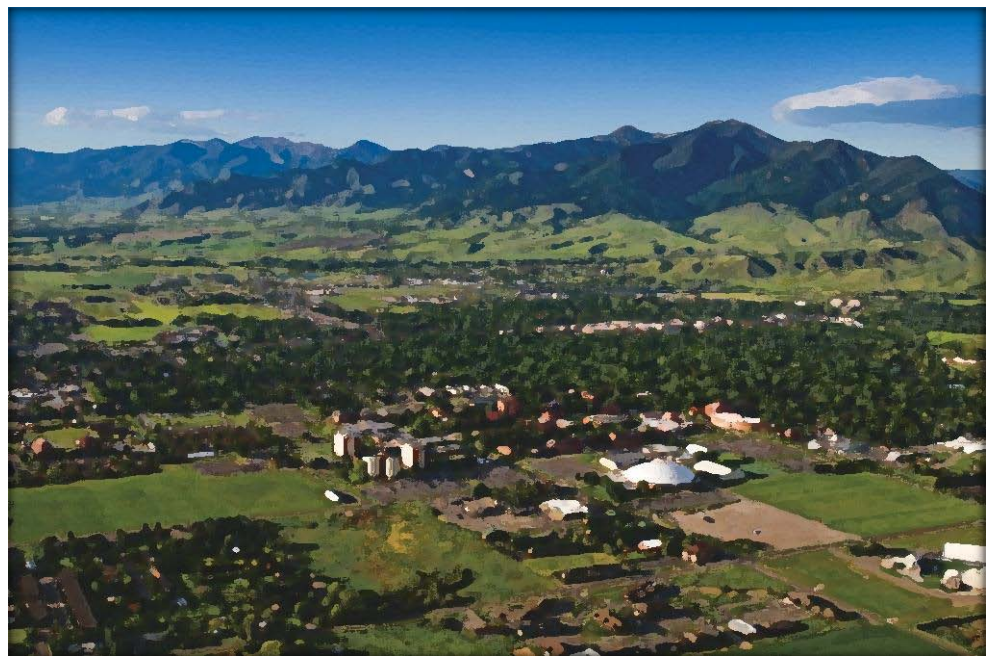


STUDENT HANDBOOK



2014-2015

A.C.E. at MSU Student Handbook

Student Handbook

A.C.E. AT MSU STUDENT HANDBOOK

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A.C.E. LANGUAGE INSTITUTE AT MONTANA STATE UNIVERSITY

A.C.E. Language Institute at Montana State University is operated by Associates in Cultural Exchange (A.C.E.), founded as American Cultural Exchange. This is a not-for-profit, 501 (c) (3) corporation headquartered in Seattle, Washington and established in 1973.

Since its founding, Associates in Cultural Exchange has been working to make the world your community by helping people and organizations around the world create new connections and build interpersonal networks with those of other language and cultural backgrounds.

Associates in Cultural Exchange also operate language institutes at:

- Seattle Pacific University in Seattle, WA (A.C.E./SPU)
- University of Rhode Island in Kingston, Rhode Island (A.C.E./URI)
- Saint Francis University in Loretto, Pennsylvania (A.C.E./SFU)

A.C.E. also offers after-school foreign language instruction organizes short-term programs for groups coming to study in the United States and offers a variety of services to educational organizations.

General Institute Information

Mailing address: 1106 S. 6th Ave., Bozeman, MT 59715

Office Phone: 406-585-9832

Fax: 406-585-9838

Email: msuace@cultural.org

Website: www.cultural.org

Business Hours: Monday – Friday, 8:00 – 5:00 MST

Mission Statement

The mission of the A.C.E. Language Institute at Montana State University is to prepare students linguistically and culturally for their educational and professional pursuits as well as providing opportunities for personal growth.

A.C.E. Administrative Staff

Mary Ulrich, Program Director, MA Intercultural Communication: maryu@cultural.org

Ana Valdivia, Operations Director, BA: anav@cultural.org

Cheri Ladd LeCain, Director of Studies, MA TESOL: clecain@cultural.org

Paul Swift, Academic Advisor and Student Support Specialist, MEd Adult & Higher Education: pauls@cultural.org

A.C.E. Language Institute Faculty

Regular Instructors:

- **Matt Rabinsky**, BS Education: mattr@cultural.org
- **Tiffany Ranalli**, MA TESOL: tiffanyr@cultural.org
- **Valley Peters**, MA TESOL: valleyp@cultural.org
- **Kristina Allison**, MSW, TESOL Certified: kristinaa@cultural.org
- **Erin Strickland**, MA TESOL: erins@cultural.org

More information about faculty, staff, and part-time faculty can be found at www.cultural.org.

