCRIPTION

In Level 4, the focus is to improve communication skills in general as well as to prepare students for academic classes. Reading and writing classes are now integrated. Students will be exposed to a variety of authentic reading and listening materials. Students will be better prepared to participate in a variety of conversations and other speaking/listening tasks. Grammatical structures taught include a review of those covered in Level 3 as well as gerunds and infinitives, clauses (adjectives, adverb and noun), articles, prepositions and subordinating conjunctions.

<b>Oral Communication</b> <ul style="list-style-type: none"><li>• increased self-sufficiency and self confidence in conversations in realistic contexts</li><li>• informal presentations and introduction of formal academic presentations</li><li>• pronunciation</li><li>• listening skills with authentic materials</li><li>• note-taking</li></ul>	<b>Reading/Writing</b> <ul style="list-style-type: none"><li>• well-developed and unified essays</li><li>• emphasis on revision and editing</li><li>• summarizing of reading strategies to various purposes</li><li>• reading skills</li><li>• vocabulary skills</li></ul>
<b>Selected Topics</b> <ul style="list-style-type: none"><li>• mini courses on a variety of topics</li></ul>	

# IEP COURSE DESCRIPTION

## LEVEL 5: BRIEF COURSE DESCRIPTION

In Level 5, the focus of the course is academic and students will refine their speaking/listening skills and their reading/writing skills to enable them to communicate at a complex and in-depth level in the university setting. The overall goal is to prepare students to handle a regular academic course load. Grammatical structures include a review of material previously covered as well as past and future perfect and modal perfects.

<b>Oral Communication</b> <ul style="list-style-type: none"><li>• conversation with ease and fluency</li><li>• formal academic presentation skills</li><li>• pronunciation work on individualized problem areas</li><li>• understanding and use of grammatical forms in both formal and informal settings</li><li>• listening skills with complex, authentic materials</li><li>• note-taking from a variety of authentic sources</li></ul>	<b>Reading/Writing</b> <ul style="list-style-type: none"><li>• emphasis on coherent, unified essays with grammatical complexity</li><li>• ease with the process of writing from initial brainstorming to a final, polished product</li><li>• summarizing, paraphrasing and synthesizing information from readings into written work</li><li>• research paper</li><li>• application of reading strategies to various reading purposes</li><li>• critical reading skills</li></ul>
<b>Selected Topics</b> <ul style="list-style-type: none"><li>• mini-courses on a variety of topics</li></ul>	

## ATTENDANCE POLICY

Class attendance is required by both the Intensive English Program of the University of Miami and the Department of Homeland Security. Attendance is counted starting on the first day of class. You are **expected to attend every class**. Attendance will be taken daily.

**You must e-mail your instructors when you are absent, regardless of the reason.** In case of an emergency, you should contact the Associate Director as soon as possible.

You must attend a **minimum of 85%** of all classes, including Workshop and Selected Topics classes. You may **not miss more than 15%** of all classes.

## PUNCTUALITY

You must come to class on time. "On time" means that you are seated and ready to start class at the time that the instructor begins to teach. Therefore, you should plan to arrive at least 5 minutes early in order to get settled and ready to start.

***Each time you come to class more than 10 minutes late, you will be marked with .5 absence of an absence. Therefore, coming to class more than 10 minutes late two times will count as one absence from class.***

## RELIGIOUS HOLY DAY POLICY

The Intensive English Program is happy to accommodate those students who wish to observe religious holy days. Students who plan to observe religious holy days **must inform their instructors of the dates they will be absent within the first two weeks of the session start date**. Please note that any class missed due to religious holy day observances are counted as an absence.

## REPERCUSSIONS OF EXCESSIVE ABSENCES

Please note that missing classes may put you in danger of not passing a class. It is important to be aware of **instructor make-up work policies** to understand how missing class affects the class grade.

If you are consistently and repeatedly absent during the course of a session, we will try to contact you. If you do not respond and return to class, you may be withdrawn from classes. For students in F-1 student status, being withdrawn from class because of excessive absences will result in a SEVIS termination and loss of your F-1 student status in the United States.

Remember that everyone at IEP is here to help you. Speak to your instructor, Cara Wenig Mori, Michelle Alvarez or Amanda Yousuf-Little if you have a personal or academic problem so we can try to resolve the situation before it affects your class performance or F-1 student status.

