We wish you much success in the Intensive English Center this session!

Intensive English Center (IEC)

Spring 2025 Semester – Program Requirements

February 24 – June 5, 2025 (15 weeks)

1. IEC Courses

The IEC class schedule consists of **Core Classes** (Reading/Writing & Speaking/Listening) and **Electives**. Classes meet daily from **Monday** to **Thursday**.

Class Schedule

	Monday	Tuesday	Wednesday	Thursday
9:00-9:50 AM	Reading and Writing	Reading and Writing	R/W Electives	Reading and Writing
10:00-1050 AM			R/W Electives	
11:00-11:45 AM			L/S Electives	
Lunch				
1:00-1:50 PM	Listening and Speaking	Listening and Speaking		Listening and Speaking
2:00-2:50 PM			L/S Electives	

112:
Reading and Writing
R/W Electives
Professor - Victor Reeser
Room - A703

Listening and Speaking
L/S Electives
Professor - Lucinda Estrada
Room - A723

113:
Reading and Writing
R/W Electives
Professor - Madison Brand
Room - A702

Listening and Speaking
L/S Electives
Professor - Victor Reeser
Room - A703

114:
Reading and Writing
R/W Electives
Professor - Lucinda Estrada
Room - A723

Listening and Speaking
L/S Electives
Professor - Madison Brand
Room - A702

2. IEC Course Grading

Grading ranges from **A** through **F**. Students must earn a **B** average or better to pass the IEC class.

The final grade is the average of all course components. Grading is based on participation, attendance, homework, classwork, exams, quizzes, and assignments. Specific criteria for attendance, grading and evaluation will be explained in detail by the instructors. In addition to classwork and homework, there may be tests, quizzes and projects that students will be asked to complete.

For those who are underperforming, Counseling will be offered in the middle of the semester.

3. Attendance

Attendance is **mandatory**, and students are expected to be **on time**. Excessive absences and/or tardies will affect final scores.

- In case a student needs to be absent, he/she must notify the professor **prior** to the class.
- Exceeding a maximum of 40 hours of absence, the student will be dismissed from the session.
- Excessive absences will lower your final grade by (1) one grade point value (for example, **B** would become **B-**).
- Any behavior creating disturbance in the class (ex. sleeping, refusal to cooperate, using mobile phone, turning camera off, etc.) will be marked as a tardy or absent.
- Any absence due to a serious illness or medical circumstance must be documented by a note from the student's doctor.
- When a student is absent, it is their responsibility to contact instructors and see what was missed in class. The student is expected to complete all work and submit it on time upon returning to class.

4. Additional Assignments

Mandatory:

In addition to the core classes and electives, students will be expected to:

- Attend a minimum of **10 Conversation Practice** sessions.
- Complete **5 TED Talk** comprehension reports.

Failing to complete either of these additional assignments will reduce your chances of passing the semester.

Optional:

Students may take part in 3 different contests: **Bookworm**, **Presentation** & **Essay**.
Taking part in these optional assignments could improve your chances of passing the semester.

5. Textbooks

Textbooks will be provided on the first day of class.

6. Classroom protocol

All students are expected to behave in a respectful manner towards their teachers and classmates.
Mobile phones must not be used during class.
Students are expected to be in class on time.
Students are expected to speak in English during class.

7. English Only Policy

IEC Korea wants all students to get the most out of their English studies, and the best way to do this is to use English as much as possible. SUNY Korea also has students from different countries, so it is important that we all use the same language. English must be used in class as well as outside of class. Being immersed in an English-speaking environment will give students the opportunity to improve their English skills. This is why we actively enforce an "English Only Policy" on our campus.

8. Academic Integrity & Plagiarism

The concept of academic integrity requires that you pursue your academic goals in an honest way that does not put you at an unfair advantage over your fellow students. You are expected to uphold academic integrity in everything you do: in every paper you write, in every assignment you submit, in every test you take. Plagiarism, intentionally or knowingly representing the words or ideas of another as your own words, is one of the things that represents academic dishonesty and is not permitted. Examples of plagiarism include: submitting material that is partially or completely not your own work without giving a source, copying from a source without quotation marks or documentation, copying any source and just changing a word or two, rewording an idea found in a source and omitting documentation, having someone else write a paper for you, copying a paper or part of a paper that someone else has written, cloning someone else's ideas without quoting the source of ideas. Please also note that using electronic translation (for example, Google Translate or Papago) is not acceptable for any assignment and will be considered plagiarism.

If accused of plagiarism or other inappropriate behavior, such as cheating on exams or copying from a classmate, you will be brought up on the official charge of academic dishonesty. Any assignments that a student plagiarizes will receive a zero (0) for the score, and the student will meet with the ELP Director to determine final action. If a student cheats a second time, he/she will fail the class.

9. Warning

Attendance Warning

- **12** hours of absences: 1st attendance warning
- **20** hours of absences: 2nd attendance warning
- **30** hours of absences: 3rd attendance warning
- **40** hours of absences: Dismissal

When students receive *any* warning, their Department Head and Academic Advisor will also be cc-ed in the email.

10. Moving up to the next IEC level for continuing students

Students are not automatically moved up to the next level. You must complete a level with a grade of **B** or better.

Students who **fail** the Fall/Spring semester will **not be allowed** to attend the Winter/Summer session.

11. Matriculating (exiting from the IEC Program)

- **Level 114:** students who successfully complete level 114 with a grade of **B** or better will automatically matriculate.
  - English Proficiency Score is **not** required.
  - Students will automatically be placed in a Writing Class. (No need to take the Writing Placement Exam.)

- **Level 113 & 112:** students who successfully complete level 113 or 112 with a grade of **B** or better *and* receive an English Proficiency Score will matriculate.
  - Must take the Writing Placement Exam.

Note: Students who successfully complete the IEC program must follow the **bulletin** and **SBU visit policy** of the semester in which they enter the **regular** program, *not* the semester they entered the IEC. For example: A student enters the IEC in Spring 2025, and they finish and enter the regular program in **Spring 2026**. That student will be subject to the regulations and policies of **Spring 2026**.

- Students who *withdraw* or are *dismissed* from the IEC program *without* matriculating must wait an **entire semester** before re-applying for *regular* admission.
- Students who stop attending the program without any consultation with the director will automatically fail the course and be withdrawn from the university.
- If IEC students wish to take a Leave of Absence (LoA), they must:
    - 1. Submit a petition letter to the Director or Coordinator of the English Language Program (ELP) explaining the necessity for the LoA.
    - 2. Receive approval from the Director or Coordinator of the ELP for the LoA.
      Note: LoA is limited to two (2) academic semesters.

12. Additional Enrolment: University Preparation Program (UP)

Students in level **113** or **114** may dual-enroll in certain **mainstream classes** *after* joint consultation with their advisor and the ELP Director and Coordinator.

- Level **113** students can take up to **3** credit hours of mainstream courses.
  Level **114** students can take up to **6** credit hours of mainstream courses.
- Courses available will be limited to classes which are *not* English-intensive (such as introductory math, science or art courses).
- Courses *cannot* conflict with **IEC core classes**. (In other words, IEC students can only dual-enroll in classes which meet after 2:50 pm on Monday/Tuesday/Thursday, or any time on Wednesday/Friday.)
- Students will need to pay the **regular tuition** amount per credit for dual-enrolled classes (in **addition** to the **IEC tuition** payment).
- Students must achieve at least a '**C**' grade in their dual-enrolled course(s) in order to be eligible to dual enroll in the following semester.

Final decisions will be made by the ELP Director, Coordinator and the respective advisor.