

# INTENSIVE ENGLISH INSTITUTE

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## Agent Handbook

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## From the Director

Dear Advisor,

I am pleased to introduce you to the Intensive English Institute at the University of Illinois at Urbana-Champaign. There are many reasons why this is an excellent place to learn English.

The IEI offers:

- Excellent teachers with strong professional backgrounds and experience
- Instruction at a range of proficiency levels
- Small class sizes (9 – 18 on average)
- Student advising for academic, visa, and personal issues
- Social events in the IEI and on campus
- A Conversation Partners program

The University of Illinois offers:

- A tradition of excellence in teaching, research, and public engagement
- Hundreds of student clubs and organizations
- Cultural diversity in the student body
- On-campus housing opportunities
- Libraries, museums, sports facilities, and more

The Champaign-Urbana community offers:

- Affordable living in a traditional, mid-sized college town
- Award-winning bus service
- Parks and other places to hike, bicycle, and enjoy nature
- Easy access to restaurants and shopping
- Annual festivals, fairs, and community events

This handbook will provide you with details about the IEI, our student application process, and our agent policies and procedures. We hope it will be a useful resource for you as you inform students about the IEI.

For further information, please refer to our website: [www.iei.illinois.edu](http://www.iei.illinois.edu), and feel free to contact me at [iei@illinois.edu](mailto:iei@illinois.edu). I am looking forward to the opportunity to work with you.

Sincerely,



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# Welcome to the IEI

The University of Illinois Intensive English Institute (IEI) is a language program designed to help students develop their English language proficiency in order to attend academic programs the U.S. or to further their professional careers. The IEI is accredited by University and College Intensive English Programs (UCIEP), by the American Association of Intensive English Programs (AAIEP), and by the Commission on English Language Accreditation (CEA).

The IEI is located on the University of Illinois campus in Urbana-Champaign, Illinois. Urbana-Champaign is a small college town of 130,000 people. The IEI is 210 km south of Chicago, 270 km northeast of St. Louis, Missouri, and 200 km west of Indianapolis, Indiana.

The IEI program offers 20 hours per week of in-class instruction. Students may begin a fifteen-week course of study in August or January, or a seven-week course mid-October or mid-March. An eight-week summer session is also available from June through August. Special Group Programs are arranged for universities, businesses, and educational agencies, and groups of students or professionals with specific English needs.

The IEI is a part of the University of Illinois (U of I), which is ranked among the top universities in the world. With over 42,000 students from over 100 countries, the University of Illinois offers a diverse, rich cultural experience. The U of I provides graduate and undergraduate education in over 150 fields of study and conducts extensive theoretical and applied research. It is home to eleven Nobel Prize laureates and eighteen Pulitzer Prize winners.

*IEI students have access to all U of I campus resources, including:*

**Computer Laboratories:** the U of I has over 47,000 network connections for students, faculty, and staff. IEI students have access to the U of I's computer labs, which offer high speed access to the Internet as well as a full range of software tools.

**University of Illinois Libraries:** IEI students can use the University of Illinois Library, which has the largest public university collection in the world. Students can find materials in either the main library or one of the more than 40 departmental libraries on campus.

**Recreational Facilities:** Campus athletic facilities include gyms, swimming pools, tennis, racquetball and squash courts, exercise equipment, and recreation fields.

**Arts and Cultural Events:** IEI students have access to plays and concerts at Krannert Center for the Arts, as well as the artistic and historical museums located on campus.

# IEI Programs

## Academic Programs

The IEI's regular program is offered for 15 weeks in the fall and spring semesters, and for an 8-week summer session. Mid-semester entry is available under special circumstances and should be arranged directly through the IEI front office. Students take the IEI English placement test to determine their English proficiency, and students are placed in classes accordingly. Returning students are also assessed according to their previous semester's end-of-semester proficiency rating.

Full-time students have a required course load of 20 hours of class per week. The typical student schedule in spring and fall semesters consists of four hours of class, Monday through Friday.

The IEI has six levels of proficiency, ranging from level 600 (advanced) to level 100 (beginner):

**Level 600 (Advanced) and Level 500 (High Intermediate):** All students take a Listening and Speaking class and a Reading and Writing Class, and can choose an Academic or Everyday track. Students also choose two electives, which may include Business Communication, Advanced Grammar, Advanced Pronunciation, Current Events, Film & Fiction, and TOEFL Preparation.

**Level 400 (Intermediate):** Students have three core (required) courses: Reading and Writing, Listening and Speaking, and Grammar. They also choose one elective course: College Writing, Pronunciation, or Introduction to the TOEFL iBT.

