



FLORIDA ATLANTIC
UNIVERSITY

Intensive English
Institute

Student Handbook

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INTENSIVE ENGLISH INSTITUTE MISSION STATEMENT

Florida Atlantic University's Intensive English Institute (IEI) provides English language instruction for the purpose of an academic degree, professional interest, or personal goal. Students develop linguistic competence through comprehensive, purposeful curricula based upon internationally recognized proficiency standards. In addition, the IEI recognizes the importance of diversity through the fostering of cross-cultural communication and interaction.

Welcome to FAU



Dr. Mihaela Metianu
Assistant Provost
Center for Global
Engagement



MEET THE IEI STAFF



Anna van Dam
Assistant
Director & DSO



Konstancja Szymańska
Assistant
Director for
International
Recruitment,
Engagement
and
Partnerships



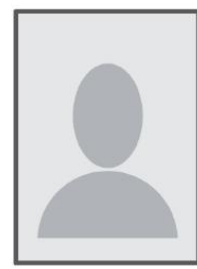
Aviva Katzenell
Academic
Director



Mary Edmunds
IEI Program
Assistant



Isai Castro
Student
Assistant



Gonzalo Agustin Vivian
Graduate Assistant

FLORIDA ATLANTIC UNIVERSITY



MEET THE IEI FACULTY

Instructors



Aviva Katzenell
Academic Director



Zak Radd



Alisha Sarubbi



Viktoria Korogodsky



Tammy Porto Ladeia

FLORIDA ATLANTIC UNIVERSITY



INSTRUCTOR INFORMATION

| Instructor | Contact Details |
|------------------------------|------------------------|
| Aviva Katzenell | akatzenell@fau.edu |
| Zak Radd | raddz2013@fau.edu |
| Alisha Sarubbi | asarubbi@fau.edu |
| Viktoria Korogodsky | vkorogodsky@fau.edu |
| Tamyres Melodie Porto Ladeia | tladeia2020@fau.edu |
| Konstancja Szymanska | kszymanska2014@fau.edu |

CONTACT INFORMATION

| Information | Staff/Faculty Member | Location | Contact Number |
|--|-------------------------------|---|----------------|
| IEI Office Staff | Isai Castro Gonzalo Vivian | Center for Global Engagement DP-49 iei@fau.edu | 561-297-0179 |
| Academic Director | Aviva Katzenell | Center for Global Engagement DP-49 akatzenell@fau.edu | 561-297-0185 |
| Assistant Director for Administration | Anna van Dam | Center for Global Engagement DP-49 avandam1@fau.edu | 561-297-2598 |
| Assistant Director for International Recruitment, Partnerships, and Engagement | Konstancja Szymanska | Center for Global Engagement DP-49 Kszymanska2014@fau.edu | 561-297-0179 |
| IEI Coordinator Administrative Services | Mary Edmunds | Center for Global Engagement DP-49 medmunds@fau.edu | 561-297-0179 |

ADDITIONAL USEFUL NUMBERS

| Information | Contact Details |
|--------------------------------------|-----------------|
| FAU Campus Police | 561-297-3500 |
| FAU IT Help Desk | 561-297-3999 |
| FAU Parking | 561-297-2771 |
| FAU Student Health Services | 561-297-3512 |
| FAU Housing | 561-297-2880 |
| FAU Campus Rec (Gym & Swimming Pool) | 561-297-0591 |
| FAU Library | 561-297-6911 |
| FAU Lost and Found | 561-297-2174 |

PLACES TO EAT

| Information | Location |
|----------------------------------|--------------------------------|
| Chick-Fil-A | Next to the Library |
| Maoz | In food court by the Breezeway |
| Pollo Tropical | In food court by the Breezeway |
| Breezeway Food Court | By the Breezeway |
| Starbucks | By the Breezeway |
| Atlantic Dining Hall (Cafeteria) | By the Student Union |
| Dunkin Donuts | In the Library |
| Outtakes | In the College of Business |

TUITION PAYMENT, FEES, AND REFUNDS

Program Fees

- Tuition: <https://www.fau.edu/intensive-english/academic-track/payments-and-refunds.php>
- Transportation Access Fee: \$76.90 Fall or Spring and \$32.04 Summer per student/per term
- Medical Health Insurance: varies by semester <https://www.fau.edu/intensive-english/academic-track/payments-and-refunds.php>
- Student Identification Owl Card: \$10.00 (One-time charge)
- Books are not included in program fees and can be purchased at the FAU Bookstore.

Payment

Tuition and all fees must be paid within the first week of class to avoid late fees. American Express, Discover, MasterCard or VISA are accepted. Administrative fees and tuition deposits are **non-refundable**.

How to Pay Tuition and Fees

Payment Online:

- a) Debit/Credit Card: Online payments may be made using a credit card/debit card (Visa, MasterCard, Discover, and American Express). Credit card payments processed through Self-Service are assessed a non-refundable 2.85% convenience fee with a minimum \$3.00 fee. **FAU receives no benefit or revenue from this fee.**
- b) Electronic Check: You will need your bank account number and your routing number to use this option. **There is not additional fee for this payment method.**

Pay by Checks/Money Order:

Please make the check payable to **Florida Atlantic University** and include your **student ID** number (Z number), name, address, and telephone number on your check.

