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Important Telephone Numbers

Emergency:

Fire, police or ambulance 911
Newark Police (off-campus) (302) 366-7111
University Police (on-campus) (302) 831-2222
Dr. Stevens at home, call anytime (302) 369-4432
  Or call his cell phone (302) 584-5710
  if you have an emergency
Joe Matterer at home, call anytime (302) 738-7810
Karen Asenavage at home, call anytime (267) 456-3185

Note: If you are on campus and have an emergency, you can use the blue light phone boxes located all over campus. They are a direct line to the University Police. You do not need to know where you are because the phones are connected to a computerized map of campus. The police will be happy and able to assist you.

Other Important Numbers:

On-Campus

ELI Office (302) 831-2674
Office for International Student and Scholars 831-2123
Housing and Residence Life 831-1201
Dining Services 831-6761
Student Health Center 831-2226
University Student Centers 831-2792

Off-Campus

Post Office (302) 737-5771
Mega Bus (877) 462-6342
Greyhound (800) 231-2222
Telephone Number Information 411

For EMERGENCY, call:

911

Save these numbers in your cell phone!
Welcome Message

The Director, faculty, and staff all wish to welcome you to the University of Delaware’s Intensive English program.

We want you to feel comfortable in Newark while you are here. You have been accepted to this Institute because of your expressed interest in a very strong and serious English program. We have many high expectations of you:

• That you will complete all of your work to the best of your ability;

• That you attend all ELI academic classes on time every day, and participate in class activities;

• That you will make every effort to join cultural activities to increase your awareness of the United States, make new friends and improve your English;

• That you will work hard to achieve your goal, whatever it might be;

• That you will speak English in and out of the class.

Please remember that we are here to help you. We will challenge you and give you much work, but we will also help you with problems, and offer our friendship.

We hope you find your time at the Institute useful, rewarding, and enjoyable.

Dr. Scott G. Stevens

Director, English Language Institute
Mission Statement

For our students

- Through an unwavering commitment to excellence and renewal, the ELI faculty and staff endeavor each day to enhance our reputation as a leader among intensive English programs. Our leadership is based on a clear understanding of our goals and the means to achieve them.

As teachers, tutors, administrators and staff, we strive to:

- Meet or exceed our students’ expectations for developing their linguistic, academic, and professional skills.

- Contribute to international understanding by engaging students in meaningful inter-cultural exploration.

- Provide our students with the support and services they require to make the transition from their own countries to life in the United States.

- Meet the ordinary and extraordinary needs of our students, ensuring that their experience at ELI is productive and fulfilling.

- Recruit only the most talented and experienced English language specialists and staff and promote their continued professional growth.

- Assume personal responsibility for solving problems, value each other as highly as we do our clients, and support each other in our work.

- Manage our resources, attaining financial viability without compromising the outstanding value of an ELI education.

- Enrich the University of Delaware and the local community, fostering cross-cultural communication and interaction.

Adopted May 19, 1999
Dear ELI students:

The University of Delaware English Language Institute is fully accredited by the Commission on English Language Program Accreditation (CEA). The goal of CEA is to make sure programs like the ELI can meet accepted standards of the profession and show continuous improvement to meet the needs of students like you. CEA is officially recognized by the U.S. Department of Education as an accrediting organization. Below is a summary of the CEA standards that we try every day to meet or exceed. If you believe the ELI is not meeting any of the standards below, please talk to me, ELI’s Director, or any ELI administrator or faculty member. We will do our best to address the problem and improve the program. If, however, you believe we are not responding to your concerns and failing to fulfill the requirements of these standards, you may file a complaint in writing to CEA at the following address:

http://www.cea-accredit.org/about-cea/complaints

Our sincere hope is that your experience at the University of Delaware ELI will be enjoyable and successful. Together, our mission statement (previous page) and these standards (below) represent our promise of caring and quality. Please let us know how we can do better. To learn more about CEA, please visit their website at http://www.cea-accredit.org/

Sincerely,

Dr. Scott G. Stevens,
Director

Mission Standard 1:
The program or language institution has a written statement of its mission and goals, which guides activities, policies, and allocation of resources. This statement is communicated to faculty, students, and staff, as well as to prospective students, student sponsors, and the public, and is evaluated periodically.

Curriculum Standard 1:
The curriculum is consistent with the mission of the program or language institution, appropriate to achieve the organization’s goals and meet assessed student needs, and available in writing.

Curriculum Standard 3:
The instructional materials and methodologies are appropriate and contribute to the mastery of course objectives. (See www.cea-accredit.org/about-cea/standards for additional Curriculum Standards)

Faculty Standard 1:
Faculty members have education and training commensurate with their teaching assignments.

Faculty Standard 3:
Faculty who teach English demonstrate excellent proficiency in English. (See www.cea-accredit.org/about-cea/standards for additional Faculty Standards)

Facilities, Equipment and Supplies Standard 1:
The program or language institution has facilities, equipment, and supplies that support the achievement of its educational and service goals; are adequate in number, condition, and availability; and are accessible to students, faculty, and administrators.
Accreditation (cont.)

Administrative and Fiscal Capacity Standard 2:
The program or language institution has an administrative structure and a governance system that are effective in helping it achieve its mission and the mission of the host institution, if applicable. Administrator and staff positions within that structure are adequate in number and staffed with individuals who have appropriate education, training, and experience. (See www.cea-accredit.org/about-cea/standards for additional Administrative and Fiscal Capacity Standards)

Student Services Standard 1:
Admissions policies are consistent with program objectives and with the mission of the program or language institution (and with the host institution if applicable), and are implemented by properly trained and authorized individuals. The admissions process ensures that the student is qualified to enroll in and benefit from the instructional program. Both the policies and the personnel who implement them adhere to ethical practices.

Student Services Standard 2:
The program or language institution provides academic and personal advising and counseling, as well as assistance in understanding immigration regulations. Such advice and assistance are provided in a timely and accurate manner by qualified individuals.

Student Services Standard 3:
The program or language institution provides pre-arrival and ongoing orientation (1) to support students in their adjustment to the program or institution (and to the host institution if applicable) and to the surrounding culture and community and (2) to help them understand immigration regulations and procedures, as well as health and safety issues.

Student Services Standard 4:
The program or language institution seeks to ensure that students understand policies regarding enrollment, registration, attendance, repeating levels or courses, and progression through the program of study.

Student Services Standard 5:
Students have access to health insurance if required and, in all cases, students are informed about the need for adequate health insurance coverage.

Student Services Standard 6:
Students have access to social and recreational activities that provide a cultural context for their language acquisition and other studies, as appropriate.

Student Services Standard 7:
The program or language institution clearly states and fulfills its responsibilities regarding student housing.

Student Services Standard 8:
The program or language institution clearly states and consistently provides the extent of student services described in any written, electronic, or oral promotional information or in agreements.

Recruiting Standard 2:
All written, electronic, and oral information used to describe or promote the program or language institution to students and other relevant parties is accurate and complete. (See www.cea-accredit.org/about-cea/standards for additional Recruitment Standards)
Accreditation (cont.)

Length and Structure of Program of Study Standard 1:
The calendar states the number of terms per year, the number of weeks per term and the number of hours of instruction per week. The calendar is consistent with and supportive of the program or language institution's stated mission and goals.

Length and Structure of Program of Study Standard 2:
The program or language institution's curricular design clearly indicates the levels of instruction and specifies how students progress through a full program of study.

Student Achievement Standard 1:
The program or language institution has a placement system that is consistent with its admission requirements and allows valid and reliable placement of students into levels.