## GRADES

The grading system is as follows:

Letter Grade	Numerical Percentage
A+	98-100%
A = Excellent	92-97%
A-	90-91%
B+	88-89%
B = Very Good	82-87%
B-	80-81%
C+	78-79%
C = Average	72-77%
C-	70-71%
F = Failing	0-69%
I = Incomplete	No grade

Teachers determine grades for each grading period based on class work, quizzes and tests. Final grade determination is calculated as follows:

**Full Sessions:**

- First Grading Period 30%
- Second Grading Period 35%
- Exit Exam 35%

**Mid Sessions:**

- Class Grade 65%
- Exit Exam 35%

*Early exit exams are not given.*

## CERTIFICATES

Certificates of completion are issued at the end of each semester listing the course(s) a student has passed. In order to receive a certificate the student must **earn a grade of C- (70%) or better** in one or more of his/her classes. Certificates are not awarded to those students with outstanding financial obligations to the University. In order to receive Honors you must receive a grade of "A" (90%+) in all classes, including Selected Topic classes.

## TRANSCRIPTS

All IEP grades appear on a student's official University of Miami undergraduate transcript. To order a transcript, please visit [canelink.miami.edu](http://canelink.miami.edu).



## FAILING CLASSES AND THE ACADEMIC PROBATION POLICY

The Intensive English Program has 12-week and 6-week academic probation. Students who initially earn a final grade below a 70% (C-) in one or more classes must repeat the class(es) the following semester. The student will meet with an IEP Director to discuss academic progress and sign an academic probation agreement. If a student again earns a failing grade of less than 70% in a class they previously failed and are repeating, the student will not be permitted to re-enroll at the Intensive English Program.

Students who return to the IEP on academic probation and who also failed to meet the attendance requirement of 85% in the previous semester will be closely monitored by an IEP Director. Any student who earns a grade below a 70% (C-) in a class they failed the previous semester will be dismissed from the IEP at midterm, after 6 weeks of class.

Conditionally admitted students who are dismissed from the IEP will need to reapply to the University of Miami once they have completed their English requirement elsewhere and completed 30 college-level credits.

## FINAL GRADE APPEAL PROCEDURE

If a student feels that a final grade does not accurately reflect his/her achieved competency, the steps outlined below must be followed. Please note that the student must **speak with the instructor no later than three days** after the date of the certificate ceremony and submit the **Grade Appeal Form no later than one week after the date of the certificate ceremony**. A student may not start his/her classes the following semester until the appeal is reviewed and resolved.

1. Discuss the grade with the instructor no later than three days after the date of the previous semester's certificate ceremony. In most cases, the discussion between the student and the instructor is enough and there will be no need to discuss it further.
2. If, after talking with the instructor, the student is still not satisfied, he/she should fill out the Final Grade Appeal Form.
3. Submit the Final Grade Appeal Form to the Director of Curriculum & Faculty no later than one week after the date of the previous semester's certificate ceremony.
4. The Grades Appeal Committee will review the request. The student will be contacted by email if more information is necessary.
5. Once a decision has been made, the student will be contacted to come meet with the Director of Curriculum & Faculty and the Executive Director.

## PERMISSION TO REPEAT A CLASS

On occasion, a student may pass their classes but wish to repeat a level. If you wish to repeat a level, you must make a request to IEP Director Cara Wenig Mori prior to re-registering for the next semester. Cara will consult with your current teachers to determine what additional practice you may need in that level. Your request to repeat a level may be denied if your overall attendance in the current semester is less than the required 85%.

When repeating a class, you are required to:

- Attend a minimum of 85% of classes.
- Arrive on time to class.
- Participate in all classes.
- Complete the work that is assigned. Please note that you may not resubmit work done during the prior semester.

# IEP PROFICIENCY SCALE LEVELS 1-3

## University of Miami Intensive English Program Grading and Proficiency Scale

The following grading scale is used in the Intensive English Program:

A+ 98 – 100% (Excellent)	B 82 – 87% (Very good)	C- 70 – 71% (Satisfactory)
A 92 – 97% (Excellent)	B- 80 – 81% (Very good)	F 0 – 69% (Failing)
A- 90 – 91% (Excellent)	C+ 78 – 79% (Satisfactory)	
B+ 88 – 89% (Very good)	C 72 – 77% (Satisfactory)	

### Important

In order to pass a class and advance to the next level, students must meet the listed learner outcomes at a 70% proficiency.