A.C.E. Language Institute Tuition and Fees* (cost per session)

First Session Only:

One-time Application Fee \$100

Required:

Tuition (Full-time) \$2,700

Health Insurance** \$225

M.S.U Student Services \$290

Estimated:

Housing – dormitory. Double rooms with meal plans start at: \$2,100

Textbooks \$100-\$200

Personal costs, etc. \$500

Optional:

Airport Pick-Up Fee No Charge

**Tuition and fees are subject to increases.*

***Required for all students except those with government-sponsored insurance programs*

Tuition must be paid or guaranteed by the beginning of each session. Failure to do so will result in a \$100 late fee. It is important that you communicate with the office staff with any tuition concerns. We will do our best to accommodate any of your special needs.

Tuition Refund Policy

Students may request a refund of tuition **only before** the first day of classes for that session. Refunds are **not** given for insurance, student service fees or housing placement fees. Students will be charged a flat refund fee of \$250. Students or a representative must complete a Cancellation and Refund Form to request a refund.

After the session begins, there are no refunds. Please see the Terms and Conditions below for more details.

A.C.E. Language Institute Terms & Conditions

Terms and Conditions – Intensive English Program

1. Age Requirement

You must be at least 17 years old to attend A.C.E. Language Institute. Younger students are considered on an individual basis.

2. Administrative Time

Three days of each session are for registration, orientation, placement testing, student evaluation and ceremonies.

3. Placement Testing

New students take a level placement test. Instructors sometimes recommend a level change during the first week of classes. Students who do not test during the scheduled placement test will be charged a \$50 late fee for individual testing.

4. Course Changes

If enrollment in a course is low, A.C.E. can cancel that course. Students will be given an alternative course(s) of the same length or be placed in a multi-level course.

5. Student Attendance

Students must attend classes every day and be on time. If students attend less than 80% of all classes, they risk failing and risk violation of their U.S. visa. Teachers will explain the attendance policy at the start of each session.

6. Program Advancement

Students must make good academic progress. Students must pass each level within two attempts. Violation of these rules or discrimination or harassment policies will lead to probation, suspension, or dismissal. No refunds are given for dismissal. Students will be removed from probation if they resolve their problems within two sessions.

7. Vacation Policy

Students can take 3 months of vacation in the U.S. after 9 consecutive months of study. If a student takes a break outside of the U.S., the student must again study for 9 months to qualify for three months of vacation in the U.S. Students can leave the U.S. during normal school breaks without affecting the 9 month study rule.

8. Certificate and Grades

Students receive a Certificate of Attendance when they leave the institute. Students who complete Levels 6 or 7 (where available) receive a Certificate of Graduation. A

transcript is available to students upon request. Students who complete Level 6 meet the English language requirement for undergraduate university admission. Level 7 (where available) prepares a student for graduate admission. Student records are confidential, but students can see their files upon request. Students allow A.C.E. to internally make use of their academic records while in the U.S. and/or to give information and records regarding studies to their parents, guardian, or sponsoring agency.

9. Payment

Tuition for classes and other fees are due on or before the first day of each session. Payment can be made by personal check, traveler's check, bank wire transfer, or credit card. Students will be charged a \$100 fee for late payment. Students will also be charged a \$45 fee for returned checks.

10. Deferral, Cancellation and Refund

"*Deferral*" means that prior to arrival, a student asks A.C.E. to defer their studies to a later start date. A \$50 deferral fee will be charged for each deferral.

"*Cancellation*" means a current A.C.E. student registers and prepays for a session but later decides not to attend. To cancel, contact the A.C.E. office before classes begin. Full refunds are given for cancellations before the start of a session, however a \$250 cancellation fee will be charged. Refunds can be applied to future tuition and fees. No refunds are given after the session has started. If the cancellation and refund policy changes, A.C.E. will follow the policy under which the student made payment.

11. Withdrawal from the Course

"*Withdrawal*" means to stop attending classes after the session begins. No refunds are given for withdrawals after the first day of the session. Refunds for future sessions that are prepaid will be given as described in #10. Special considerations will be given for students who have a family emergency and must return home on short notice.

12. Program Changes

If a student changes programs after the start of a session, a fee will be charged. Examples include changing from part-time to full-time or from intensive to flex (where available).