Student Achievement Standard 2:
The program or language institution documents in writing whether students are ready to progress to the next level or to exit the program of study, using instruments or procedures that appropriately assess the achievement of student learning outcomes for courses taken within the curriculum.

Student Achievement Standard 4:
The program or language institution informs students of the assessment procedures used to determine placement, progression from level to level, and completion of the program, as well as their individual results. (See www.cea-accredit.org/about-cea/standards for additional Student Achievement Standards)

Student Complaints Standard 1:
The program or language institution makes available to students, in writing, procedures by which they may lodge formal complaints. The program or language institution documents and maintains records of formal student complaints, as well as the resolution of any such complaints.

Program Development, Planning, and Review Standard 1:
The program or language institution has a plan, in writing, for development of the program or language institution, including planning, implementation, and evaluation. (See www.cea-accredit.org/about-cea/standards for additional Program Development Standards)

Student Complaint Form

Students are welcome to speak to any ELI staff member or teacher about any problems or concerns. Remember, the ELI staff is here to help you as well as teach you English.

Students with questions and/or concerns about the program and the policies of the Institute should make an appointment to speak with the Director or Associate Director.

The Student Complaint Form can be found here on the ELI Website: http://sites.udel.edu/csp/student-concerns/
**Staff Directory**

Dr. Scott Stevens, Director  (189 West Main St. Room 104)
- Dr. Stevens is away from the ELI on sabbatical doing research. He will return to the ELI July 1, 2016

Joe Matterer, Associate Director  (318 South College Ave. Room 223)
- Acting Director: Emergencies, serious problems, concerns, level changes, oversight of LL and SACL coordinators

Karen Asenavage, Associate Director of Academic Programs  (108 East Main St. Room 227)
- Academic advisement, Conditional Admissions, Bridge program, oversight of Tutoring Center Coordinator

Sue Walton, Registrar
- Class scheduling, class changes, enrollment verification letters, transcripts, DMV letters, intention forms

Dru Arban, Assistant to the Director
- Billing or financial questions

Nadia Redman, Assistant Director, Admissions & Recruitment  (189 West Main St. Room 103)
- Questions about: immigration/student visas, I-20 forms, admissions procedures

Jeanine Chapman, CAP Assistant  (189 West Main St. Room 201)
- Conditional Admissions, immigration questions, I-20 questions, traveling

Kathy Kutchens, Admissions Assistant  (189 West Main St. Room 201)
- Intensive English Program admissions, immigration questions, I-20 questions
Staff Directory

Chris Smith, Office Coordinator
(189 West Main St. Lobby)
Linda Morris, Assistant Office Coordinator
Jeanne Cannavo, Office Coordinator
(108 East Main St. Lobby)
- Schedule appointments, return ELI forms, parking, campus employment information, administrative support, information services

Tim Kim, Orientation Coordinator
(108 East Main St. Room 208A)
- Orientation and Student Support

Meghan Gladle, Interim Housing Coordinator
(318 S. College Ave.)
- Student Housing Inquiries

Stacey Leonard, Homestay Coordinator

Erin Solorzano, CAP Academic Advisor
(108 E. Main St. Room 217A)
- Advise on academic and career issues

Emily Thayer, IEP Academic Advisor
(318 S. College Ave.)
- Advise on academic and career issues

Baerbel Schumacher, Special Programs Manager
(189 West Main St. Room 307)
- ALLEI contact, special programs, service learning

Ken Hyde, Tutoring Center Coordinator
(108 East Main St. Room 225A)
- Tutoring schedule & changes

Nicole Servais, SALC Coordinator
(108 East Main St. Room 210)
Aura Draper, SALC Assistant
Welcome to your ELI Experience!

Campus Tour
You will take a walking tour of the University campus. On the campus tour, you will see the ELI classroom locations, the UD library, the Student Health Center, and Newark’s Main Street. The tour is one hour and thirty minutes long. We advise you to wear comfortable shoes.

Student Identification Cards
On the tour you will receive a University of Delaware student identification card. These picture ID’s allow you to use all University facilities such as the library and the sports facilities. If you are using the University meal plan, you must present your ID in the dining halls. The University of Delaware gives every student an identification number. This student ID number is not an official Social Security Number (SSN).

Bank Accounts
Many ELI students have bank accounts at the PNC Bank in the Trabant University Center on Main Street. You can take your money and passport to the bank between 9:00 a.m. and 5:00 p.m. You can open checking and savings accounts and also get a debit (cash) card to use in bank machines (ATMs) all over the United States.

orientation
/oriˈjənˌteɪʃən/noun
the process of giving people training and information about a new job, situation, etc.
e.g. New students need to go through a short orientation before they begin classes.
From Merriam-Webster Learner’s Dictionary

Wear comfortable shoes!
Orientation Week

Placement Testing

The ELI uses placement tests to put you in a class that is at an appropriate level for your English ability. Your classes will be a little higher than your current ability. Your classes should not be too difficult or too easy. Our placement tests have been used at the ELI for many years, and they are reliable and accurate. Over 95% of the ELI’s students are happy with their placement into their ELI classes. If you do not agree with your placement or feel that you did not do well on your test, you will have an opportunity to retest during the first week. The ELI uses four placement tests to place you into your two main classes:

You will learn the results of the placement procedures and tests when you receive your schedules on the first day of the session. The schedule shows your levels and classes. It is possible for you to be in a different level for each class. You can get the scores for the Michigan tests after the session begins from the ELI Associate Director, 318 S. College Ave. Room 223.

The ELI will retest new students during the first week of classes (usually on Wednesday). Test results are posted to tell you if your levels or classes have been changed. If you have questions, or disagree with the results of the retests, you may schedule an appointment to speak with the ELI Associate Director.

Housing

The ELI will assist each student with housing. For any other questions or concerns regarding your housing, please contact the Housing Coordinator at 108 East Main Street.

Dining

You may purchase a meal plan and use the university dining facilities. There are 3 dining options for ELI students:

- 50 “anytime” meals with $140 dining points;
- 25 “anytime” meals with $65 dining points &

Listening and Speaking Class | Reading and Writing Class
---|---
1) The Michigan Test of Aural Comprehension
   Scored from 0 – 100
2) An interview with an ELI teacher
   Scored from Basic – Level VI
3) The Michigan Test of EL Proficiency
   Scored from 0 – 100
4) A written essay
   Scored from Basic – Level VI

From Merriam-Webster Learner's Dictionary

placement /ˈpleɪsmənt/noun
the act of finding an appropriate place for someone to live, work, or learn

Make an appointment online with an ELI Housing Coordinator
Orientation Week

You can use these meals for approximately four months from the day you buy them. There is no refund available for unused meals.

Tuition & Other Bills

Bills for tuition and other fees will be e-mailed to you before the session begins. Bills are due the first day of the session. The due date is also printed on the front of the bill. If you have been placed in Rittenhouse Station, your ELI bill will include a housing fee; if not, the housing fee will be billed after the session has begun. If you are living with a homestay family, you will pay your family directly. If you are living in an apartment, you pay the apartment in the leasing office when you move in.

You may pay your bills by credit card online at the website address that is on the front of the bill. You may also pay your bills by credit card by coming to the ELI Cashier’s Window. If you want to pay your bill by check or cash, you must go to the Cashier's Office at the Student Services Center (30 Lovett Avenue).

If you have questions about your bills, you should come to the ELI Cashier’s Window, which is located in the ELI Library and is open for service every weekday afternoon from 2:00 pm - 4:50 pm. During the first two days of the session, the ELI Cashier’s Window will be open for additional hours.