- a) Drop-off: You can drop the check/money order off at the Student Support Building (SU-80). The controller's office on the first floor has a deposit box.
- b) Checks may be mailed to:
 - Florida Atlantic University
 - PO Box 745368
 - Atlanta, GA 30374-5368

International Payments:

- International students can pay in foreign currency using Flywire.
- Please activate your payment at least seven business days before the [payment deadline](#) to make sure your payment arrives on time.
- For more information, please go to <https://www.fau.edu/controller/student-services/wire-transfer/>.



Refund Policy

Administrative (Application Fee) is non-refundable.

If you withdraw from the program before classes begin, please notify us by e-mail at least 48 hours before the course begins.

Once classes begin you have until the university drop/add date to withdraw or make any changes to your course. The drop/add date is the first Friday of the first week of class.

All requests for a change in coursework or a refund must be sent in writing to iei@fau.edu no later than Friday 9am, EST, week 1. After this date, fees are non-refundable.

- Student refunds are processed automatically when a balance is due to the student.
- Refunds do not include Administrative Fee, Student Health Services Fee, and Parking Tickets.

Dates, tuition, and all fees are subject to change without notice.

Please refer to the FAU Academic Calendar for payment schedules, add/drop dates: <https://www.fau.edu/registrar/registration/calendar.php>

IMMIGRATION

If you have immigration questions or need to update your file, please make an appointment to speak to the IEI Designated School Official (DSO) Anna van Dam.

All international students with F-1 visas must complete immigration check-in. Students must submit the following documents: students must give the university the following documents to remain enrolled in the program.

Immigration Documents

1. Immigration Check-in Form
2. Valid Passport (passport must be valid at least six months into the future)
3. F-1 visa stamp or I-797 Approval Notice
4. Form I-20 with Student Signature
5. I-901 SEVIS Fee Receipt: Student and Exchange Visitor Information System (SEVIS) is under the U.S. Department of Homeland Security, to manage foreign students and exchange visitors in the United States.
6. I-94 Card (Arrival/Departure Record). <https://i94.cbp.dhs.gov/I94/#/home#section>

Important Information

Your passport, I-94, and I-20 are the most important documents you will have while you are in the United States. These documents are proof of your legal immigration status in the United States.

- Keep your passport valid at all times. The passport must be valid at least six months into the future.
- If you lose your passport, please see the DSO immediately.

Changes to Personal Information

You must notify your DSO about the following changes:

- Change of Address: *If you move, you must notify the DSO within ten (10) days of your move. This is critical, especially for F-1 students, because the change of address must be noted in your SEVIS record.*
- Biographical information (i.e., name)
- Changes in financial sponsor or financial resources
- Change of phone number

Travel for F-1 Students

If you wish to travel outside the U.S., follow the steps below.

1. Contact your DSO at least two weeks before traveling outside the US. You will need a travel signature on the second page of the I-20.
2. Make sure your documents are valid
 - a. Passport valid for at least 6 months
 - b. Valid F-1 visa
 - c. I-20 with travel signature. **Please note that your I-20 is not your visa**
 - d. Proof of SEVIS fee payment (I-901)
 - e. Transcripts or proof of enrollment: highly recommended, not required
3. Travel within the United States
 - a. If you are traveling within the United States, make sure to carry your original passport, I-94, and I-20 with you at all times.
 - b. Contact the DSO if you have any questions.

See examples below:

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: (F-1) NAME: *John Smith*

EMPLOYMENT AUTHORIZATIONS

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED DROP BELOW FULL COURSE OF STUDY


TRAVEL ENDORSEMENT

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

| Designated School Official | TITLE | SIGNATURE | DATE | PLACE ISSUED |
|----------------------------|----------------------------|---------------------|-------------------|-------------------|
| <i>Maggie Shortland</i> | <i>JFH Student Advisor</i> | <i>X John Smith</i> | <i>12/15/2015</i> | <i>Boston, MA</i> |
| | | X | | |
| | | X | | |
| | | X | | |

Date Format:
Month/Day/Year

Example of I-94:



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 51415565885
 Most Recent Date of Entry: 2017 July 25
 Class of Admission **F1**
 Admit Until Date **D/S**
 Details provided on the I-94 Information form:

Last/Surname : [REDACTED]
 First (Given) Name : [REDACTED]
 Birth Date : [REDACTED]
 Passport Number : [REDACTED]
 Country of Issuance : China

Example of I-901 Proof of SEVIS Payment

Student and Exchange Visitor Program: SEVIS I-901 Fee

Confirmation OMB 1653-0034

Please print this page immediately for your records. You will not be able to return to this page and print it later.

Reference the confirmation number below on all inquiries related to your I-901 status. You will receive an I-797 hard copy receipt at the address you provided. You may be required to produce this receipt on your I-797 for visa issuance, admission to any United States port of entry, for any change of non-immigrant status, or other United States immigration benefits.

When you go to the Consulate for your visa, you should bring this receipt or your I-797 to prove you have paid the SEVIS fee.

U.S. Department of Justice
 Department of Homeland Security Notice of Action

| THE UNITED STATES OF AMERICA | |
|--|---|
| RECEIPT NUMBER: (Confirmation Number): | CASE TYPE: I-901 Fee Remittance Form for F-1, F-3, M-1, M-3 and J-1 Non-immigrants. |
| NAME AND ADDRESS: | NOTICE TYPE: Receipt Type |
| RECEIVED DATE: | APPLICANT: |
| NOTICE DATE: | PAGE: 1 of 1 |

This fee payment is valid **ONLY** for your particular course of study or program. If you fall out of status, apply for a new F-1, F-3, M-1, M-3, or J-1 non-immigrant visa, or if you want to change your non-immigrant category to an F-1, F-3, M-1, M-3 or J-1, you may be required to pay another fee.