13. Medical

The insurance you buy through A.C.E. Language Institute is called Lower Insurance.

It is required for all full-time students on an A.C.E. 1-20. You must purchase this insurance each session you attend. (Exceptions will be made for students who have a scholarship with their government and can provide a valid Financial Guarantee and insurance card). The student agrees to pay for medical expenses which are not covered by health insurance. The student agrees to qualified medical diagnosis and treatment of illness or injury, and agrees for their medical information to be used for medical treatment and insurance purposes.

14. Non-discrimination

It is the policy of the A.C.E. not to discriminate on the basis of race, sex, religion, color, creed, national origin, sexual orientation, gender identity or expression, or discriminate against disabled in the recruitment, admission or treatment of students.

15. Behavioral Expectations

Students must follow all A.C.E. and campus rules. Equality at A.C.E. is important for students to be successful. A.C.E. will not tolerate discrimination or harassment by any employee, student, visitor or others. Discrimination includes actions or speech taken against a person because of their race, ethnic background, age, religion, gender, sexual orientation, learning capacity, or physical disabilities. Violation of this policy or of the Code of Conduct provided by the Language Institute will result in disciplinary action including suspension or dismissal and termination of SEVIS record.

16. Complaint Procedures

If a student has a complaint with classes, housing policies or fees, the student should speak to the A.C.E. staff responsible for that area first. If the problem continues, the student can speak to the Program Director. If the problem is still not resolved, the student may begin formal written complaint procedures.

17. Limited Liability

In cases of labor disputes, weather conditions or other events that A.C.E. cannot control, A.C.E. will not be liable for fulfilling services to students. A.C.E. is also not liable for damage, loss, illness or injury to person or property regardless of cause, except in cases where liability is required by law.

Academic Calendar and Enrollment Procedure

Enrollment closes on the fifth day of classes of a new session. Students must be able to begin classes no later than this date.

Academic Calendar 2014 - 2015

Fall Session I

Placement Testing and Registration: August 21 & 22
Classes Begin: August 25
Midterm: Sept 19
End of Session/Grades: October 15

Fall Session II

Placement Testing and Registration: October 16 & 17
Classes Begin: October 20
Midterm: November 14
End of Session/Grades: December 12

Spring Session I

Placement Testing and Registration: January 12 & 13
Classes Begin: January 14
Midterm: February 6
End of Session/Grades: March 6
Spring Break: (no classes) March 9 – March 13

Spring Session II

Placement Testing and Registration: March 16 & 17
Classes Begin: March 18
Midterm: April 10
End of Session/Grades: May 8

Summer Session I

Placement Testing and Registration: May 14 & 15
Classes Begin: May 18
Midterm: June 5
End of Session/Grades: June 26

Summer Session II

Placement Testing and Registration: June 25 & 26
Classes Begin: June 29
Midterm: July 17
End of Session/Grades: Aug 7

Pre-Registration/Continuation Form

You will be required to pre-register and pay tuition for the next session on the third week of the current session.

On the following page you will see the form your teachers will ask you to complete in order to register for classes for the next session.



A.C.E.
Language Institute

Sample Continuation Survey

(Session) (date)

Name: _____ Signature: _____

Continuing

I will attend A.C.E. Language Institute next session () Yes _____ No _____

If yes, full time _____ part time _____

Level 6 only:

I am waiting to see my results from this session Yes _____ No _____

I plan to take English for Graduate Studies Yes _____ No _____

Electives (extra) classes

Elective classes are optional. Students in levels 1-5 may take one elective for free.

An elective for level 6 is \$435.

I am interested in taking an elective class Yes _____ No _____

Please check one:

Levels 1-3 only:

Skill Booster 1 _____

Levels 4-EGS:

Skill Booster 2 _____ TOEFL _____

Students are expected to remain in the elective class they choose. See back of this form for more information.

Not continuing

I am not continuing at A.C.E. next session, I plan to:

Return home _____ Transfer to another school _____ Attend MSU _____

Go home, and return to A.C.E. Fall II, Spring I, or _____

expected return date

My next address is: (Please send any certificates, transcripts, refunds and other mail to this address.)

house number

street name

city

country

e-mail

phone

Pre-registration for (Session) (Date)

This continuation survey does not replace pre-registration.

All students must pre-register at the A.C.E. office on the dates below.

All Levels (Date) (Time)

Pre-registration and payment is due on the dates noted for your current level.