By the end of each level of proficiency, students can...

Name of Class	Level 1	Level 2	Level 3
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Read paragraphs or short passages (from 1 paragraph – 2 pages in length) and identify the main ideas, answer detail questions, and direct inferences when given a multiple choice prompt.</li> <li>• Recognize simple restatements.</li> </ul>	<ul style="list-style-type: none"> <li>• Read ESL adapted paragraphs or short passages (up to 3 pages in length).</li> <li>• Recognize or produce main ideas.</li> <li>• Answer questions about details or direct inferences.</li> <li>• Restate simple sentences.</li> </ul>	<ul style="list-style-type: none"> <li>• Read paragraphs and short passages.</li> <li>• Paraphrase/restate main ideas, detail, and inference answers in a passage.</li> <li>• Summarize a paragraph and restate simple sentences.</li> </ul>
<b>Written Communication</b>	<ul style="list-style-type: none"> <li>• Plan and write a simple paragraph in response to a direct prompt in an hour.</li> <li>• Produce course level grammar.*</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and write a complete narration, process, and reasons paragraph.</li> <li>• Plan and write a complete paragraph in response to a direct prompt in 1-1 ½ hours.</li> <li>• Produce course level grammar.*</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and write a characteristics, compare/contrast, and advantages /disadvantages essay in 1 ½ hours.</li> <li>• Summarize a paragraph or short reading and restate simple sentences.</li> <li>• Produce course level grammar.*</li> </ul>
<b>Oral Communication</b>	<ul style="list-style-type: none"> <li>• Participate in simple non-academic conversations.</li> <li>• Produce simple sentences without excessive pauses or hesitations in the flow of speech.</li> <li>• Understand basic English conversations, and announcements at a slower than native speaker speed.</li> <li>• Produce course level grammar.*</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in question/answer sessions, and respond to prompts.</li> <li>• Produce informal presentations organized by description, process, and reason.</li> <li>• Comprehend simple conversations, announcements, and narrations at native speaker speed.</li> <li>• Take structured notes when listening to short simplified 3 minute sources.</li> <li>• Produce course level grammar.*</li> </ul>	<ul style="list-style-type: none"> <li>• Give informal characteristics, compare/contrast, and advantages/disadvantages presentations.</li> <li>• Produce an impromptu response to a prompt.</li> <li>• Take notes when listening to adapted sources, and answer open-ended questions based on the notes.</li> <li>• Produce course level grammar.*</li> </ul>

\* Specifics of course level grammar can be found in the course syllabi for each class.

# IEP PROFICIENCY SCALE LEVELS 4-5

## University of Miami Intensive English Program Grading and Proficiency Scale

### Important

In order to pass a class and advance to the next level, students must meet the listed learner outcomes at a 70% proficiency.

The following grading scale is used in the Intensive English Program:

A+ 98 – 100% (Excellent)	B 82 – 87% (Very good)	C- 70 – 71% (Satisfactory)
A 92 – 97% (Excellent)	B- 80 – 81% (Very good)	F 0 – 69% (Failing)
A- 90 – 91% (Excellent)	C+ 78 – 79% (Satisfactory)	
B+ 88 – 89% (Very good)	C 72 – 77% (Satisfactory)	

By the end of each level of proficiency, students can...

<u>Name of Class</u>	<u>Level 4</u>	<u>Level 5</u>
<b>Reading / Writing</b>	<ul style="list-style-type: none"> <li>•Plan, write, and revise well-developed (5 paragraph) and unified problem/solution and cause/effect essay patterns.</li> <li>•Respond directly to a prompt in writing within 2 hours.</li> <li>•Summarize and paraphrase from short readings, paragraphs and longer reading passages.</li> <li>•Produce course level grammar.*</li> </ul>	<ul style="list-style-type: none"> <li>•Plan, write, revise, and edit a well-developed and unified multi-paragraph essay and research paper.</li> <li>•Develop ideas in writing using argument style</li> <li>•Paraphrase, summarize, quote and cite from readings including the ability to synthesize information from several sources.</li> <li>•Read and comprehend academic readings, news articles, and readings from magazines and journals.</li> <li>•Read a book (fiction/nonfiction) or various short stories independently.</li> <li>•Produce course level grammar.*</li> </ul>
<b>Oral Communication</b>	<ul style="list-style-type: none"> <li>•Participate and lead group discussions.</li> <li>•Give formal presentations in problem/solution and cause/effect format.</li> <li>•Produce an appropriate and developed response to a prompt on a prepared and impromptu basis.</li> <li>•Understand and interpret simplified sources and some authentic listening materials on academic topics.</li> <li>•Produce course level grammar.*</li> </ul>	<ul style="list-style-type: none"> <li>•Participate and lead group discussions.</li> <li>•Give formal academic oral presentations using the argumentative style.</li> <li>•Respond fluently, accurately, and appropriately to a prompt on an impromptu basis.</li> <li>•Understand and interpret complex, authentic listening passages.</li> <li>•Produce course level grammar.*</li> </ul>