APPLICANT STATUS: F-1, F-3, M-1, or M-3
DATE OF BIRTH: _____
GENDER: _____
SCHOOL CODE: _____
AMOUNT RECEIVED: \$100.00
SEVIS IDENTIFICATION NUMBER: _____

Your I-901 fee transmittal form has been received. Please notify us immediately if any of the above information is incorrect.

THIS ELECTRONIC RECEIPT MAY BE USED AS EVIDENCE OF PAYMENT. IN ADDITION, YOUR OFFICIAL I-797 RECEIPT NOTICE WILL BE DELIVERED TO THE ABOVE ADDRESS BY THE RECEIPT DELIVERY METHOD YOU SELECTED.

INTENSIVE ENGLISH INSTITUTE PROGRAM INFORMATION

The Intensive English Institute has six levels which range from Beginner to Advanced.

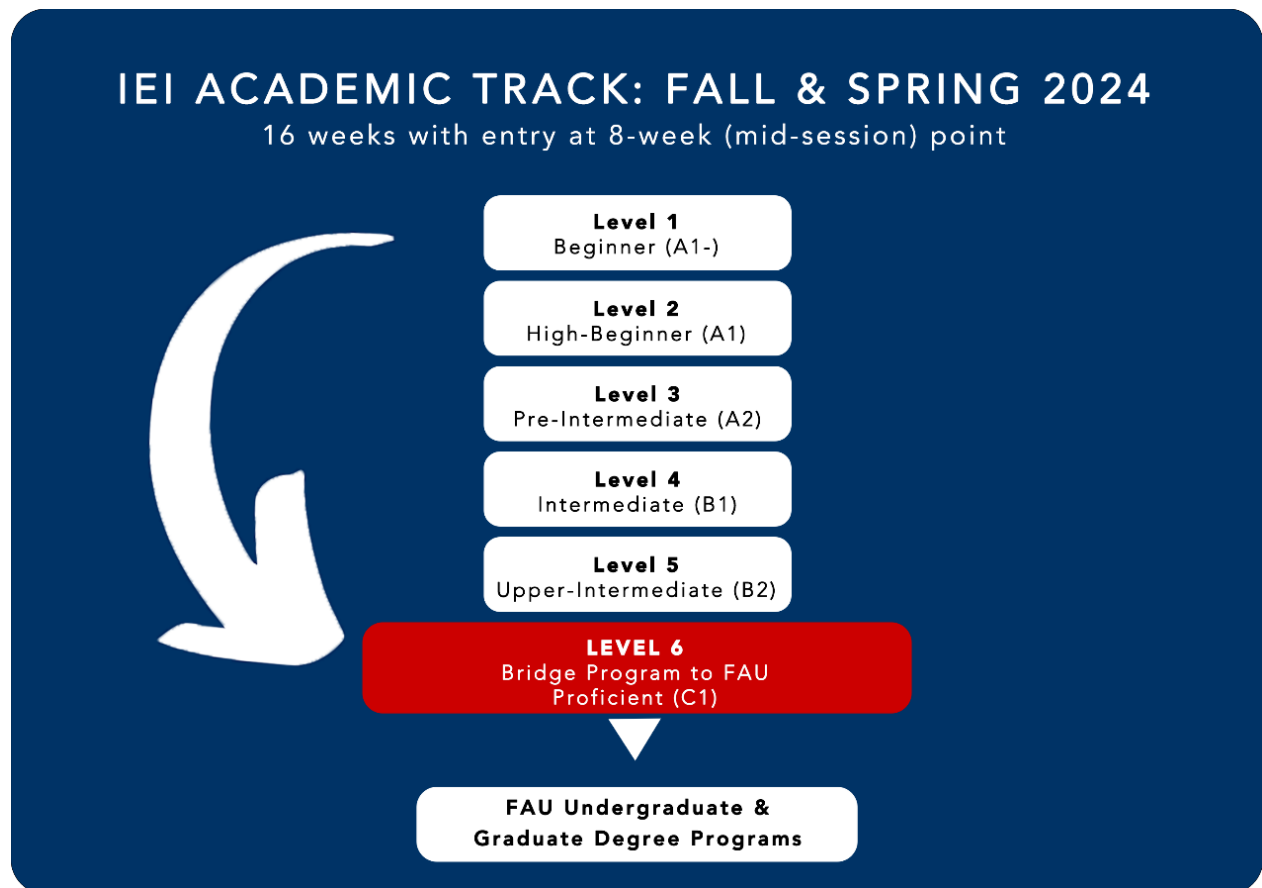
| Proficiency Scale for Reading Writing Grammar | | |
|--|--------------------|--|
| A1- | Beginner | Student has shown mastery of the outcomes for level EAP 0141 Placement by diagnostic |
| A1 | High-Beginner | Student has shown mastery of the outcomes for level EAP 0242 Prerequisite 0241 or placement by diagnostic |
| A2 | Pre-Intermediate | Student has shown mastery of the outcomes for level EAP 0342 Prerequisite 0341 or placement by diagnostic |
| B1 | Intermediate | Student has shown mastery of the outcomes for level EAP 0442 Prerequisite 0441 or placement by diagnostic. |
| B2 | Upper-Intermediate | Student has shown mastery of the outcomes for level EAP 0552 Prerequisite 0241 or placement by diagnostic. |
| C1 | Advanced | Student has shown mastery of the outcomes for level EAP 0660 Prerequisite EAP 0542 or placement by diagnostic |