Late pre-registration & payment will result in a \$100 late fee.

Structure of Levels at the A.C.E. Language Institute at MSU

The A.C.E. Language Institute has 6 main levels of instruction of English that cover the four skills – listening, speaking, reading and writing. The purpose of English language instruction at A.C.E. is to prepare students for academic success at the university-level. In addition to the levels 1 through 6, A.C.E. offers supplemental course instruction in beginning foundations and graduate preparation. A.C.E. also offers New Student Orientation Class and TOEFL Prep as supplemental classes to the core coursework.

Levels 1, 2, and 3 - Foundations

Class	Contact hours per week	Minimum outside class work expected (hrs/wk)
Reading Foundations	6	6
Listening and Speaking Foundations	6	6
Writing and Grammar Foundations	6	6
Elective (optional)	3	--
TOTAL	18-21	18
GRAND TOTAL 36-39 hours/week		

Levels 4 and 5 – Academic Prep

Class	Contact hours per week	Minimum outside class work expected (hrs/wk)
Academic Reading	6	6
Academic Writing	6	6
Academic Grammar	3	3
Academic Listening /Speaking	3	3
Elective (optional)	3	--
TOTAL	18-21	18
GRAND TOTAL 36-39 hours/week		

Level 6 - University Bridge

Class	Contact hours per week	Minimum homework expected (hrs/wk)
University Practicum Course	9	9
Academic Writing and Research Skills	6	6
Academic Speaking and Linguistic Accuracy	6	6
TOTAL	21	21
GRAND TOTAL 42 hours/week		

A.C.E. MSU Language Institute Proficiency Scale & Interpretation**Beginning - Beginning Foundations**

Students who exit the Beginning Foundations level are familiar with basic academic vocabulary, simple sentences, and basic punctuation and are competent in writing new words and simple sentences. They are able to write sentences associated with a topic and form a simple paragraph. By the end of this level, students will be able to read simple reading passages and identify the main idea and details. They are able to follow simple instructions and conversation but may rely on repetition, illustration, and clarification for meaning. They speak with words, phrases, and simple sentences, and they may revert to their first language or illustrations or gestures to communicate. Much listener effort is usually required. Students are generally competent in using the present tense and other grammar basics.

High Beginning - Level 1

Students who exit Level 1 can read simplified English at a literal level effectively. They are competent in writing at the basic paragraph-level with effective topic sentence, support and concluding sentences. They can respond to simple instructions and questions and follow class conversation and simplified English. They are beginning to be able to open, carry on, and close a simple conversation. Pronunciation may be distracting and much listener effort may be required to understand. Students have generally mastered the past tense, tense, compound sentences, and basic parts of speech.

Low Intermediate - Level 2

Students who exit Level 2 can read well mostly at the literal level with some interpretive thought. They are developing competence in writing, but their writing may be flawed on the rhetorical and/or syntactic level. They are able to write linked paragraphs on a topic although may not form a well-organized and/or a short narrative essay. They can follow conversation and makes contributions to class discussion. They are developing competence in speaking and can complete short presentations of 3-5 minutes. Pronunciation may be distracting but is generally intelligible and some listener effort

may be required. Students have generally mastered the present perfect tense, complex sentences, comparatives and superlatives, and certain modals.

Intermediate - Level 3

Students who exit Level 3 are competent in reading simple but authentic materials, such as non-fiction readings and juvenile literature. They have skill in several discussion strategies such as agreeing or disagreeing politely, asking for clarification, and expressing their own ideas and opinions. They have adequate communication with a medium-sized vocabulary. They can write basic 5-paragraph essays with a controlling idea. Pronunciation may be distracting but is generally intelligible and some listener effort may be required. Students are competent in using adjective clauses, noun clauses, previously-studied verb tenses, and gerunds and infinitives.

High Intermediate - Level 4

Students who exit Level 4 are familiar with basic library resources and can do simple research. They have begun to interpret academic readings and have experience with summarizing, paraphrasing and quoting. They have adequate but minimal competence on both the rhetorical and syntactic levels with some errors that do not significantly obscure meaning. They can write a 5-paragraph essay using comparison/contrast and other rhetorical styles. They comprehend most spoken language, including authentic but simple recordings with some clarification. They can speak naturally, with practice on speech flow and rate. Pronunciation may be occasionally distracting but is generally understandable and some listener effort required. Students are competent in using adverb clauses, conditionals, phrasal verbs, and all verb tenses.