\*Specifics of course level grammar can be found in the course syllabi for each class.

## TOEFL AND OTHER EXAMS

The Institutional TOEFL, also known as the PBT, will be given one time only during the fall and spring semesters. No official score report will be given, and scores may only be used at the University of Miami. This is generally the only exam which students with undergraduate conditional admission may take to fulfill their English requirement. Students with conditional admission to the University of Miami will be permitted to register for the exam first, and others will be permitted to register as space allows.

Students who must take the International TOEFL (iBT), either for graduate admission at UM, or for other purposes, may register for the exam online at [www.toefl.org](http://www.toefl.org). The exam is typically given a few times each month at various testing locations in South Florida. Students who take the iBT must request that official score reports be sent from ETS to the colleges or universities of their choice. The University of Miami TOEFL code number is **5815**.

For questions about **undergraduate TOEFL requirements** at UM, please visit the [Office of Admission](#). Undergraduate applicants should note the following:

- TOEFL deadline for consideration for the fall semester: January 1
- TOEFL deadline for consideration for the spring semester: October 1
- IEP students are expected to pass their current IEP classes regardless of their TOEFL score. The University of Miami may rescind final admission from any student who does not pass his/her current IEP classes.

For questions about **graduate TOEFL requirements** at UM, please contact the appropriate [graduate program](#).

The IELTS is also given locally. Please visit [www.ielts.org](http://www.ielts.org) for more information.

### UM UNDERGRADUATE ENGLISH REQUIREMENTS

TOEFL	FULL-TIME ACADEMIC	FULL-TIME IEP	CONCURRENT ENROLLMENT (IEP + 6 Academic Credits)*
<b>TOEFL iBT</b>	80	Below 61	61 and at least one of the following: 21 in Listening OR 21 in Reading AND 18 in Writing*
<b>TOEFL Paper-based</b>	550	Below 500	500 and at least one of the following: 55 in Listening OR 55 in Reading AND 55 in Writing*
<b>IELTS</b>	6.5	Below 6.0	6.0 and at least one of the following: 6.5 in Listening OR 6.5 in Reading AND 6.5 in Writing*

\*Must have passing sub scores in both Reading and Writing for concurrent enrollment. Please note that these requirements are **subject to change**. If you have any questions about updates to these requirements, please contact the Office of Admission at [admission@miami.edu](mailto:admission@miami.edu).



# CAMPUS LIFE

## THE WHITTEN UNIVERSITY CENTER (UC)

THE UC IS OPEN FROM 8:00 A.M. UNTIL 11:00 P.M. MOST DAYS. YOU MAY WATCH TELEVISION IN THE LOUNGE OR SWIM IN THE SWIMMING POOL. TICKETMASTER, A CONVENIENCE STORE AND THE FOOD COURT ARE ALL ALSO LOCATED IN THE UC.

## SOME OF THE PLACES YOU WILL USE YOUR CANE CARD:

### THE LIBRARY

UNIVERSITY CONCERTS,  
LECTURES AND MOVIES  
ON-CAMPUS CHECK CASHING

### UNIVERSITY

CENTER FACILITIES  
SWIMMING POOL, TENNIS  
COURTS AND OTHER  
ATHLETIC FACILITIES  
WELLNESS CENTER

ATHLETIC EVENTS  
(THERE ARE SOMETIMES  
EXTRA CHARGES)

### TO PICK UP

GRADES OR OTHER  
CONFIDENTIAL INFORMATION

## PATTI AND ALLAN HERBERT WELLNESS CENTER

MULTI-PURPOSE  
GYMNASIUM  
RACQUETBALL

EXERCISE  
CLASSES

PRO SHOP  
INDOOR POOL  
WALKING/JOGGING

### TRACK

CLASSROOMS  
LOCKER ROOMS  
OUTDOOR COURTS

Your University of Miami identification card (Cane Card) is very important. You should carry it with you at all times. If you lose your Cane Card, the cost of replacement is \$20.00. Replacements are obtained from the McKnight Building. Be prepared to present a photo identification, such as a passport or driver's license.