**Level 300 (Low Intermediate):** Students who place into the low-intermediate level have four core (required courses): Reading, Grammar, Writing, and a course in Listening, Speaking, and Pronunciation.

**Level 200 (High Beginner):** Students have four core (required) courses: Reading and Writing, Grammar, Listening and Speaking, and Pronunciation.

**Level 100 (Beginner):** Students have four core (required) courses: Reading, Grammar, Pronunciation, and Listening and Speaking.

Note: Levels with fewer than 9 students may be combined into Basic, Intermediate, and Advanced.

# IEI Programs

## Special Programs

The IEI offers customized programs for the needs and time constraints of other special groups of students, teachers, scholars, and professionals. We collaborate with businesses, universities, and educational agencies to create specially designed programs for groups with specific English needs. We also work with U of I campus units to provide English language programs to enhance international partnerships.

Examples of past IEI special programs include:

- A four-week intensive English program for Colombian engineering professors, focusing on professional written and oral communication.
- A five-week English course for Italian undergraduate students, to support their study in another academic course on campus. The IEI course includes a cultural introduction to the classroom and the university, oral communication practice, and support in students' completion of the written and oral assignments in their academic course.
- A semester-long program for Vietnamese chemistry professors, focusing on professional language skills, pronunciation, and oral presentations.
- An eight-week course for Chinese faculty members who teach their courses at their home universities in English. The program includes professional language skills, pronunciation, oral presentations, classroom observations, and interactions with University of Illinois faculty members.

The IEI's special programs can include courses such as:

- Conversation and culture
- Business communication
- Engineering communication
- Language skills for professors teaching in English
- ESL/EFL teacher training and development
- Academic English for specific fields of study

## IEI Faculty

The faculty members of the Intensive English Institute are outstanding. All of them are experienced and dedicated professionals, and have Masters or PhD degrees in teaching English as a Second Language or closely related fields. Many of them have taught overseas.

IEI faculty members are committed to excellence in ESL teaching. They work together to create engaging courses, lessons, materials, and extracurricular activities that directly help students develop language and intercultural skills in a friendly, supportive environment.

The IEI faculty participate in a variety of ongoing activities for their own professional development. They keep up to date on current issues and trends in the field. IEI faculty present papers and workshops at national and international conventions, and have published articles, books, and book chapters.

The IEI faculty also provide mentoring and professional development for Teaching Assistants, who are part of the instructional team. Teaching Assistants in the IEI are working on Masters degrees in Teaching English as a Second Language.

# IEI Activities

## All-IEI Activities

Participating in IEI activities is a great way for students to meet people, practice their English, get connected with the local community, and be more fully connected to American culture. The IEI believes that it is important for students to get together with each other and other American students to have fun and to practice English outside the classroom.

The IEI has an Activities Coordinator, who organizes activities for all IEI students. The Activities Coordinator is assisted by the IEI Interns, UI students working with the IEI to plan and participate in activities. They are a valuable resource for students. The interns are UI undergraduate students who spend a lot of time with IEI students. They participate in IEI activities and help IEI students learn about campus life.

*Activities to which everyone in the IEI is invited include:*

**All-IEI Welcome Picnic or Party** at the beginning of each semester. IEI students have fun and relax while meeting other IEI students and teachers.

**IEI Chicago Trip** is a chance for IEI students to spend the day exploring Chicago, one of the major cities near Champaign-Urbana. Students can shop, visit museums or just walk around and enjoy the sights

**IEI Trips to local attractions** such as a local farmer's market and Turkey Run State Park in Indiana.

**IEI game nights** and other on-campus events.

**Volunteer opportunities** to engage in service learning. Students can practice their English outside of the classroom.

## Section Activities

IEI teachers frequently arrange events for their classes outside of class time. Activities may include sports (volleyball or softball games, bowling, ice skating, etc.), potluck meals (a dinner where everyone brings food from their home countries), picnics, or other activities designed to help students meet new people.

## ConvoPartners Program

The IEI's ConvoPartners program matches IEI students with U of I students and community members interested in meeting students from other countries. Students sign up for the program during the first week of class. The IEI matches IEI students with a conversation ("Convo") partner for weekly meetings. This is a great chance for students to practice English and learn about American culture.

Students also find opportunities to meet people by using the campus facilities, most notably the excellent recreational facilities at Campus Recreation: swimming pools, basketball gymnasiums, soccer fields and more. Visit <http://www.campusrec.illinois.edu/> for more information.

# Student Housing

There are many residence options available for IEI students, either on campus or in the surrounding community.

**University residence halls:** All University Housing residence halls feature on-campus locations, meal plans, convenient services in the hall, and professional staff. Students can use their meal plans in any University Housing dining hall. Being in the center of campus activities is a big advantage to living in the residence halls.