| Proficiency Scale for Listening Speaking Pronunciation | | |
|---|--------------------|--|
| A1- | Beginner | Student has shown mastery of the outcomes for level EAP 0111 Placement by diagnostic |
| A1 | High Beginner | Student has shown mastery of the outcomes for level EAP 0212 Prerequisite 0211 or placement by diagnostic |
| A2 | Pre-Intermediate | Student has shown mastery of the outcomes for level EAP 0312 Prerequisite 0311 or placement by diagnostic |
| B1 | Intermediate | Student has shown mastery of the outcomes for level EAP 0412 Prerequisite 0411 or placement by diagnostic |
| B2 | Upper-Intermediate | Student has shown mastery of the outcomes for level EAP 0512 Prerequisite 0511 or placement by diagnostic |
| C1 | Advanced | Student has shown mastery of the outcomes for level EAP 0610 Prerequisite 0542 or placement by diagnostic |

Course Structure: Fall and Spring Terms

Each session consists of 8 weeks: 7 weeks intensive teaching and learning, 2 days of exams, and 1-2 days of American and international cultural activities. Full-time study consists of 20 hours per week:

- Reading, Writing, Grammar: 12 hours per week
- Speaking, Listening, and Pronunciation: 7 hours per week
- Faculty-led digital homework assistance: 1 hour per week
- Additional cultural activities are held throughout the semester for IEI students.
- 1:1 tutoring is provided by dedicated instructors throughout the academic year.



Course Structure: Summer Term

University terms are shorter in the Summer, and IEI students will cover an entire level in a shorter, more intensive study program:

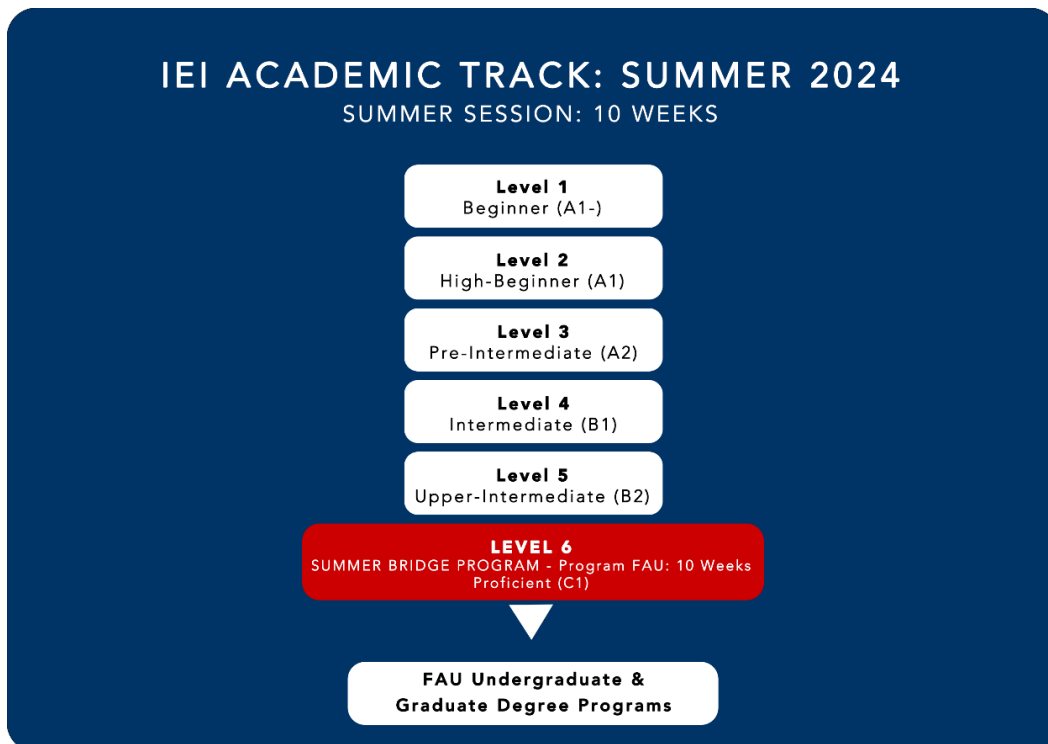
Levels 2-5: 10 weeks (230 hours)
RWG 15 hours per week, MTWRF
SPL 8 hours per week, MTWR

Level 6 Bridge: 10 weeks
RWG 15 hours per week, MTWRF

Students applying to FAU undergraduate programs may also do ENC 1101 and a course in their major.

*Graduate students may be required to take Academic Communication 8 hours per week, MTWR.

*Undergraduate students may be required to take Academic Communication 8 hours per week, MTWR based on FAU course availability.