The ELI follows the University of Delaware refund policy stated at the following link http://tinyurl.com/d5h3bnp. Refunds are only available if you officially drop or withdraw from courses during the first week of classes (the Drop/Add period). This also applies to students who have requested a 2-session discounted bill. If you decide that you want to change back to a one-session bill, you have until the end of the first week of classes (the Drop/Add period) to do this. No refunds will be given after the first week of classes (the Drop/Add period). Also, with regard to the 2-session discounted bill: no full or partial tuition refunds will be given if a student withdraws from the first session, does not continue in the second session, or changes programs.
Academic Program

Schedule
You will receive a schedule which lists your classes, instructors, tutoring & laboratory schedules, and books to be purchased.

Classes
ELI classes are held every morning, Monday through Friday, and afternoon, Monday through Thursday. The class times are printed on your ELI schedule. Classes usually begin at 8:15 am or 8:30 am depending on the session. You should bring all assigned books to class every day. You can purchase books and supplies at the University of Delaware Barnes & Noble bookstore. You must purchase a separate notebook to be used for writing work.

Tutoring Center
Each full-time student at the ELI has two hours of tutoring each week.  

CAP and sponsored students are required to attend tutoring.

Tutoring is an excellent way to improve your English!

Your tutoring is located at the 108 East Main Street and the Tutoring Center Coordinator’s office is located in the same building in room 225A.

Afternoon Laboratories
Your listening lab assignment is printed on your schedule or you may ask your listening/speaking teacher for information. Listening laboratory time varies according to your level. Listening laboratory attendance is mandatory for Basic, Level I, and Level II students.

Self-Access Learning Center (SALC)
The ELI Self Access Learning Center is a multimedia resource room where you can work to improve your reading, writing, listening, speaking, pronunciation, and vocabulary skills with a variety of materials. The SALC has many books, CDs, DVDs, software programs, and access to the Internet to assist you with your study of the English language. The SALC staff can assist you with using the equipment and choosing materials.

The SALC is located at 108 East Main Street in Room 210. The Self Access Learning Center hours appear on your schedule and at the SALC website. After an initial orientation to the SALC during the first week, you can use the SALC.

Testing Preparation Course
Once each session, the Institute offers a course to prepare ELI students for standardized examinations like the TOEFL. The TOEFL prep course is available for students in level four (IV) and above. Please see your teacher for details and dates.

SALC website:  
sites.google.com/site/elidesalc
Facebook:  
www.facebook.com/elidesalc
Twitter:  
www.twitter.com/elidesalc

CAP and sponsored students are required to attend tutoring.
Academic Program

TOEFL
The Institute administers the Institutional TOEFL examination six times per year. Your ELI teachers will announce the testing dates and the dates will also be advertised in the student newsletter (The Orientation Express). Students enrolled in the program may register for the test for a fee at the ELI Cashier’s Window between 2:00pm-5:00pm, Monday through Friday.

Administrative Policies & Information

Attendance
You must attend all classes. Three late arrivals for class (up to 15 minutes) equal one absence. To be eligible to receive a certificate, you must attend 85% of your classes and maintain a minimum average grade of a C. To receive honors or other awards, you must attend 90% of your classes and maintain an A grade average. **16 class absences in one session (14 class absences in a 7 week session) violate immigration laws of the United States and may result in dismissal from the program and loss of your student visa.** The ELI permits fewer absences for students attending only part of a session.

Certificates
The ELI awards a certificate to each student who completes their ELI course. You must arrive by the first day of each session or you may be asked to wait until the next session. You need overall attendance of 85% and an average grade of C to qualify for a certificate.

Late Arrival/Early Withdrawal
Our sessions are 7 or 8 weeks in length. You must make special arrangements for late arrival or early withdrawal from the program with the ELI Admissions Office before you begin your session of study at the ELI. The ELI offers no refunds for late arrival, early withdrawal, or dismissal. The ELI Admissions Office can be contacted at ud-eli@udel.edu. New or returning students who do not pick up their schedule on the first day of class will be marked absent and will not be able to change classes.

Student Grade Reports
The ELI will issue student grade reports each session. Students who are graduating will receive their grade report at graduation. Students who are continuing at the ELI will receive their grades when they receive their new schedule. Please see the rubric in ‘Appendix A’ for a detailed description of ELI level skills.
Administrative Policies & Information

Multiple Repeater Policy
“A student has two sessions to pass* at any given level.** A student who fails or is retained at the end of the second session will take the placement test and be considered for replacement at a lower level (subject to a administrative discretion in exceptional cases). If the placement test does not indicate replacement, the student may stay at the same level. If the student does not pass in the next (third) session (either at the same or lower level), the student will be dismissed, except by special permission of the Director or Associate Directors in extraordinary circumstances.”

*A “pass” in EAP VI for CAP students is defined as meeting the university requirement (i.e. B grades in each skill and a 6.5 or 7.0 on the final essay and an effort score of 1 or 2). A “pass” for Graduate-CAP and MBA-CAP students in Grad VI and all pre-MBA classes is defined as meeting the university requirement for graduate students (i.e. B+ grades in all skills and a 6.5 or 7.0 on the final essay and effort score of 1 or 2).

Students who do not meet their requirements in two sessions of EAP VI RW or Grad VI RW and are retested at Level VI may take ACRW once prior to retaking EAP VI/Grad VI RW for the third and final time.

**For the purposes of this policy, general V and EAP V are considered two levels, and general VI and EAP/Grad VI are considered two levels. Further, the two pre-MBA LS courses (OBCS and Entrepreneurship) will also be considered two levels.

University Courses
If you are in levels V and VI, you may register for University of Delaware courses through the Division of Continuing Education. Your instructor and the director of the ELI must approve the course and give permission to study. Please see the Associate Director for details.

Advisement
If you are planning to attend a university program in the United States after your English studies, we can help you select and apply to a university. For questions about:

- All MA TESL admissions Dr. Scott Stevens
- All undergraduate admissions (UD and others) Jeanine Chapman
- All MBA admissions Jeanine Chapman
- All other graduate admissions Jeanine Chapman

ad·vise /ədˈvaɪz/ verb
to give an opinion or suggestion to someone about what should be done

From Merriam-Webster Learner's Dictionary
Administrative Policies & Information

Admissions

If you have questions and/or problems about admission to the University of Delaware, you should make an online appointment with the ELI Admissions Office (contact CAPadmissions@udel.edu).

The ELI’s Conditional Admissions Program (CAP) offers conditional admission to UD for qualified international undergraduate students who complete the highest level of the English for Academic Purposes Listening/Speaking and Reading/Writing classes with appropriate grades. Please see Laurie Fuhrmann for more details. (CAPadmissions@udel.edu)

Student Concerns

If you have questions and/or problems about the program and the policies of the Institute should make an appointment to speak with the Director or the Associate Director.

You are welcome to speak to any ELI staff member or teacher about any problems or concerns. Remember, the ELI staff is here to help you as well as teach you English.

University Buildings

With the University ID card, you have the same access to many UD facilities and the same privileges as UD students. The ELI encourages you to take advantage of everything the University of Delaware has to offer.

You can use your ID for:

- **Academic facilities** such as the Morris Library, the Educational Resource Center, and all UD computing sites. The library has over 2.8 million books, electronic journals, DVDs, and much more.

- **Sports facilities** like the Carpenter Sports Building and the UD Ice Arena. The sports buildings are great places to meet UD students in a relaxed environment. You can make friends while playing basketball, swimming, or exercising. ELI students also receive free admission to UD football and basketball games, and reduced admission prices for other sporting events.

