Welcome to The University of Northern Iowa (UNI) and CIEP program

- Quick background on myself
- Thank you for coming
- Please pay close attention to this presentation.
- Please ask questions.
• Review the policies/rules of CIEP and expectations that UNI and CIEP have for students in CIEP classes.

• It also details important information to help make the transition easier for any student coming here for the first time.
What and Why Is a Student Handbook?

• What is a student handbook?
• After the presentation
  – CD in Welcome Folder
  – CIEP Website
  – All staff are knowledgeable
Where Is It Located?

Current Students

Culture and Intensive English Program

Welcome

The Culture and Intensive English Program (CIEP) is part of the University of Northern Iowa under the Office of International Programs. The CIEP provides English language instruction and cultural orientation to our students, international community, and others. The materials on this website provide information about our program, services, policies, procedures, events, and culture information. If you are interested in studying in the CIEP, click here to apply!

Testimonials
Where Is It Located?

Student handbook

The CIEP Student Handbook includes detailed information about the CIEP’s programs and services, as well as useful tools for students. During orientation, students also attend a presentation about the handbook. Click here to download the CIEP Student Handbook. Follow the links below to view the handbook appendices.

<table>
<thead>
<tr>
<th>Appendices Description</th>
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<tr>
<td>A-1 Campus Map</td>
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<tr>
<td>A-2 English Placement Test Results</td>
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<tr>
<td>Formal Student Grievance Form</td>
</tr>
<tr>
<td>Formal Student Grievance Form (Arabic)</td>
</tr>
</tbody>
</table>
What Does It Look Like?
Organization of the Handbook

• UNI Culture & Intensive English Program
• CIEP Academics
• CIEP & University Policies
• CIEP & Government Policies
• About the University of Northern Iowa
• Culture & Community
The overall mission of the Culture & Intensive English Program (CIEP) is to provide International Students with quality intensive academic English language instruction and a cultural orientation to the United States in preparation for study at the University of Northern Iowa or other institution of higher learning. (p. 4)
Guidelines for the Classroom: Behavior

• Respect your fellow students and your instructors at all times (p. 10)

• Things you can do:
  - raise your hand
  - participate
  - turn off cell phone.
  - more on
Guidelines for the Classroom: Abusive Behavior

• Abusive behavior is not allowed at UNI. (p. 22)

• No Physical/verbal abuse to anyone on-campus
  – Examples (not complete list):
    • Physical fighting, bullying, sexual harassment, verbal threats

• Possible removal from CIEP (p. 23)
Guidelines for the Classroom: General Teacher-Student Relationship

- Teacher ≅ friend? (p. 11)
- Fairness
- Different country, different culture
Guidelines for the Classroom: Textbooks and Materials

- Every day, bring your supplies
- University Book and Supply (p. 14)
- Do not share textbooks
Guidelines for the Classroom: Grades

- Grade privacy (p. 21)
  - Release of Information Form
- When should I discuss my grade with the teacher?
- Disagreement with teacher (p. 16)
- Midterms and Finals (p. 14)
- Final Grade (p. 16)
• **73%** or higher is passing (p. 14).
• 20 hours of classes = full-time status.  
 4 hours of classes/day x 
 5 days of classes a week 
  = 20 hours 

If you are on an F1 visa, you must maintain full-time status! (p. 28)
Guidelines for the Classroom: Deadlines for Enrollment

• New Students:
  - Attend mandatory sessions -> week before classes
  - if you miss the scheduled date....

• Continuing Students
Guidelines for the Classroom: Missing Classes

• You are still responsible for work you miss. (example: quizzes, tests) (p. 13)
• Contact your teacher as soon as you know you will miss class. Email them.
• The teacher determines if they will allow you to makeup something.
• Sick for more than a week?
• Why or when would the CIEP cancel class? (p. 9)

• [http://weblogs.uni.edu/alert/archives/weather/](http://weblogs.uni.edu/alert/archives/weather/)
Guidelines for the University: UNI and CIEP as an Institution

• Is UNI or CIEP a religious institution?
• What will UNI or CIEP do to accommodate my religious practices?

• makeup policy
Guidelines for the Classroom: UNI Email

• Use your UNI email
• Do not use other emails
• Appointments, sickness, assignments, etc.
Guidelines for the University: Smoking

- There is absolutely no smoking on campus. You must be off campus to smoke. (p. 23)
- Police fine
- Example
Guidelines for the University: Dining Dollars

- Dining Dollars = flexible spending dollars (p. 37)
- Where?
- When?
- How?
Guidelines for the University: Dining Dollars

Department of Residence

Dining Dollars/Meal Deals

Dining Dollars are flexible spending dollars that can be used to purchase food in Department of Residence convenience stores, food carts, and restaurants.

Meal Deals are a specified number of meals (20, 60, or 100) which can be used at Risto and Piazza when these facilities are open. They can be used for your guest(s) as well as yourself.