Level Placement

- Prior to arrival applicants take an online placement test for Reading, Writing, Grammar, and Listening.
- IEI will send out an email notifying the students of their **initial** level placement after online tests are scored.
- Once students arrive, they will take an in-class Reading, Writing, Grammar placement test and an in-class Listening and Speaking test to **confirm** their placement on the first day of class.
- Initial level placement is determined by online scores. Confirmation of level placement is determined by instructor scored in-class tests the first day of class.
- Changes in level placement are determined by instructors and confirmed by the Academic Director.
- No changes in levels can take place after the drop/add date, which is the Friday of the 1st week of class.

Progression from level to level

In order to progress from one level to the next, students must receive a C-grade of 75% or higher in order to progress from one level to the next.

Students who do not meet the proficiency requirements for promotion will not be permitted to move up.

| Course Grading Scale | | | |
|---|----------|----------|----------|
| 75% and higher= Satisfactory (pass) | | | |
| 74% and below= Unsatisfactory (fail) | | | |
| 94-100 A | 84-87 B | 75-77 C | 64-67 D |
| 90-93 A- | 80-83 B- | 70-74 C- | 60-63 D- |
| 88-89 B+ | 78-79 C+ | 68-69 D+ | 59-0 F* |

*Please see a more detailed breakdown of skills required at each level in the **IEI Achievement Scale and Interpretation: IEI Can-Do Statements in Appendix A pp 31-32.**

The Achievement Scale and Interpretation: IEI Can-Do Statements can also be found in the Intensive English Student Canvas Shell.

ASSIGNMENTS, EXAMS, AND MAKE-UP POLICES

Exams

Students will have Reading, Writing, Grammar, and Speaking, Listening, Pronunciation exams at the end of each session:

- The IEI uses International English Standards, the **CEFR*** and **GSE***, to grade work.
- Students should place phones and other electronic devices on the instructor's table before tests and collect them once the test is done.
- Exams are designed to last the entire class period; students may leave class early once the exam is finished but should do so quietly in order to avoid disruption to other students.
- The instructor will post grades on Canvas within 7 days.

* The Common European Framework of Reference for Languages (**CEFR**)

*The Global Scale of English (**GSE**)

Make-up Policies

Students should be aware of exam and other assignment dates. It is the student's responsibility to attend class on these dates and submit assignments by the deadline.

Instructors will only provide make-up exams, tests, or quizzes if students miss an assessment due to an emergency.

ADDITIONAL IEI ACTIVITIES AND EVENTS

The Intensive English Institute offers field trips, workshops, social events, and cultural activities regularly throughout the term.

Ongoing activities include:

- Field trips
- Conversation Club
- Tutoring
- Program competitions
- Games Club
- Book Club
- Workshops

LESSON TIMES

Fall and Spring Terms

- Reading, Writing, Grammar lessons: MTWR 9:00am – 12:00pm
- Speaking, Listening, and Pronunciation lessons: MTWR 12:30pm – 2:20pm
- Faculty-led digital homework assistance: T 2:40pm-4:40pm

Summer Term

- Reading, Writing, Grammar lessons: MTWR 9:00am – 12:00pm
- Speaking, Listening, and Pronunciation lessons: MTWR 12:30pm – 2:20pm
- Faculty-led digital homework assistance: T 2:40pm-4:40pm

STUDENT ATTENDANCE POLICY

Daily attendance is crucial (very important) for language-learning success.

F-1 visa holders must maintain a minimum of 80% attendance to continue enrollment in IEI, maintain valid visa status, and remain in the United States. Therefore, F-1 students who miss more than 6 days for levels 1-5, and 7 days for Bridge level in the program may be in violation of F-1 visa regulations and may need to depart the U.S. or file for reinstatement.

Students who miss 10% of the course will receive a verbal warning from the Academic Director.

Students who miss 15% of the course will receive a written warning from the DSO, if they are F-1 students.

Students who miss 20% of the course may be dismissed from the program. F-1 students will be in violation of their F-1 status and will have to meet with the IEI Principal DSO regarding their immigration status and their I-20 will be at risk of termination.

Students must arrive to class on time and remain present for the entire class period. Late arrivals may result in additional absences.

Excused absences: students must notify the instructor in writing and provide proof that the absence was valid (for example, illness, accident, or other unforeseen circumstance). For F-1 students excused absences will still count towards the 20% of total allowable absences.

CLASSROOM EXPECTATIONS

How the American classroom works:

- Arrive on time and be ready to learn.
- Bring textbooks and writing equipment daily.
 - Levels 4, 5, and Bridge students should bring a laptop computer to class.
- Address instructors politely and follow instructions.
- Be supportive of other students; everyone makes mistakes, and mistakes are part of the learning process.
- Show respect for students from different countries and for different cultures.
- Participate actively in class:
 - American instructors expect students to have ideas, share knowledge, discuss and debate, and even disagree with different viewpoints.
- Ask questions, share ideas, discuss and debate (your instructors welcome and value your input)
- Participate in pair and group work
- Complete assignments and homework by the deadline

DRESS CODE

The classroom is a place of learning and a safe space for different beliefs and cultures. Students may dress casually, but include a form of shirt, pants, or skirt, dress, and shoes.

COMPLAINTS

The Intensive English Institute at Florida Atlantic University describes a complaint as *'dissatisfaction occurring when a student believes that any decision, act, or condition affecting them is illegal, unjust, or creates unnecessary hardship.'* This means that students may complain if they feel they have been treated unfairly.