- **Cultural facilities** such as the University Gallery, Music Department practice rooms, and student activities centers. The UD Art Department hosts several exhibitions each year and maintains a permanent display in the Old College gallery. The Music Department presents concerts every few weeks with student, faculty, and visiting performers. The university also has two student centers which host films and other programs that can give you great exposure to American culture.
**Code of Conduct**

The ELI Code of Conduct is designed to help you know what kinds of behavior American college students find acceptable. To avoid trouble, know and follow these policies. All of the ELI Student Policies are on the ELI web page (http://sites.udel.edu/eli/). The box below contains a brief guide to some of the behaviors you should avoid.

Below is a list of Code of Conduct violations that can lead to disciplinary hearings, possible dismissal from the ELI, or even criminal charges. Please note that this list is not exhaustive:

**Disciplinary Hearing Violations:**

- **Academic Dishonesty**- Stealing an exam, giving another student an answer during a test, handing in work or papers written by someone else, posing as someone else to take a test for her/him
- **Attendance Problems**- Arriving late to class more than three times, missing too many classes
- **Cheating**—stealing an exam—either physically or electronically, giving another student an answer during a test, handing in work or papers written by someone else, posing as someone else to take a test for her/him, copying an answer from another student’s paper or test, peaking at notes when notes are not to be used during an exam
- **Disruptive Classroom Behavior**- Talking to another student while class discussion is going on or while the teacher is speaking to the whole class, making other distracting noises or gestures, talking too much- so that no other student has time to talk, verbally or physically threatening another student or the teacher
- **Plagiarism**- stealing another person’s idea or illustration and using it as one’s own without giving credit to the original author or source, copying sentences of paragraphs directly from an article or book to use in an essay without giving credit to the original author

**Criminal Charges and/or Violations of the University Code of Conduct:**

- **Alcohol & Drug Violations**- possession or use of alcohol by a minor (person under the age of 21), providing alcohol to a minor, carrying an open container of alcohol in a common or public area, driving under the influence, possession of a controlled substance
- **Sexual Harassment**- persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature; unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body; repeated degrading or insulting comments about an individual's sexuality or sex; sexual assault
- **Driving Violations**- speeding, reckless or careless driving, failure to obey traffic signals, etc.

The UD Student Guide to University Policies contains very detailed descriptions of all conduct and housing violations, including felonies. This document is available on the University of Delaware web page (http://www.udel.edu/stuguide/).
Policy on Academic Dishonesty

“All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation must be reported to the Office of Judicial Affairs.” (Retrieved from: http://www.udel/stuguide/)

The flowchart provides a visual guide to the way in which the ELI’s Judicial System works when a student violates ELI and/or UD policy.

If a teacher believes you have cheated or plagiarized, he/she will give you a warning on the first violation and may require you to do the work again at the teacher’s discretion.

After a second violation, your teacher may have you do the work again and/or fail you on that assignment. Your teacher will also complete a Formal Notice of Academic Dishonesty form and give a duplicate copy to the Chair of the Student Attendance and Conduct Committee.

After the third violation, whether in the same class or a future class, the teacher will take the following actions:
- The teacher will give you a zero for the test or assignment in question.
- You will receive notice requiring you to attend a hearing to determine if you should be dismissed from the program and, if a CAP student, whether UD should withdraw its offer of conditional admissions.

However, if you have committed an egregious act of plagiarism or cheating, you will not be given three chances.

What is an egregious act of plagiarism? Egregious acts of cheating or plagiarism include: (1) submitting the work of another as one’s own; (2) downloading a paper (in whole or in part) from the internet and submitting as one’s own; (3) stealing or copying an exam either physically or electronically; and (4) plagiarizing a paragraph or more from another source. Egregious violations of ELI’s policy will be immediately reported to the Student Attendance and Conduct Committee, which will make a record of the event and issue a letter of warning. If a second egregious act occurs, you would be asked by the Student Attendance and Conduct Committee to meet for a hearing to determine if you should be dismissed from the program and, if a CAP student, whether UD should with draw its offer of conditional admissions.
Let's take a walk through the ELI Judicial System!

1) Your potential student violation of ELI or UD Code of Conduct reviewed by the ELI Director

2) ELI Director determines that you have violated UD Housing Policy or criminal code

3) You are referred to University of Delaware judicial system*

4) Situation Resolved

3) You and/or Complaintant(s) appeal to ELI Student Conduct Committee to amend or revise the decision of the ELI Director

4) Situation Resolved

2) You and/or Complaintant(s) or other(s) concerned meet with the ELI Director, who will suggest action to resolve the situation

4) Situation Resolved

At any stage of the judicial process, the ELI may call upon appropriate university or community resources (e.g., Dean of Students Office, Office for International Students and Scholars, UD Counseling Center, UD Public Safety) for assistance or consultation.

*For more information on the UD Judicial System, see the Student Guide to University Policies under the Rules and Responsibilities section of the UD Official Student Handbook (http://
Getting Involved

Social and Cultural Activities
The ELI has many cultural trips and activities each session. These activities are a valuable part of your experience here in the United States so you should take advantage of them. Some ELI activities are free but require a deposit of $20. Other trips require advance payment. Seating on any trip may be limited and refunds are not available. Make sure you reserve your tickets as soon as possible.

American Host Program
The American Host Program helps connect ELI students with American students at the University of Delaware. ELI students must apply every session to request an American student host. Host partners meet to have coffee or attend events on campus. Please contact Meghan Gladle if you are interested in applying: gladlem@udel.edu

Book Club
The book club is a vital part of the SALC. You can join to read one book each session, get lots of chances to practice your speaking and reading skills, as well as get to know your ELI classmates. Check the SALC website for book club times and dates.

University Clubs
There are over 300 organizations and activities in the University that you may join. These organizations give you excellent opportunities to meet American students and share cultural experiences with them. The ELI orientation staff can provide you with information about UD clubs. You can also check out UD’s Registered Students Organizations at www.udel.edu/RSO
Hygiene and Grooming

Ideas about hygiene differ widely from culture to culture, this can be a very tricky subject. Many Americans, for instance, consider a daily shower or bath to be the minimum level of cleanliness (in hot, humid summer weather, some Americans will even take multiple showers a day). The perception or reality of poor dress or grooming can have small, yet very real, negative effects for international students. For example, you may find that American students avoid you because of your natural body odor or the odor of your breath. Other ELI students may also form a negative opinion about you as a person since many people associate poor hygiene with low moral character.

Here are some helpful tips to adjust to the American view of Hygiene and Grooming:

Clothing:
Any clothing that touches your skin should be washed between every use (before you wear it again).
- If you are not sure how to wash your clothing, ask a teacher or tutor. We’ll be happy to teach you!
- Use laundry soap (soap that is designed for use in a washing machine, such as Tide™ or Gain™) and follow the instructions on the box.
- You should avoid clothing that has visible stains, even if the clothing is fresh from the laundry and completely clean.
- Avoid wearing the same clothes several times in a row

Natural Body Oder:
A major goal of American grooming and hygiene is to remove all hints of personal, natural body odor. To do this you should:
- Take a daily shower
- Use antiperspirant (deodorant)
- Brush your teeth daily with toothpaste
However, wearing too much perfume and cologne is not recommended, since it can cause serious allergic reactions for other people.
Student Visas and I-20 Forms

The UD Office for International Students & Scholars (OISS) is the office which issues your visas and I-20 forms. OISS handles all details concerning visas and U.S. Citizenship and Immigration Service regulations. **Courtney Johnson** is the Immigration Services Advisor for ELI students. You should make arrangements in advance if you need to see her; call 831-2115 to set up an appointment or contact cjohns@udel.edu.