**University Certified Housing:** All of the Private Certified Housing facilities are certified by the University of Illinois for all students. These facilities are part of the University's housing program. They offer comfortable and attractive living accommodations in a wide range of prices and sizes.

**Apartments (Private):** Most apartments offer only 9- or 12-month leases beginning in August, though some apartments offer one-semester, individual leases for Fall and for Spring. Apartments range in size from efficiency apartments (with a combined living room/bedroom) to models with more than one bedroom. Apartments may be either "furnished" or "unfurnished." Students renting unfurnished apartments will need to buy or rent furniture for the bedrooms and living room. Students renting apartments may also have to pay for electricity, gas, telephone, and water.

**LEASES:** Students should be sure that they understand all the terms of the lease before they sign it. A lease is a legally binding document, and the landlord may take legal action against a tenant if terms of the lease are broken.

**Homestay:** Students who want to live with an American family in Champaign-Urbana while studying at the Intensive English Institute can choose to participate in a homestay program. Homestay rates include two meals a day: breakfast and dinner. Students normally have their own bedroom and study space. Bathrooms are usually shared with the family.

For more information about housing, see <http://www.iei.illinois.edu/future/housing/>

# Application and Visa Information

## Applications

Before applying to the IEI, a student must meet these minimum requirements:

- Be at least 17 years old
- Have completed secondary school at the time of IEI enrollment
- Present evidence of financial support for all expenses while studying at the IEI.

The current application form, along with schedule and cost information, can be found on the IEI website at <http://www.iei.illinois.edu/future-students/apply.html>

## Getting a Visa

Students should apply for a visa as soon as they know when they plan to travel.

Planning for and getting an appointment for the visa at the embassy or consulate requires several weeks. If the student is applying for a visa for the first time, an **in-person interview** is usually required. The student can call the embassy or go to the embassy web site for information and instructions on how to make an appointment for the interview.

### Students applying for an F-1 visa (or any non-immigrant visa) MUST:

- Show that they have strong economic, social, family or career ties to their home country.
- Provide proof that they have a residence in their home country
- Convince the official that they intend to leave the USA and return to that residence upon completion of program of study.
- Inform the official **when** they are going home (e.g., show a return ticket).

# Becoming and IEI Agent

Since 1967, the IEI has been providing a high quality program for students who want to improve their English for academic, personal or professional reasons. We are looking for representatives who put the students' needs first and try to match their interests with an appropriate institution.

## **Our representatives must agree to the following:**

- Representatives must be responsible for advising applicants in accordance with the NAFSA Code of Ethics (see [http://www.nafsa.org/About\\_Us/About\\_NAFSA/Leadership\\_and\\_Governance/NAFSA\\_s\\_Statement\\_of\\_Ethical\\_Principles/](http://www.nafsa.org/About_Us/About_NAFSA/Leadership_and_Governance/NAFSA_s_Statement_of_Ethical_Principles/)) collecting fees and deposits, processing all application paperwork, and explaining visa regulations to the applicant.
- The company/individual should attempt to refer at least 3 clients within each twelve month period.
- The company/individual will ensure that completed applications including the financial support document (bank letter) the transcript from the last educational institution attended, and the application fee (including required express mail fee are submitted to the IEI in a timely way.
- Any advertising (paper, web-based, e-mail or other) produced by the company/individual will accurately depict the role of the company/individual promoting the program and will accurately represent the programs and costs of the IEI.
- In counseling students to attend the IEI, the company/individual will not make any promises for services, programs, admission to other programs etc. which the institute does not provide.
- The company/individual will not attribute to the IEI any fees not actually charged by the IEI, and will clearly describe any fees charged to clients for the company's services.

## **The IEI agrees to the following for any company/individual with whom it has an agreement:**

- The IEI will provide the program and services outlined on its website.
- The IEI will inform the company in writing of any changes in fees and services.
- The IEI will respond promptly to questions or requests for information.
- The IEI will pay a commission of 15% of the IEI tuition for the first term of enrollment (no commission is paid on University fees, insurance, or housing) upon receipt of an invoice from the company. (Detailed information is provided in the Agent Agreement.)

**To apply to become an agent for the IEI, fill out the online questionnaire at <https://illinois.edu/fb/sec/2968440>**

## LINKS

University of Illinois at Urbana-Champaign

***<http://www.illinois.edu>***

University and College Intensive English Programs

***<http://www.uciep.org/>***

American Association of Intensive English Programs

***<http://www.aaiep.org/>***

Student Application

***<https://illinois.edu/fb/sec/6778581>***

Agent Questionnaire

***<https://illinois.edu/fb/sec/2968440>***