This can relate to:

- Grades/Classwork
- Faculty
- Services
- Any other matters

How to Submit a Complaint

Complaints about Grades and Classwork

1. Talk to your instructor
 - In/after class
 - During the instructor's office hours
2. If the problem is not resolved:
 - Talk to the Academic Director before or after class at the Center for Global Engagement.
 - Email the Academic Director with a description of the problem at akatzenell@fau.edu
 - Make an official appointment with the Academic Director who will record the problem in writing.
3. If the Academic Director cannot solve the problem, the complaint will be discussed by the IEI Leadership Team.

Complaints about Instructors

1. The student should talk to the Academic Director in the office either before or after class.
2. The student can email the Academic Director at: akatzenell@fau.edu
3. The student can make an official appointment with Academic Director who will record the complaint in writing.

Complaints about Services

1. Talk to the Assistant Director in her office at the Center.
2. Email the Assistant Director and request an appointment to discuss the problem: avandam1@fau.edu
3. If the Assistant Director cannot solve the problem, the complaint will be discussed by the IEI Leadership Team.

Any Other Problems

1. Students should talk to:
 - The Academic Director: akatzenell@fau.edu
 - The Assistant Directors: avandam1@fau.edu; kszymanska2014@fau.edu
 - Office Staff: iei@fau.edu

All written or recorded complaints will be kept on file.

The Leadership Team

- **Academic Director:** Aviva Katzenell
- **Assistant Director:** Anna van Dam
- **Assistant Director:** Konstancja Szymanska

CAMPUS INFORMATION

Parking

All vehicles are required to have a parking permit:

1. You must register your vehicle online
2. Review all rules and regulations www.fau.edu/parking
3. You must park “nose in”.
4. Students can only park in the BLUE parking lots, if you park somewhere else you will get a ticket.
5. Do not park at meters if you have any permit.
6. You cannot give your permit to anyone else. You must add your rental car or any other car you drive to your parking account.
7. NEVER park in a Disabled Spot unless you are a current disabled placard holder.
8. Always park between the lines in spaces. Do not park along a curb.
9. Always arrive early and give yourself plenty of time to find parking and get to class. FAU has plenty of spots available, however some of them do require walking or shuttle ride.
10. IEI cannot cancel parking tickets.



Transportation

FAU Bus Shuttle

FAU offers a Bus Shuttle that operates throughout campus during the day for students, faculty and staff who park in remote areas or live in the student apartments. Hours of operation vary. Students can download the FAU Mobile App to track the whereabouts of the shuttle in real time. <https://www.fau.edu/mobile/>

Night Owls

The NightOwls program is a student run evening escort service. FAU students who need a ride to or from class, the library, residence halls, parking lots, or any other location on the Boca Raton Campus can call the NightOwls for a free ride. <https://www.fau.edu/sg/nightowls/>

Get2FAU

www.get2fau.com is a website that provides information for getting around our community using public transit. The site also includes information for an “emergency ride home.”

ZipCar

Zipcar, an alternative to bringing a car to school, gives members 24/7 access to vehicles parked right on the Boca Raton campus. Low hourly and daily rates include gas, insurance and 180 miles per day to go wherever you want to go. Members can reserve cars online or with a smart phone for as little as an hour or up to seven days.

Tri-Rail

Tri-Rail is a train that runs North and South between Miami-Dade County and Palm Beach County. Beat the traffic and parking by taking Tri-Rail to FAU. Students have the opportunity to take advantage of Tri-rail’s Student Discount Program for the duration of their enrollment at FAU. Students will receive a 50% discount when they show proof of enrollment with either their Owl Card and/or class schedule. Students may also use Tri-Rail train service for transportation to FAU. Palm Tran bus (see below) number 94 shuttles riders between the Yamato Tri-Rail station and the parking lot of the campus Administration Building.

Palm Tran

Palm Tran Bus service is available to students who wish to utilize public transportation to FAU. Palm Tran route schedules are also available at the Student Support Services Building located on campus.

For more information, call 561-297-2700 or visit Palm Tram. Palm Tram route information can be obtained by calling 877-930-4287.

Health Insurance

Health insurance is required for all F-1 students. You will be automatically enrolled in the International Student Health Insurance Plan if waiver has not been approved or submitted. (SHIP) Dental and Vision are not included in the plan. For more information regarding the SHIP plan, please go to <https://www.fau.edu/international/current/health-insurance.php>

Health Care

In Case of Illness: Two health facilities are near the university:

FAU Clinic – Building SS-8W, Room 240, Second Floor Breezeway (above Starbucks)

- Monday through Friday from 9:00 am to 5:00 pm.
- Closed Saturday, Sunday, and all State Holidays (561) 297-0072

FAU Pharmacy – inside the Student Union

Boca Raton Regional Hospital

800 Meadows Road
(561) 395-7100

Immunization

You cannot attend class without proof of Measles, Mumps, and Rubella.

FAU has partnered with Medicat to verify a student's immunization records. Please upload all official documents to Medicat at <https://www.fau.edu/student/immunization/>

Student Health Services (Medical and Dental)

The Student Health Services office on campus can provide the following services:

- Immunizations
- Primary Medical Care
- Urgent Care
- Dental Clinic
- After-hours Nurse Line

Remember to bring your student health insurance card to appointments at Student Health Services! The Student Health Services office is located at the Health Services Building, Room 240. It is located on the second floor above Starbucks. You can reach the Student Health Services office at 561-297-3512.