Student Visas

Most ELI students have either an I-20 form (F-1 visa) or DS-2019 form (J-1 visa). The United States Citizenship and Immigration Service requires these students to attend all classes. If a student has excessive absences, the ELI notifies the student by email that his/her non-attendance may be reported to the United States government for appropriate action.

Federal Law Requirements

- You must report any change of address or phone number to the office within 5 days of the change.
  (do this online at http://sites.udel.edu/csp/forms/contactupdate)
- Before you leave the program, you must complete a Departure Form and return it to the Institute.

Travel Outside of the United States

Most ELI students have a multiple-entry visa, which allows you to leave the United States and come back more than one time. However, **if you travel outside of the U.S. you must have your I-20 form signed by the UD Foreign Student Advisor before you leave the country.** If your I-20 is not signed, you may not be allowed to re-enter the United States. To apply for travel authorization, you must complete a Leave Request Form at:

  http://sites.udel.edu/csp/important/vac-travel/travelform
Health Care Procedures for ELI Students

Do you have ELI insurance?*

YES

Is this an emergency situation?
(trouble breathing, bleeding, broken bone)

YES

Call 911 or visit the closest Emergency Room. You should also contact the ELI to let them know.

NO

Go to the doctor of your choice, and submit the claim to your insurance company.

YES

You must visit Student Health Center on campus or make an appointment with them.

NO

You are referred to off-campus health care provider.

Treatment completed. No insurance claim.

You submit the claim to HTH Worldwide Insurance. Claim forms available at the ELI or online (www.hthstudents.com).

* All non-sponsored students have ELI Insurance through HTH Worldwide.

In an emergency situation, ELI students or their homestay families should contact one of the ELI administrators listed below:

Scott Stevens (H) 302-369-4432; (W) 831-8224
Joe Matterer (H) 302-738-7810; (W) 831-1809
Karen Asenavage (H) 267-456-3185; (W) 831-7418

While the University of Delaware Student Health Center is staffed 24 hours per day, students will be seen more quickly if they make an appointment in advance.

Student Health Center—831-2226
Medical Information

Medical Emergencies

If you have a medical emergency on campus, you can call UD Public Safety for an ambulance. Public Safety's telephone number is 831-2222. You can also use one of the emergency telephones, which are located around the campus and marked with a blue light on top. Push the red button and you will have a direct open line to the Public Safety.

If you are off campus and have any kind of emergency, you can call 911 from any telephone. Tell the operator where you are and what kind of emergency you have (fire, injury, etc.). The operator will send your message to the appropriate emergency department. You can also use your orange emergency card to contact an ELI staff member if you have any kind of emergency.

Student Health Service

If you feel ill or are injured and need to see a doctor, you can go to the University's Student Health Service in Laurel Hall. Laurel Hall is located on South College Avenue near East Park Place, a 5 minute walk past the Morris library. The Student Health Service is open 24 hours/day and every day. Physicians are on duty from 8:00 a.m. to 5:00 p.m., Monday through Friday. A doctor is "on call" after hours and nurses are on staff all the time. All ELI students pay a mandatory Health Center fee, so there is no charge at the time of your visit. You should always visit the Student Health Service first if you are not well. They will advise you if you need to go to the hospital. This approach will also avoid problems with insurance payments.

Medical Insurance & ELI Insurance Coverage Policy

All University and ELI students must have medical insurance. English Language Institute students are required to have HTH Worldwide insurance coverage for the duration of their studies at the ELI. Health insurance is included on students’ tuition bills.

If you have questions about insurance, please call or email Tim Kim:

tkim@udel.edu

302-831-1174
**Student Insurance Information**

**Medical History Forms**
You must complete the medical history form. This form contains important medical information and is kept on file at the Student Health Service.

**Insurance Provider**
Insurance coverage for ELI students is provided by HTH Worldwide Insurance Services; the coverage is underwritten by the HM Life Insurance Company. You will receive an ID card with your name and insurance ID number on it during your first session at the ELI.

**Procedures**
If you purchased insurance through the ELI you should, whenever possible, use the Student Health Center on campus for health care needs. The HTH Worldwide policy requires a *deductible* of $50, but this will be reduced to $25 *if* you use Student Health Services before visiting another provider. The Student Health Center will refer you to another facility as required.

**Immunizations**

**Tuberculosis (TB)**
All ELI students from a country that has been identified as “high-risk” must be tested for Tuberculosis (Mantoux Tuberculin Skin Test, also known as the “PPD” test). If you did not get tested before coming to Delaware, you will be required to take the PPD test at the University of Delaware Student Health Services clinic after you arrive. For more information, contact ud-eli@udel.edu.

**Measles, Mumps, and Rubella (MMR)**
All ELI students are required to be vaccinated with 2 doses of Measles, Mumps, and Rubella (MMR) vaccine before coming to Delaware. The dates of both doses of the vaccine must be written on the student’s Immunization Form.
Student Insurance Information (continued)

The HTH Worldwide policy covers 50% of the cost of prescription drugs after the deductible is met. You may have to pay for the prescription, then submit a claim to the insurance company. The company will reimburse you for half the cost of the prescription. When filing a prescription claim, you should be sure to include the address to which the company should send the reimbursement check.

Dentist Information

In case you need to visit a dentist, the closest offices are: Newark Dental Associates on East Main Street (www.newarkdental.com), and Park Place Dental Care on West Park Place (www.thedentalgroupofdelaware.com). Your insurance has minimum dental coverage.

Size, Weights and Measures

The United States is one of the few nations of the world that has not adopted the metric system in daily life. The metric system is used only in scientific fields but is slowly becoming more common in everyday life. The following charts will help you make conversions between U.S. measurements and metric measurements.

Linear Measurement

The most common unit of length is the “foot”. The foot is divided into 12 “inches”. Inches are divided into halves, quarters, eighths, sixteenths, etc.

\[
12 \text{ inches (} 12”\text{)} = 1 \text{ foot (} 1’\text{)}
\]

\[
3 \text{ feet} = 1 \text{ yard}
\]

\[
1 \text{ mile} = 5,280 \text{ feet}
\]

Metric Conversion

\[
2.54 \text{ centimeters} = 1 \text{ inch}
\]

\[
1 \text{ centimeter} = .39 \text{ inch}
\]

\[
30.48 \text{ centimeters} = 1 \text{ foot}
\]

\[
39.4 \text{ inches} = 1 \text{ meter}
\]

\[
91.44 \text{ centimeters} = 1 \text{ yard}
\]

\[
.62 \text{ miles} = 1 \text{ kilometer}
\]

\[
1.6 \text{ kilometers} = 1 \text{ mile}
\]

Liquid Measurement

\[
.24 \text{ liter} = 1 \text{ cup} = 8 \text{ ounces (} 8 \text{ oz.}\text{)}
\]

\[
.47 \text{ liter} = 1 \text{ pint} = 2 \text{ cups} = 16 \text{ oz.}
\]

\[
.95 \text{ liter} = 1 \text{ quart} = 2 \text{ pints}
\]

\[
3.8 \text{ liters} = 1 \text{ gallon} = 4 \text{ quarts}
\]

\[
1 \text{ liter} = 1.05 \text{ quarts}
\]
Size, Weights and Measures

Weight

28.35 grams = 1 ounce (oz.)

454 grams = 1 pound (lb.)= 16 ounces

1 ton = 2,000 pounds

1 kilogram (kg) = 2.2 pounds

1 metric ton = 2,200 pounds

Temperature

The United States uses the Fahrenheit scale for thermometers measuring body, cooking, and air temperatures. Science laboratories use the Centigrade (also called "Celsius") scale.