Dining Dollars and Meal Deals carry over from summer to fall to spring semesters. Balances are set to zero at the end of the academic year.

- Students and staff wishing to charge Dining Dollars or Meal Deals to their university account, please use this link.
- Parents or others wishing to charge Dining Dollars or Meal Deals to a credit card, please use this link.
- If you would like to check your Dining Dollar balance, use this link. Please note that Dining Dollars included with the meal plan will be listed once the meal plan starts for the semester.
- If you would like to check your meal plan or meal deal balance, use this link.

http://www.uni.edu/dor/dining/dining-dollarsmeal-deals
Guidelines for the University: U-Bill

• What is a U-Bill? (p. 24)
• U-Bill = University Bill
• A bill
• Where can you find your U-Bill?
Paying your U-bill

1. Access MyUNiverse via UNI home page.

2. Enter your CATID Username and Password.

3. Select the Student Center tab. Click Go to my Student Center. View your Account Summary in the Finances section. Click the make a payment link.

4. On the Pay your U-bill tab, review the Online Instructions.

5. Select the U-Bill Payment tab for each term.

6. The U-bill Payment Confirmation displays. Have your checking or savings account and bank routing number ready. Click the Pay by Echeck button.

7. Complete the E-Check Payment form.

8. Click the Submit button at the bottom of the form.

http://www.uni.edu/sis/sites/default/files/PayingyourUBillQuickReference.pdf
U-bill: Additional Information

• Information on U-Bills and other financial information:
  http://www.vpaf.uni.edu/obo/student_accounts/

• how to pay your U-Bill:
  http://www.uni.edu/sis/sites/default/files/PayingyourUBillQuickReference.pdf
Comprehension Check
Comprehension Check

• If you miss class, who should you email?
Comprehension Check

• If you miss class, who should you email?

Your teacher
• When should you discuss your grade with your teacher?
• When should you discuss your grade with your teacher?

During your teacher’s office hours
Comprehension Check

- If I don’t come to class, am I still responsible for my homework, tests, quizzes, and everything done in class?
• If I don’t come to class, am I still responsible for my homework, tests, quizzes, and everything done in class?

Yes
Academic Probation

- What is academic probation?
- Attendance/Grades
Academic Probation: 3 Reasons

• Low attendance (p. 18)
• Poor performance (p. 19)
• Repeating the same class (p. 19)
Notice of Academic Probation in the Culture and Intensive English Program

Student: 
Session: 

The probation policies regarding Attendance, Performance, and Repeating a class are outlined in the CEP Student Handbook on pages 18 and 19 (found online at http://www.uni.edu/tep/student/handbook). Outlined below are the details of this student's probation status.

### Attendance Probation

<table>
<thead>
<tr>
<th>Session</th>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Failure to maintain 80% attendance</td>
<td>In dismissal</td>
</tr>
<tr>
<td>2nd</td>
<td>Student will be dismissed if consecutive from 1st session</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Student will be dismissed</td>
<td></td>
</tr>
</tbody>
</table>

### Performance Probation

<table>
<thead>
<tr>
<th>Session</th>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Student did not pass 9 hours of classes</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Consecutive session: Student did not pass 6 hours of classes Nonconsecutive session: Student did not pass 9 hours of classes a second time</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Student will be dismissed</td>
<td></td>
</tr>
</tbody>
</table>

### Repeating Probation

<table>
<thead>
<tr>
<th>Session</th>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Student is taking a class for a third time</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Student will be dismissed</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

Current Status: Student must maintain 80% attendance to be removed from probation.

I have received this notice and understand its contents.

Student Signature: __________________________ Date: __________________________

This notice is for Office Use Only. Received by: __________________________ (Initials) Date: __/__/____

Student was presented form and asked to sign. Staff initials: __________________________ Date: __/__/____

Original copy to student file, make copy for student.
Academic Probation: Low Attendance (p. 18)

• Good attendance = better language learning and good F1 visa and immigration status
• Regular attendance = 80% attendance in all classes.
• Less than 80% attendance = missing 7 or more hours of listening/speaking class or reading class or 14 or more hours of writing classes
• Every 3 tardies = 1 absence
• Class cancellations will not count against your attendance.
Academic Probation: Low Attendance

• How do I get off academic probation for low attendance?
  – Have 80% or better attendance
  – Remember: You can not receive consecutive probation notices for low attendance

• If you do not maintain 80% attendance for the next session after being placed on probation for low attendance you will be dismissed from the CIEP

• 80% attendance = no more than 6 missed classes in L/S or Reading classes or 13 missed classes in writing classes.

• Come to class.

• Come to class on time.

Example →
• If you fail **9 credits** in one semester, you will be put on probation. (Example)
  – Reading or Listening/Speaking = 3 credits
  – Writing = 6 credits

• To get off academic probation, a student must pass **6 hours** of class in the next 8-week session.