For more information regarding their services and to make an appointment online, please go to www.fau.edu/shs/

Smoking Policy

Smoking is not allowed on campus. This policy is in effect for all indoor and outdoor spaces, including parking lots and cars. This policy covers all tobacco products, including:

- Cigarettes
- Cigars
- Pipes
- Smokeless tobacco
- Snuff
- Chewing tobacco
- Smokeless pouches
- e-cigarettes
- Any other form of loose-leaf, smokeless tobacco

Student Identification Card (Owl Card): Intensive English Track Students

The OWL Card is your student identification card. It is your official FAU photo identification. The OWL Card can also be used as debit card, Owl Bucks card, library card, and residence hall building key, meal card for those who have meal plans, and your ticket to many FAU events, including sporting events. You need your owl card to receive the benefits of the many FAU services.

The Owl Card office is located at the Student Union in room 134. You can reach them at owlcard@fau.edu or by calling 561-297-3700.

Eating On Campus

<http://www.dineoncampus.com/fau/> Click on "Places to Eat."

- **Breezeway** (center of campus)
- **Breezeway Food Court:** including Maoz vegetarian, Pizza Hut, Panda Express, Pollo Tropical, Steak & Shake, Einstein Bros. Bagels
- **Breezeway (south):** Starbucks
- **Wimberly Library:** Dunkin Donuts
- **Library/Breezeway:** Chick-fil-A
- **Football Stadium:** Subway
- **Student Union Building** (next to the Continuing Education building)
- **Outtakes Convenience Store:** convenience foods, coffee and other drinks
- **Atlantic Dining Hall:** All-you-can-eat cafeteria

Campus Recreation Department

The campus recreation department provides competitive intramural teams, sports clubs, fitness facilities, and classes. It is free for you to use with your owl card.

Campus Postal Services

Pack and Post is located near the bookstore in the center of campus. You can buy stamps and send mail and packages by UPS and the United State Postal Service. You can also buy boxes and packing materials.

Lost And Found

Property is only kept at the Police Department for 30 days. After this period the items will be auctioned on the [Unclaimed Property Auction](#) website. Lost property can be picked up from the Lost & Found located on the Breezeway next to the Bookstore Monday through Friday from 9:00am - 5:00pm.

The Florida Atlantic University Police Department handles all lost and abandoned property in accordance with Florida State Statute 705.18.

Contact Lost & Found at: (561) 297-2174

Life In South Florida

Driving in Florida

You do not need a Florida driving license if you have a valid INTERNATIONAL driver's license and plan to stay in Florida for less than 6 months. You must carry with you at all times:

1. A valid license from your country
2. A valid International Driver's License

You must present both licenses to the police if requested (Florida Statute 322.04.c2).

If you plan to drive in Florida for more than 6 months, you need a Florida driver's license. In order to get a Florida driving license, you must:

1. Take a written test to show that you know and understand the traffic laws in Florida
2. Take a driving test to show that you have the skills necessary to safely operate a motor vehicle.

The written test is first. To prepare for it, you should study the *Florida Driver's Handbook*, which you can get at the DMV (the Department of Motor Vehicles) or online at:

<https://www.flhsmv.gov/pdf/handbooks/englishdriverhandbook.pdf>

Important: If you are an F-1 student, please ask the DSO for a letter to present to the DMV, along with your passport, I-20, and I-94.

When you are ready to take the test:

1. Call DMV locations near you to find out appointment availability.
2. Make an appointment at the best location and time for you.
3. Bring your glasses or contact lens for the vision test.

Important: Bring your passport and I-94 with all attachments. For example:

- F-1 and M-1 classification must also be accompanied by an I-20.
- J-1 or J-2 designation must be accompanied by a DS-2019.
- Refugee, asylee and parolee classifications must be accompanied by additional documentation.

For more information: <http://www.flhsmv.gov/html/dlnew.html>

Hurricane Preparedness

Hurricanes are a fact of life in South Florida between June 1 and November 30 every year. If a hurricane approaches the South Florida area, you can find information at the following locations:

FAU Website

www.fau.edu

When there is a hurricane or severe tropical storm threatening the campus and surrounding area, FAU posts information on class cancellation and university closing on the main website page.

The IEI follows FAU's class cancellation and university closing decisions. If FAU is closed, then the IEI is closed.

Intensive English Institute Facebook/Instagram Page

Facebook: www.facebook.com/fauiei

Instagram: [fau_iei](https://www.instagram.com/fau_iei)

National Hurricane Center

<http://www.nhc.noaa.gov/>

Official information on all hurricanes affecting the United States. This website tracks the location of tropical storms and hurricanes and posts watches and warnings as hurricanes approach. There are many educational resources on this website.

Local TV and Radio Stations

All local TV and radio stations share very helpful information during hurricane season and especially when a storm threatens the South Florida area. University and school closing information as well as public transportation interruptions can be found on these stations as well.

www.wptv.com

www.cbs12.com

www.wpbfl.com

www.wflx.com

The IEI follows FAU's class cancellation and university closing decisions. If FAU is closed, then the IEI is closed.

Safety

Please follow this advice on campus:

- Do **not** get into a car with someone you don't know.
- Do **not** give a ride to someone you don't know.
- Do **not** carry large amounts of money with you.
- Do **not** leave valuables (jewelry, electronics, or money) in your classroom or car.
- If you have a car, lock it when it is parked. Do **not** leave valuables where they can be seen even if your car is locked.