Water freezes at 32°F (0° C)

Water boils at 212°F (100° C)

Room temperature is about 70°F (21.11° C)

Human body temperature is 98.6°F (37° C)

To convert Fahrenheit to Centigrade:

° F - 32 x 5/9 = ° C

° C x 9/5 + 32 = ° F

Bad Weather?

- In case of very bad weather (like a big snowstorm or hurricane), the University and the ELI may close. Your teacher will inform you if the ELI is closed because of bad weather. You may call the ELI office at 831-2674 after 7:30 a.m. or check the ELI’s webpage. (ELI News)

- You should visit UD’s web site at www.udel.edu or listen to the radio station WVUD 91.3 between 6:30 and 7:45 in the morning to know if the University will be closed or open late.
**United States Currency (money)**

The "dollar" is the basic unit of exchange. The dollar is divided into 100 "cents". One cent = $0.01 = a penny.

Coins come in denominations of $1 and smaller. Coins are silver-colored except for the penny, which is copper-colored. Note that the size of the coin is not related to its value.

<table>
<thead>
<tr>
<th>Coin</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>penny</td>
<td>1¢ ($0.01)</td>
</tr>
<tr>
<td>nickel</td>
<td>5¢ ($0.05)</td>
</tr>
<tr>
<td>dime</td>
<td>10¢ ($0.10)</td>
</tr>
<tr>
<td>quarter</td>
<td>25¢ ($0.25)</td>
</tr>
</tbody>
</table>

Paper money is usually referred to as "bills". All bills are the same color and have similar designs, so pay attention to the denomination (number). They are also the same size, so be careful.

Bills come in denominations of $1 (often called a "buck"), $2 (rare), $5, $10, $20, $50, $100 and higher. New currency designs were introduced recently, so you may see different designs on large bills.

“ten bucks”  
$10
U.S. Mail

Post Offices
The closest post office is on Main Street, next to 108 E. Main St. You can purchase air letters, postage stamps and money orders from 8:30 a.m. to 3:30 p.m., Monday through Friday.
The main Post Office, where you can pick up packages, is on the corner of Ogletown Rd. and Library Ave., near "Pathmark". The main Post Office hours are 7:30 a.m. - 6:00 p.m. Monday through Friday, and 9:30 a.m. - 1:00 p.m. on Saturday.

Receiving Mail
You can receive mail at your local home address and at the ELI. If you are receiving a letter, the sender should address it at 189 W. Main St. (as shown below), and if you are receiving a package, the sender should address it at 108 East Main Street, 2nd floor. Mail is delivered to the ELI in the afternoon. Your address at the ELI is:

For letters:
Your Name (Last, First)
English Language Institute
189 West Main Street
Newark, DE 19716
USA

For packages:
Your Name (Last, First)
English Language Institute
108 East Main Street, 2nd floor
Newark, DE 19716
USA

Sending Mail
You can send mail from the Post Office, any public mailbox (often located on street corners) and from the ELI "outgoing mail" basket. Be sure you include stamps on your envelope or package. You need $0.70 in postage to send a half ounce letter to a foreign country.
This is the correct format for addressing an envelope:

Your Name
Address
City/State/ZIP

Person you are sending mail:
Name
Address
City/State/Country/ZIP
Planes, Trains, and Automobiles

UD Shuttle Bus Service
See a UD Campus Map flier in your Orientation folder for more details.

DART Buses
DART (“Delaware Administration for Regional Transit”) buses serve most of New Castle County around Newark and Wilmington. There are over 20 different routes, most of which begin or end in downtown Wilmington. **Bus number 33 or 34** travels from Newark to the Christiana Mall. **Bus 6** travels from Newark to the Wilmington Amtrak Station on Kirkwood Highway (Route 2). **There is no DART service on Sundays.**

The schedules may change slightly every six months. You can get a bus schedule from the ELI Office, the Student Center, or OISS. You can also check the DART website [www.DartFirstState.com](http://www.DartFirstState.com).

Buses to other cities
Bus travel in the U.S. is usually the cheapest public transportation, but also the slowest. Greyhound ([www.greyhound.com](http://www.greyhound.com)) and Mega Bus ([www.megabus.com](http://www.megabus.com)) provide service to major cities on the east coast of the United States and depart from the Parking Lot #6 on Christiana Drive, located on North Campus above Christiana Commons (See a UD Campus Map flier in your Orientation folder for more details). Be alert and pay attention in and around bus stations.

Trains
Newark has a train station on South College Avenue (under the South College Avenue railroad bridge). Here you can take an Amtrak train ([www.amtrak.com](http://www.amtrak.com)) to New York or Washington DC (it is very expensive). You can also use the SEPTA train ([www.septa.org](http://www.septa.org)) to get to Philadelphia.

Taxi Cabs
The Seacoast Cab Company serves Newark and Wilmington. Their number is 834-7575. Taxi cabs are very expensive. Uber is also a popular option for students.
Airport Rentals

Airport Shuttle Service
If you need transportation to the Philadelphia Airport, call the Delaware Express Shuttle:

Delaware Express Shuttle  (302) 454-7800
You can also make a reservation online at www.delexpress.com
If you enter the student discount code, 114906, you will receive an 8% discount. The price includes the price of the trip, plus a tip for the driver. Simply call the service and tell them where you want to be picked up and what time you need to be at the airport. Shuttle service to JFK Airport is very expensive; if you need to go to JFK you should take the train or rent a car.

Driving in the United States

Driving laws are different for each state, but the general rules are the same. Many states, including Delaware, have mandatory seatbelt and child restraint laws. The driver and passengers must always wear a seatbelt. In addition, small children (under 5 years old) must be restrained in an approved car seat.

Also, using a cellphone while driving is illegal.
Cars in this country drive on the right side of the road. It is extremely important to remember this, even if you do not drive.

Renting a Car
Renting a car can be complicated and most rental companies want you to have several of the following qualifications:

- You must pay a $400 deposit (you will get this money back when you return the car)
- You must be at least 25 years old
  - Some companies will allow you to rent a car at the age of 18 or 21 but may charge an additional fee.
- You must have a valid American or an international drivers license
- You must have a major credit or debit card
- You must show your passport and student ID
The closest car rental agency is Enterprise Car Rentals, Newark Shopping Center (next to the Cinema Center), 292-0524. You should always buy renter’s insurance.
Getting a Driver's License

Do you need a driver's license?

- You can drive in the US for up to 60 days with a driver’s license from another country
- You must get a Delaware license within 60 days
- If you do not have a license from another country, then you must get a Delaware license before you can drive

Required Documents (Delaware only)

To get a license you will need the following documents:

- Your I-20 form (it must be valid for at least 60 days)
- Proof-of-residence verification letter from the ELI (it must be an original letter that is signed by the ELI Registrar)
- Social Security Card
  - If you do not have a Social Security Card, you may request a “Letter of Ineligibility” from the Social Security Administration. To do this, you can visit the closest SSA Office at 101 Chesapeake Blvd, Elkton, MD 21921. Take your I-20, your passport, and your I-94 card to them and request the “Letter of Ineligibility”
- Passport
- F-1 visa
- Two documents that show where you live
  - Examples: Your apartment lease, a utility bill, any piece of mail that shows your address

DMV Locations and Hours of Operation

The New Castle DMV is appointment only. To make an appointment, call 302-326-5000.
The address is:
Division of Motor Vehicles
Airport & Churchman's Rd.
New Castle, DE

The Georgetown DMV is open Monday, Tuesday, Thursday and Friday from 8:00 a.m. to 4:30 p.m. and Wednesdays from 12:00 noon to 8:00 p.m. The address is:
Division of Motor Vehicles
23737 DuPont Blvd.
Georgetown, DE

How to get the Driver's License

- Go to the local DMV office
- Complete a drivers license application
- Take an eye exam to test your vision
- Take the driver’s license examination. This includes a written test about driver laws and take a driving test on the road

Visit the ELI’s webpage for more information:
http://sites.udel.edu/csp/important/driverslicense/
Alcohol in the U.S.A.