## **ATM:**

LOCATED OUTSIDE THE BREEZEWAY AT THE ENTRANCE TO THE UC ARE AUTOMATIC TELLER MACHINES (ATM). THIS WILL ENABLE YOU TO WITHDRAW FUNDS FROM YOUR ACCOUNT 24 HOURS A DAY WITH YOUR BANK CARD OR CREDIT CARD.

## **UNIVERSITY BOOKSTORE:**

YOU CAN PURCHASE BOOKS, SCHOOL SUPPLIES, GREETING CARDS, UM CLOTHING AND MORE. TEXTBOOKS ARE LOCATED ON THE SECOND FLOOR. YOU WILL FIND A SPECIAL SECTION FOR IEP STUDENTS. ASK SOMEONE FOR HELP IF YOU CAN'T FIND YOUR BOOKS. THE CAMPUS POST OFFICE KIOSK IS LOCATED IN THE BOOKSTORE.

# **CAMPUS LIFE**

## **SHALALA CENTER:**

24-HOUR STUDY SPACE, STUDENT ORGANIZATION OFFICES AND LOUNGE SPACES AND MEETING ROOMS. ALSO HOUSED IN THE CENTER ARE THE OFFICES FOR STUDENT ACTIVITIES AND STUDENT ORGANIZATIONS, THE BUTLER CENTER FOR VOLUNTEER SERVICE AND LEADERSHIP DEVELOPMENT, ORIENTATION AND COMMUTER STUDENT INVOLVEMENT, AND RESERVATIONS FOR THE STUDENT CENTER COMPLEX. THE CENTER IS ALSO THE SITE OF A STARBUCKS, THE RATHSKELLER RESTAURANT AND OTHER CAMPUS EATERIES.

## **COISO:**

OFFICE IS ALSO LOCATED IN THE STUDENT ACTIVITIES CENTER. STOP BY THEIR OFFICE IF YOU WANT TO GET INVOLVED IN ANY OF THEIR ACTIVITIES OR THE OTHER INTERNATIONAL STUDENT ORGANIZATIONS.

## APPLYING FOR ADMISSION TO UM

For undergraduate admission (admission to a bachelor's program) at the University of Miami, you can apply online via the Common Application at [www.miami.edu/apply](http://www.miami.edu/apply). The Office of Admission is available to assist with any questions you may have about undergraduate admission. Their office is located on 1306 Stanford Drive, right on Stanford Circle, next to the UC. You can also call (305) 284-4323 or write to [admission@miami.edu](mailto:admission@miami.edu).

For graduate admission (admission to a Master's or Ph.D. program) at the University of Miami, you must contact the program that interests you directly. At the graduate level, each program makes their own admission decisions. For help in locating a graduate program, please visit the Associate Director.

## CONCERNS, QUESTIONS OR COMPLAINTS

Although we do our best to make your stay with us at the IEP as pleasant and memorable as possible, occasionally an incident or problem may occur with a member of the faculty or staff or with another student. An informal solution to the problem is to talk to the other person; it may simply be a misunderstanding. In most cases this will resolve the problem.

If you feel too shy or afraid to speak to the other person, you may come to the IEP office and we will try to help you. If you would like to document the situation, you can ask to complete a **Complaint/Incident Report**. We will give you a copy of the report and a copy to the appropriate person to assist you and hopefully resolve the problem to your satisfaction. This written report will be retained in your IEP student file.

## HONOR CODE

All University of Miami students are required to uphold the Honor Code, which provides standards that encourage ethical academic behavior and imposes penalties for violations of such standards. Violations include all forms of scholastic dishonesty, whether related to a written or oral examination, a thesis, term paper, mode of creative expression, computer based work, or other academic undertaking. Scholastic dishonesty includes cheating, plagiarism, collusion, the falsification or misrepresentation of data, as well as attempting or agreeing to commit, or assisting in or facilitating the commission of any of these violations.