The Law

International students must follow the same laws as Americans. If you are found guilty of a serious crime while in this country, you may be deported (sent back to your country) and could lose the right to return to the United States.

If you have an encounter with the police and need help from the IEI office afterhours, please contact the FAU Police number: 561-297-3500.

Appendix A

ACHIEVEMENT SCALE AND INTERPRETATION: IEI CAN-DO STATEMENTS FOR LEVELS AND SKILLS

| | Level 2: High-Beginner (A1) | Level 3: Pre-Intermediate (A2) | Level 4: Intermediate (B1) | Level 5: Upper-Intermediate (B2) | Level 6 Bridge: Advanced (C1) |
|---------------|-----------------------------|---|---|---|---|
| UNDERSTANDING | Listening | I can understand phrases and vocabulary connected to personal relevance: personal and family information, shopping, local area, jobs, and other general topics. I can understand the main point in short, clear, simple messages and announcements. | I can understand longer points of clear standard speech on familiar topics about work, study, and recreation. I can understand the main point of audio and video clips on current affairs, or topics of personal or professional interest when the delivery is clear. | I can understand extended speech and lectures and follow even complex lines of argument if the topic is relatively familiar. I can understand most TV news and current affairs programs. I can understand most movies in standard English. | I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly. I can understand academic and professional lectures. I can understand most audio and video clips without too much effort. |
| | Reading | I can understand familiar names, words, and simple passages in textbooks and online. I can read a simple graded reader and understand plot and characters. | I can read short, simple passages in textbooks and online on general and pre-academic subjects. I can find specific information in everyday materials such as flyers, menus, timetables, and charts. I can read short, graded readers and talk about plot and characters. | I can understand longer articles in textbooks. I can read for main ideas and find details. I can understand descriptions of events, feelings and wishes. I can understand different rhetorical forms. I can begin to understand some high frequency academic language. I can read longer graded readers and discuss plot, characters, and language. | I can read articles and reports about contemporary problems. I can understand writers' particular attitudes or viewpoints. I can understand articles with recurring academic language. I can read graded readers with more complex plotlines and language. |
| SPEAKING | Spoken Interaction | I can communicate in simple and routine tasks with simple and direct exchange of information on familiar topics and activities. I can handle short social exchanges and participate in conversation and simple discussion. | I can enter unprepared into conversation on topics that are familiar, of personal interest or relevant to everyday life (family, hobbies, work, travel, and current events). I can ask questions and give answers on current affairs. I can participate in discussions on simple academic topics. | I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views. I can participate in discussions on increasingly complex academic topics. | I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social, academic, and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skillfully to other speakers. |

ACHIEVEMENT SCALE AND INTERPRETATION: IEI CAN-DO STATEMENTS FOR LEVELS AND SKILLS

| | A1 – Level 2 | A2- Level 3 | B1 – Level 4 | B2 – Level 5 | C1 – Level 6/Bridge | |
|-----------------|-------------------|---|---|---|---|---|
| SPEAKING | Spoken Production | I can use simple phrases and sentences to describe where I live, people I know, basic hobbies, and other general topics. | I can use a series of phrases and sentences to describe my family and other people, where I live, my hobbies, my educational background, my jobs, and other general topics. | I can connect phrases to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or movie and describe my reactions. I can begin to talk about academic topics in simple language. | I can present clear, detailed descriptions of a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. I can present data from charts, use academic language for analysis and conclusion. | I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing points, and rounding off with an appropriate conclusion. I can present on academic topics using sources, synthesizing information, and drawing conclusions. I am aware of formal, standard, and informal speech and can express myself appropriately with an audience in mind. |
| WRITING | Writing | I can write short, simple emails. I can fill in forms with personal details. I can write simple and compound sentences with basic information on family, my job, country, hobbies, and other general topics. I can write sentences for simple explanation. I can use the present-simple, present-continuous, determiners, articles, and other essential grammar. I can use basic punctuation. | I can write short, simple passages about information relevant to me. I can write short passages on general topics such as family, jobs, hobbies, and other general topics. I can write structured paragraphs with a topic sentence, examples, explanation, and concluding sentence. I can use present, past, and future simple tenses. I can use progressive tenses, modals, and other essential grammar points. I can use punctuation effectively. | I can write simple connected text on topics which are familiar or of personal interest. I can write passages describing experiences and impressions. I can write short essays with introduction, thesis statement, body paragraphs, and a conclusion about topics that interest me. I can begin to use high-frequency academic vocabulary and use complex sentence structure. I can use simple, progressive, and present and past perfect tenses. I can use additional grammar effectively. I can use punctuation accurately for clarity. | I can write clear, detailed text on a wide range of subjects related to general and academic topics. I can write academic essays giving reasons in support of, or against a particular point of view. I can write increasingly well-argued essays. I can use in-text citations and synthesize information. I can write using a variety of sentence structures for effect. I can use simple, progressive, perfect tenses. I can use passive voice. I can use complex grammar and mechanics for clarity and effect. | I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in an academic essay of several pages' length. I can use in-text citations correctly in an academic research essay and I can produce a bibliography in MLA or APA style. I am aware of formal, standard, and informal writing and can select a style appropriate to the reader in mind. I can use sophisticated grammar and mechanics for clarity and effect. |