American customs and laws regarding alcohol and drinking are probably very different than the laws in your country. Please read the following information and follow the rules. The university and local authorities are very serious when they enforce alcohol laws, and “It’s different in my country,” is not an excuse.

You must be 21 years old to purchase and drink alcohol in Delaware. This law is very strict. It is very common for the store clerk to ask to see your "ID" to prove your age when you are buying alcohol. You will need to show your passport or driver’s license.

Students under the legal drinking age of 21 may not legally possess nor consume alcohol anywhere. If an underage student is drinking in your room, you will both be charged with an alcohol violation.

It is illegal for anyone, regardless of age, to possess an open container of alcohol in an area that is not licensed for alcohol consumption. This means that you may not carry an open can or bottle, for example, from your apartment to your friend’s house. It is also against the law to take an open container out of a restaurant or bar.

Drinking and Driving

Drunk driving is a serious crime in the United States, and one of the leading killers of people under the age of 25. Drivers are considered drunk if their blood-alcohol level is .08 (that’s about three drinks in one hour).

If you are arrested for driving under the influence of alcohol (DUI), you will lose your license and may go to jail. Also, any rental car insurance you purchase is invalid if an accident is alcohol-related.
Shopping in the United States

Shopping in the U.S. may be a new and different experience for you. Fortunately, Delaware has no sales tax! Here are some "tips" to help you in your shopping experience.

- Prices at retail stores are fixed; you cannot bargain for a reduced price. The only exceptions are car dealers and flea markets (second-hand markets);
- Remember, there is no sales tax in Delaware. Other states may charge you a sales tax.
- When eating at a restaurant it is customary in the United States to leave at least a 20% tip. This is because the servers mostly get paid through tips, not through a salary.

A Word of Caution

No matter where you buy, you should always keep your receipt or sales slip and return the product’s warranty card to the manufacturer. Ask the shopkeeper or salesperson about the store’s return/refund and service policy. If you don’t like the answer, take your business somewhere else.

Places to Shop

<table>
<thead>
<tr>
<th>Main Street:</th>
<th>Newark Shopping Center:</th>
<th>College Square Shopping Center:</th>
<th>Christiana Mall:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UD Barnes &amp; Noble: This is where you can get your school books. They also have an Apple Store and Starbucks.</td>
<td>Dollar Tree: This is a store where you can get many item for under $5.00. The prices are low but the quality is not the best.</td>
<td>KMart: This is a department store with a wide variety of clothes and household goods. The prices are low but the quality is not the best.</td>
<td>The mall has four department stores: 1. Target ($) 2. Macy’s ($$) 3. Nordstrom ($$$) 4. JC Penney ($)</td>
</tr>
<tr>
<td>Walgreens: This is a pharmacy where you can get many general items and medicine.</td>
<td>Goodwill: This store sells many used clothing and other items at a low price.</td>
<td>RadioShack: This is an electronic store. You can get a cellphone plan here.</td>
<td>It has over 150 different stores and many restaurants. It is a very popular place to shop.</td>
</tr>
<tr>
<td>National 5&amp;10: They have many school and household supplies at low prices.</td>
<td>Enterprise Car Rentals: If you want more information on how to rent a car please see page 27</td>
<td>Pathmark: This is the closest grocery store which sells a wide variety of food and household goods.</td>
<td>To get there take the DART Bus #33. The fare is $1.75, one way.</td>
</tr>
</tbody>
</table>

$ - cheaper; $$$ - more expensive
### Proficiency Scale for Level Advancement

**Written Interpretation of Proficiency Scale:**

Students must meet these objectives at 79% proficiency in order to earn grades of C or above. Grades are given for Reading, Writing, and Grammar for the Reading/Writing class and for Listening and Speaking for the Listening/Speaking class. Students who earn a grade average of C- or higher in each class in order to advance to the next level or to be certified as passing a level. More detailed level/course objectives are available.

<table>
<thead>
<tr>
<th>At the end of the session students can:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading</strong></td>
</tr>
<tr>
<td><strong>Level I</strong></td>
</tr>
<tr>
<td>Practice pre-reading activities</td>
</tr>
<tr>
<td>Develop pre-reading comprehension skills</td>
</tr>
<tr>
<td>Identify the main ideas of a beginning ESL reading passage</td>
</tr>
<tr>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Develop pre-reading skills</td>
</tr>
<tr>
<td>Find specific information or targeted vocabulary in a passage</td>
</tr>
<tr>
<td>Identify the main ideas of a high-beginning ESL reading passage</td>
</tr>
<tr>
<td><strong>Level III</strong></td>
</tr>
<tr>
<td>Identify main ideas of paragraphs and patterns within a paragraph</td>
</tr>
<tr>
<td>Understand the relationships of ideas among paragraphs</td>
</tr>
<tr>
<td>Identify pronoun forms</td>
</tr>
<tr>
<td>Guess the meaning of words from the context and word forms</td>
</tr>
<tr>
<td><strong>Level IV</strong></td>
</tr>
<tr>
<td>Write sentences with correct word order</td>
</tr>
<tr>
<td>Write sentences in paragraph form.</td>
</tr>
<tr>
<td>Write sentences following verb tenses</td>
</tr>
<tr>
<td>Write sentences following punctuation rules regarding periods, commas, and question marks</td>
</tr>
<tr>
<td>Write longer sentences with prepositional phrases, time expressions, adjectives, adverbs, conjunctions, and tense clauses</td>
</tr>
<tr>
<td><strong>Level V</strong></td>
</tr>
<tr>
<td>Write accurately sentences using high-intermediate grammar.</td>
</tr>
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<td>Express ideas in multi-paragraph essays</td>
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<td><strong>Level VI</strong></td>
</tr>
<tr>
<td>Write grammatically accurate sentences</td>
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<tr>
<td>Increase the clarity and variety of expression at the sentence, paragraph, and essay level</td>
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<td>Write in the following organizational patterns: comparison/contrast, cause and effect, and supporting opinions/argumentation</td>
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<td>Represent an author's main ideas and purpose accurately and appropriately, and synthesize one's own ideas with those of others</td>
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| **Writing**                            |
| **Level I**                            |
| Form basic sentences with correct word order |
| Write complete sentences |
| Use basic punctuation |
| Spell common words correctly |
| **Level II**                           |
| Form basic sentences with correct word order |
| Write complete sentences |
| Use basic punctuation |
| Spell common words correctly |
| **Level III**                          |
| Write with logical handwriting |
| Write sentences in paragraph form.      |
| Write sentences following verb tenses   |
| Write sentences following punctuation rules |
| Write longer sentences with prepositional phrases, time expressions, adjectives, adverbs, conjunctions, and tense clauses |
| **Level IV**                           |
| Use correct format with introduction, topic, body, and conclusion |
| Write different types of essays, such as descriptive and comparison/contrast |
| Use appropriate mechanics in writing, such as punctuation and indentation |
| Write well-organized paragraphs with topic sentences and supporting sentences |
| **Level V**                            |
| Write accurately sentences using high-intermediate grammar. |
| Write accurate sentences using high-intermediate grammar forms |
| Express ideas in multi-paragraph essays |
| Write different types of essays, such as descriptive and comparison/contrast |
| Use appropriate mechanics in writing, such as punctuation and indentation |
| Write well-organized paragraphs with topic sentences and supporting sentences |
| **Level VI**                           |
| Write grammatically accurate sentences |
| Increase the clarity and variety of expression at the sentence, paragraph, and essay level |
| Write in the following organizational patterns: comparison/contrast, cause and effect, and supporting opinions/argumentation |
| Represent an author's main ideas and purpose accurately and appropriately, and synthesize one's own ideas with those of others |
| Write cohesive and well-organized paragraphs |