• Student can return to academic probation if **he/she fails 9 or more hours of classes**, he/she returns to probation for the second time.

• To get off probation the second time, a student must pass **9 hours** of classes.

• You can only be on academic probation: poor performance for **2 terms**.
Academic Probation: Repeating the Same Class (p. 19)

- Repeating classes
- Fail a class 3 times = not in CIEP
<table>
<thead>
<tr>
<th>Type of Probation</th>
<th>When a student is on probation the first time, how many consecutive probation terms are allowed before dismissal?</th>
<th>If a student returns to probation after getting off probation, how many consecutive probation terms does a student get before dismissal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Performance</td>
<td>2 terms (The 3\textsuperscript{rd} notification is a dismissal)</td>
<td>1 term (Further notifications are dismissals)</td>
</tr>
<tr>
<td>Attendance</td>
<td>0 terms (failing to maintain 80% after the first notice will result in dismissal.)</td>
<td>1 term (Further notifications are dismissals.)</td>
</tr>
<tr>
<td>Repeating a Class (3 times)</td>
<td>0 terms (The first notification is a dismissal.)</td>
<td></td>
</tr>
</tbody>
</table>
Comprehension Check
• What is percentage is considered “regular attendance?”
Comprehension Check

• What is considered “regular attendance?”
  80% attendance
• How many tardies = one absence?
• How many tardies = one absence?

3
Comprehension Check

• If you fail ___ hours of classes or more, you are put on academic probation for the first time.
• If you fail 9 hours of classes or more, you are put on academic probation for the first time.
• If you fail _____ hours of classes or more, you are put on academic probation for the second time.
Comprehension Check

• If you fail 9 hours of classes or more, you are put on academic probation for the second time.
Comprehension Check

• How many times can you be on academic probation?
Comprehension Check

• How many times can you be on academic probation?

2 times
• When you fail a class________ times, you are no longer able to be in the CIEP.
• When you fail a class 3 times, you are no longer able to be in the CIEP.
• Any questions so far?
• Cheating isn’t allowed.
• What is cheating?
• Examples of cheating:
  – Copying answers from friends on homework and exams
  – Usage of cell phones, electronic dictionaries (when not permitted), iPods, or other electronic devices when testing
  – Talking to your friend during a test.
  – Distracting the teacher, so others can cheat
  – Copying or recording the exam materials for others
  – Leaving the room to share the exam with others
• You cannot do this during a test!
Examples of Cheating

• You cannot do this during a test!
Plagiarism (p. 12)

• New concept?
• Plagiarism = presenting someone else’s work as your own
• Cite your sources!
• Plagiarism is considered cheating. Self-plagiarism is too!
Examples of Plagiarism

• “Copying words, phrases, sections of another student’s paper and presenting it as you own
• Cutting and pasting material from an internet source onto your own work and presenting it as your own
• Asking friends to help you edit and/or write papers and presenting the paper as your own
• Purchasing an essay or research product and presenting it as your own
• Submitting the same work/product/paper to more than one teacher to fulfill more than one assignment is also an act of plagiarism if the teachers are not aware of your action.”
Plagiarism: Example

• Example of using own work

• Example: Quote: “Nothing is said which has not been said before.” Terence (195/185 BC-159 BC) Playwright of the Roman Republic.

• Example: Plagiarism = ““Nothing is said which has not been said before.” Tim Thomas (2011 AD) CIEP
• CIEP doesn’t allow Electronic devices during testing situations.

• Use of electronic devices during a test = cheating
  >examples: electronic dictionaries, computers, cell phones, communication devices other than cell phones

• CIEP will instruct you how to use non-electronic means of support
Cheating/Plagiarism: Consequences (p. 12)

• 1\textsuperscript{st} time = usually is a warning or meeting with the teacher
• 2\textsuperscript{nd} time = failing grade for the exam or related assignment
• 3\textsuperscript{rd} time = failing grade for the class or expulsion from CIEP.
Comprehension Check

• What is an example of cheating?
• What is an example of cheating?
  – Examples:
    Copying answers from friends on homework and exams
    Usage of Cell Phones, electronic dictionaries (when not permitted), ipods, or other electronic devices when testing
    Talking to your friend during a test.
    Distracting the teacher, so others can cheat
    Copying or recording the exam materials for others
    Leaving the room to share the exam with others
• What is plagiarism?
Comprehension Check

• What is plagiarism?

• Plagiarism = presenting someone else’s work as your own
Comprehension Check

• Does the CIEP allow electronic devices during testing situations?
Comprehension Check

• Does the CIEP allow electronic devices during testing situations?
  • No.
  • CIEP doesn’t allow electronic devices during testing situations.
• Thank you very much for your time.
• Any questions?

www.uni.edu/ciep/students/handbook