# The University of Miami Smoke-Free Policy

The University of Miami is a smoke-free campus. Smoking is prohibited on the Coral Gables Campus, including the use of E-products. The University is committed to promoting a healthy environment for the well being and safety of staff, students, faculty, visitors and all individuals who have a presence on campus.



**First penalty for smoking include:**

- ◆ **A fine of \$250.00**
- ◆ **A reflection paper on *The Hazards of Smoking***
- ◆ **A Disciplinary warning of 1 semester.**

***Please be respectful of our campus and our community. Join us being smoke free!***

UNIVERSITY OF MIAMI  
DIVISION of CONTINUING  
& INTERNATIONAL  
EDUCATION





## STUDENT HEALTH SERVICE

The Student Health Service is an outpatient medical center located in the Lennar at 5555 Ponce de Leon Blvd, Coral Gables, FL 33146. Through its staff of qualified physicians and nurse practitioners, the Student Health Services diagnoses and treats minor injuries and new or ongoing illnesses. Services include primary care, select specialty services including allergy injections, women's health, orthopedics, x-ray, pharmacy, advice on health-related issues and referral to medical specialists when necessary. Many specialists are also located in the Lennar Center. All medical records are confidential and will not be released without patient's permission or court order. Online Appointments are available online at [mystudenthealth.miami.edu](http://mystudenthealth.miami.edu).

**Phone: (305) 284-9100**

Pharmacy: (305) 351-0606

United HealthCare Insurance: (800) 436-7709

Website: [www.miami.edu/student-health](http://www.miami.edu/student-health)

After Hours: (305) 284-9100

E-mail: [studenthealth@miami.edu](mailto:studenthealth@miami.edu)

## HEALTH INSURANCE

Healthcare in the United States is very expensive. Treatment for even very simple injuries or illnesses can cost thousands of dollars in a hospital emergency room. The University of Miami therefore requires that all students have comprehensive medical insurance. A health insurance fee is included in your mandatory tuition and fees which you will pay during the first week of class. To keep your healthcare costs to a minimum, we recommend that you use the University's on-campus Student Health Services, located at 5555 Ponce de Leon Blvd.

All students are required to enroll in the University-sponsored health insurance program. The student health insurance fee charged each session covers medical, surgical, and hospital insurance for major illnesses, accidents, surgery, psychiatric emergencies, and for off-campus emergency room care. It does not include dental insurance. Additional information on the policy benefits, exclusions and limitations is available at [www.miami.edu/student-health](http://www.miami.edu/student-health). Please carefully read the insurance brochure and direct any inquiries to [studenthealth@miami.edu](mailto:studenthealth@miami.edu) or (305)284-9100.

Your student insurance is accepted at most hospitals and provides coverage worldwide if you become seriously ill, or accidentally injured. **Care should be coordinated through the Student Health Services whenever possible (305-284-9100). Health insurance coverage is best at UM facilities, so if you need to go to the hospital, we recommend UM Hospital**, located at 1400 NW 12th Avenue, Miami, (305) 325-5511. Please see [uhealthsystem.com](http://uhealthsystem.com) for more information. Referrals should be obtained through the Student Health Service. There is a deductible for hospital and private physicians. Dental care is not included. Insurance coverage is only for that period of time you are enrolled in the Intensive English Program. Once you have completed your IEP studies, your health insurance will terminate. Students who have insurance through their government sponsor must apply to waive their health insurance directly with the Student Health Service each semester of enrollment.

## IMMUNIZATION COMPLIANCE

All students are required to provide proof of immunization against measles and rubella prior to registration. Most international students must also provide proof of PPD (TB) testing. Students who do not comply with this requirement may not be able to attend class. Inquiries can be directed to the Health Center at (305) 284-9100 or at [studenthealth@miami.edu](mailto:studenthealth@miami.edu).