| **Grammar**                           |
| **Level I**                           |
| Identify nouns, verbs, and articles.  |
| Recognize command forms |
| Understand subject pronouns.          |
| Use basic word order.                 |
| **Level II**                          |
| Understand the singular present tense |
| Understand the present progressive tense |
| Use the singular past tense |
| Understand the future tense |
| Use common nouns |
| **Level III**                         |
| Differentiate between count and non-count nouns |
| Use the simple past and past progressive tenses. |
| Recognize and use articles and quantifiers |
| Use regular and irregular forms of simple past verbs |
| Use possessive pronouns and possessive adjectives |
| Understand and use past tense time clauses with other, before, and when and past progressive time clauses with while. |
| **Level IV**                          |
| Use conjunctions and subordinating conjunctions |
| Recognize gerunds and infinitives |
| Recognize passive verb forms |
| Recognize past and present participles |
| Recognize adjectives and adverbs |
| Recognize prepositional phrases |
| Recognize noun clauses |
| Use the simple future tense.          |
| **Level V**                           |
| Demonstrate an understanding of the forms and functions of verbs in the simple past, present, and future tenses |
| Demonstrate an understanding of the tense and functions of verbs in the progressive tenses |
| Demonstrate an understanding of the forms and functions of verbs in the perfect progressive tenses |
| Understand and use adverb clauses |
| Understand and use adjective clauses |
| Understand and use noun clauses |
| Understand and use modal verbs in the simple, progressive, and perfect forms |
| **Level VI**                          |
| Produce grammatically correct compound and complex sentences |
| Understand and use the subjunctive |
| Grammatically express hypothetical conditional forms |
| Use adverbs accurately |
| Use modifiers correctly and at the right time |
| Use modifying phrases accurately |
| Recognize instances in which special word order is needed |
**Listening**

- Associate spoken names and sounds of the English alphabet with written letters.
- Respond appropriately to simple commands posed by the instructor.
- Become familiar with the sounds of English consonants and vowels.
- Identify the number of syllables in words.
- Recognize contractions and some common reductions.
- Be aware of stress and intonation.
- Understand main ideas in spoken English.
- Listen to a conversation and identify key words.
- Listen to a conversation and identify who, what, where, when, why.
- Follow spoken directions and fill out a chart, complete a picture, or find a place on a map.
- Listen to an announcement and write down the words.
- Identify voiced and unvoiced consonants.
- Identify reduced and clear vowels.
- Identify the ending sounds in meaning.
- Understand reductions and contractions.
- Understand conversational meanings by listening for stressed words and main ideas.
- Take notes on a short lecture.
- Fill in outlines on a short lecture.
- Understand new intermediate-level vocabulary.
- Relate vowel and consonant sounds to meaning.
- Relate word endings to meaning.
- Understand some reductions, contractions, and other features of natural speech.
- Understand the speaker's attitude through his/her tone.
- Identify the main ideas and major and minor details of a talk or conversation.
- Understand common reductions much of the time.
- Recognize monosyllabic form.
- Recognize some key stress patterns.
- Understand conditional sentences in contracted form.
- Understand the main ideas of a talk.
- Recognize major, minor, and unimportant details.
- Understand ideas and opinions of classmates in discussions.
- Understand natural speech reductions.
- Recognize a speaker's tone.
- Understand the main ideas of a talk.
- Recognize major, minor, and unimportant details.
- Understand ideas and opinions of classmates in discussions.

**Speaking (Academic and Social)**

- Use words and phrases for common social interactions (hello, goodbye, thank you, etc.).
- Speak about oneself, family, country, daily activities, food and health.
- Name objects, locations, and activities.
- Describe objects, people, places, emotions, weather, and clothing.
- Use classroom language for participation in class and group work.
- Make introductions and give personal information.
- Get information from others by asking and answering questions.
- Use common functions such as asking permission or making requests.
- Describe a daily routine.
- Describe people, clothing, rooms, furniture, household objects, and locations.
- Give simple directions.
- Ask for clarification, confirmation, and related information.
- Participate in conversations and decisions.
- Initiate polite exchanges.
- Express disagreement.
- Make a formal presentation.
- Use new intermediate-level vocabulary.
- Express personal opinions and ideas.
- Paraphrase and report information.
- Give short presentations.
- Check audience comprehension.
- Participate in discussions and conversations.
- Initiate and sustain conversations in known and some unknown situations, satisfactorily using all social functions.
- Paraphrase a story in English.
- Develop proficiency in reporting read and heard information.
- Improve ability to give explanations and express opinions.
- Paraphrase the speech of others.
- Present/report heard information.
- Explain and express personal ideas and opinions clearly.
- Participate effectively in discussions.
- Use rhythm in a native-like manner.
- Use rhythms in a native-like manner.
- Produce words, consonants, vowel sounds, and stress patterns in English.
- Use proper stress in words and sentences.
- Use proper intonation.

**Speaking (pronunciation)**

- Read frequently occurring words aloud in an understandable manner.
- Form the sounds of English.
- Name stress in words and sentences.
- Use intonation in questions.
- Recognize vowel sounds.
- Recognize spelling patterns associated with vowel sounds.
- Count syllables in spoken words.
- Recognize stressed syllables in spoken words.
- Recognize stress and stress groups in simple utterances.
- Understand word stress.
- Recognize proper intonation and rhythm.
- Clearly pronounce word endings.
- Correct some problems with individual sounds.
- Pronounce consonants and vowels in a more native-like manner.
- Pronounce word endings accurately.
- Speak with syllable stress.
- Speak with native-like intonation.
- Speak with right stress.
- Speak with native-like rhythm.
- Improve ability to produce the sounds of American English accurately.
- Use correct stress in phrases and sentences.
- Use appropriate rhythm in sentences and longer discourse.
- Use correct intonation patterns for questions and answers.
- Use linking and reduction with some success.
- Use rhythm in a native-like manner.
- Use rhythms in a native-like manner.
- Produce words, consonants, vowel sounds, and stress patterns in English.
- Use proper stress in words and sentences.
- Use proper intonation.

**Speaking (oral grammar)**

- Use yes or no responses to simple questions posed by the instructor.
- Use commands.
- Use simple verb tenses.
- Use the present progressive tense.
- Use singular and plural endings.
- Use simple verb forms correctly.
- Use basic question patterns.
- Use simple word order and grammar with some success.
- Use common pronouns with some success.
- Use articles.
- Understand and use verb forms correctly.
- Use modal verbs to make requests and suggestions or give advice.
- Understand and use conditional forms.
- Use modal verbs correctly much of the time.
- Use perfect tenses correctly much of the time.
- Use infinitives and gerunds correctly much of the time.
- Use passive and perfect tenses with some success.
- Use simple embedding and cohesion.
- Use articles correctly most of the time.
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