## THE COUNSELING CENTER

Also located on the UM Coral Gables campus is the Counseling Center. The Counseling Center strives to enhance the opportunities of students to succeed in achieving their academic goals through providing high quality personal, career, and academic counseling and educational programs. They offer a variety of free and confidential services to students including short-term psychotherapy, individual and group, career and educational counseling. The Center also provides assessment services to assist students in their educational and career decisions. Their staff consists of experienced professionals from the fields of psychology, psychiatry, and social work. The Counseling Center is located across from Pavia garage at 5513 Merrick Drive Coral Gables, FL 33146. You can call the Counseling Center at (305) 284-5511 to make an appointment. Afterhours emergency services are also available. For more information about the Counseling Center, please visit [www.miami.edu/counseling-center/](http://www.miami.edu/counseling-center/).

## THE OFFICE OF DISABILITY SERVICES

Disability Services at the Academic Resource Center provides academic services and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. Documentation is reviewed and accommodations are assigned by Disability Services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA") of 1990. You may contact them at [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu) or (305) 284-2374.

## RELIGIOUS CENTERS & ORGANIZATIONS ON CAMPUS

There are a number of religious organizations at the University of Miami. These facilities are open to all students. Information may be obtained directly from each of the religious centers.

<i>Baptist Student Union</i>	<i>305-667-1066</i>
<i>Christian Science Organization</i>	<i>305-668-0703</i>
<i>Episcopal/Anglican Church Center</i>	<i>305-661-4859</i>
<i>Hillel Jewish Student Center</i>	<i>305-665-6948</i>
<i>Intervarsity Christian Fellowship</i>	<i>305-279-5114</i>
<i>Muslim Students Organization</i>	<i>305-284-5565</i>
<i>St. Augustine Church &amp; Catholic Student Center</i>	<i>305-661-1648</i>
<i>United Methodist Campus Ministry</i>	<i>305-661-1695</i>

# PERSONAL SAFETY

Miami is a large metropolitan city and, like all large cities, has its share of crime. The University of Miami is a safe place, but it is not immune to theft, vandalism, or other crimes, so take adequate precautions. On campus, we have the [University Police Department](#) on duty 24 hours a day. **Their phone number is 305-284-6666.**

**Do not carry large sums of money around with you.** Open a checking account at a bank where you will be able to withdraw funds from an automatic teller machine (ATM).

**Students are advised not to leave purses, books, cell phones, tablets, laptops or other valuable items unattended** in classrooms or in other areas where they may be stolen. Keep your passport in a safe place. It is recommended that you only carry *photocopies* or photos of your immigration documents.

## ESCORT SERVICE

No one should walk alone on campus **late at night**. Ask a classmate or friend to walk with you, or call **Public Safety at 305-284-6666** and ask for Escort Service. You can also call for an escort from one of the **blue light emergency phones** on campus. Pick up the phone and you are automatically connected with the Office of Public Safety.

## CAR, BIKE, OR PERSONAL PROPERTY PROBLEMS

If you have car problems, you can go to the Public Safety office or call from one of the Emergency Telephones. They can help you in the following situations: you lock your keys in your car; your car battery needs a charge; your car is missing (remember if you parked illegally it may have been towed); your bike is missing; you suspect something of yours has been stolen on campus; and much more! You can call **Public Safety at 305-284-6666**.

## EMERGENCY CARE

For illnesses or injuries requiring immediate attention, students are urged to go to an Emergency Room. If possible, students should visit the UM Hospital, located at 1400 NW 12th Avenue, Miami, (305) 325-5511. The closest Emergency Room is at Doctor's Hospital, located across from Allen Hall at 5000 University Drive, Coral Gables, (305) 666-2111. If it's not a true emergency, care should be coordinated through the Student Health Service.

## PERSONAL PROPERTY

The University cannot be responsible for the loss of personal property. Do not leave book bags, backpacks, purses, books, cell phones, or other valuables in empty classrooms or the Allen Hall courtyard while in class or at lunch. Many bicycles have been stolen on the UM campus. You can register your bicycle and get a free U lock at UM Public Safety, located in the Ponce de Leon Parking Garage.

# Emergency Numbers

For a serious medical emergency or if your life is in danger, you can call (305)-284-6666 on campus or 911 for assistance off campus. The UM Emergency Hotline at 1-800-227-0354 can provide information on hurricanes or other campus emergencies. You were given an emergency contact card during registration. You may use the phone numbers on the card to call IEP personnel for guidance in case of an emergency. If you have a serious emergency, you may also contact your country's embassy or consulate.

## Hurricane Preparedness

Hurricane season in Miami is from June to November each year. Hurricanes can be very dangerous. If a hurricane is coming, you must get supplies and prepare in advance.

### To prepare for a storm:

- Fill your car with gas; gas may not be available after the storm.
- Get cash; ATMs and credit cards may not work after the storm.
  - Buy flashlights, batteries, candles, battery-powered TV or radio; the electricity may not work after the storm.
- Charge your cell phone, tablets, and laptops and any other devices you may have. Consider buying an adaptor that will allow the phone to charge from a car. Buy ice in case the refrigerator doesn't work after the storm.
- Buy food that does not require refrigeration.

### During a storm:

Stay away from unprotected windows, which can break in heavy winds. Stay inside. Do not go outside.  
Listen to the news for current information about the storm.

### After the storm:

Call the UM Hurricane Hotline number 1-800-227-0354 or visit [www.miami.edu/preare](http://www.miami.edu/preare) for information about classes. Listen to the news for other important information.



# SERVICES AROUND MIAMI

## Banks

The following popular banks are located near the University campus:

Citibank - 1190 South Dixie Highway - Telephone: (305) 669-5550

Bank of America - 1500 South Dixie Highway - Telephone: (305) 669-6694

Chase - 4000 Ponce De Leon Blvd. - Telephone: (305) 443-3969

Open an account at a local bank to reduce the need to carry around large sums of cash with you. If you are opening an account with a check from another country, ask how long before you can write checks on your account. Some other questions to ask are: hours of operation; monthly service charge; price of checks; availability of automatic teller machines (ATM) near campus and your home; minimum balance required.

## Phones

The following cell phone companies are popular in South Florida and are sold close to campus:

AT&T - [www.wireless.att.com](http://www.wireless.att.com) 215 Miracle Mile—Telephone: (305) 445-5355

Sprint - [www.sprint.com](http://www.sprint.com) 8821 South Dixie Highway – Telephone: (305) 445-2177

T Mobile - [www.t-mobile.com](http://www.t-mobile.com) Dadeland Mall, 7537 SW 88th Street—Telephone: (305) 668-0050

Verizon - [www.verizonwireless.com](http://www.verizonwireless.com) 2201 Ponce de Leon Blvd.—Telephone: (305) 446-1946

## Transportation

Public transportation in Miami is not as easily available as in some other cities. You can catch the Metrorail at the University station. The Metrorail runs from the Dadeland Mall area to Hialeah. The Metrorail also connects to Miami International Airport and to the TriRail which goes north to Broward and Palm Beach counties. Buses connect with Metrorail and many outlying areas of Dade County. Please see <http://www.co.miami-dade.fl.us/transit/> for more schedules, maps, prices and other information.

Monthly discount student Metrorail passes are available on the first floor of the University Center during the first 10 days of each month. You must bring your Cane Card and you must pay in cash.

# SHOPPING

Miami is a shopper's paradise with everything from big malls and shopping centers to small boutiques. Here is some information about shopping close to campus for your basic needs:

## Publix

Publix is a large supermarket chain which sells many different food products, as well as cleaning supplies and some personal hygiene and pharmaceutical products.

1401 Monza Ave, Coral Gables, FL Phone: (305) 667-1691

## Whole Foods

Whole Foods is another large supermarket chain which sells many organic and high quality meat, seafood and prepared food products.

6701 Red Rd Coral Gables, FL 33143 Phone: (305) 421-9421

## Sunset Place

Sunset Place is a shopping mall located on the corner of South Dixie Highway and Red Road, across the street from the UM campus. It contains many stores, restaurants, a bowling alley and a large AMC movie theater.

5710 Sunset Place, South Miami, FL

Phone: (305) 663-0863

## Dadeland Mall

Though farther from campus, the Dadeland Mall is easily accessible from the University by traveling south on the MetroRail. It is located on SW 88th Street (Kendall Drive) between US-1 and the Palmetto Expressway. The Dadeland Mall has a wide variety of stores including several large department stores.

7535 Dadeland Mall, Miami, FL Phone: (305) 665-6226

**Prescription medications are available on campus at Walgreen's in the Student Health Center in the Lennar Building. This location offers the best benefits to students.**

Almost all stores and restaurants around Miami accept credit cards and many places also accept debit cards. You may also be able to use personal checks or traveler's checks in some stores, but you may be asked for a driver's license or passport. Please do not carry large amounts of cash with you.