Advanced - Level 5

Students who complete Level 5 display strong competence in reading authentic English materials, including novels, sample research papers and other academic writing. They can use basic library resources. They have strong competence on both the rhetorical and syntactic levels; they may have errors that do not distract or confuse the reader. They can summarize, paraphrase, and quote academic sources satisfactorily. They can write effective argumentative and cause/effect essays. They can comprehend university lecture with some guidance and comprehend all classroom instruction and discussion. Communication is generally effective with some advanced vocabulary and few errors. Little listener effort is required. Students are competent in using cause/effect grammatical structures, advanced adjective clause structures, more modals, and advanced gerund and infinitive structures.

Advanced Plus - Culture, Conversation, and Community (CCC)

Students who complete CCC have refined their practical and applied English communicative skills through participating in community service activities. They can successfully conduct face-to-face interviews with classmates, teachers, administrators, and professors or community members. They can write effective summaries and essays and can organize their work into a portfolio.

Proficient - Level 6

Students who exit Level 6 have accomplished college-entrance-level competence in reading academic texts at literal, interpretive, and applied levels. They can use library databases. Their writing displays college-entrance-level competence on both the rhetorical and syntactic levels with rare errors. They can summarize, paraphrase, and quote academic sources effectively. They have college-entrance-level competence in comprehending university lectures and all classroom discussion.

Communication is almost always effective, with sophisticated vocabulary, correct grammar and pronunciation. Almost no listener effort is required.

Graduate Level Proficiency – English for Graduate Studies (EGS)

Students who exit English for Graduate Studies have critical reading and writing skills necessary for entrance to graduate school. They can effectively summarize and critique peer reviewed research articles and can develop a thematic literature review on a research topic. They have advanced library research skills and can use the library research tools with ease. They comprehend university lectures and discussions and can participate easily in academic discussions. They can develop and present academic presentations about research topics. No listener effort is required.

Course Descriptions

Content not available online. Updated handbook available upon arrival at A.C.E.

Content not available online. Updated handbook available upon arrival at A.C.E.

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A.C.E. Language Institute Supplemental Courses & Classes

A.C.E. Language Institute offers one required orientation class, three supplemental courses and many elective classes. These courses and classes are supplemental to the core curriculum of Levels 1-6.

Beginning Foundations

Beginning Foundations is a level for students who test below Level 1. There is also a supplemental tutorial for students to learn survival English. Students will study basic vocabulary, present tenses, basic spelling and mechanics. Courses in this level are only offered when needed.

BEGINNING FOUNDATIONS CURRICULUM

Class	Contact hours per week	Minimum outside class work expected (hrs/wk)
Vocabulary and Reading Foundations	6	6
Listening and Speaking Foundations	6	6
Writing and Grammar Foundations	6	6
Elective (optional)	3	--
TOTAL	18-21	18
GRAND TOTAL 36-39 hours/week		

COURSE DESCRIPTIONS

In Beginning Foundations, you will work primarily on your English vocabulary. Basic structures of English will be covered such as the basic grammar and simple sentence structure (S-V-O). You are building the foundation of your English language skills in this course, and it is important to have a strong start.

- Students will be able to use new vocabulary in a sentence
- Students will be able to apply vocabulary to the classroom setting
- Students will learn vocabulary pertaining to beginning academic settings.

Culture, Conversation, and Community

Culture, Conversation, and Community is a set of courses to provide an active learning environment where students can apply their English language skills while learning valuable leadership and problem-solving skills. Students who are “in-between” Level 5 and Level 6 will have the unique opportunity to apply their reading, writing, listening, and speaking English skills in real-world situations in the Bozeman community. **These classes are offered every other session – Spring II, Summer II, and Fall II.*

CCC CURRICULUM

Class	Contact hours per week	Minimum outside class work expected (hrs/wk)
Applied English	6	6
Community Involvement	6	6
Leadership	6	6
Elective (optional)	3	--
TOTAL	18-21	18
GRAND TOTAL 36-39 hours/week		

COURSE DESCRIPTIONS

Applied English: How can I use English in real contexts? In this course, you will learn and apply the four skills (reading, writing, speaking, and listening) to real situations in the world. In addition to coursework, field trips and excursions will help you understand more about the English language through learning culture.

Community Involvement: What action can we take for social change? In this course, you will learn about community organizations and their work in the US. You will volunteer in a community organization and get to know a variety of people in the Bozeman community. You will learn about some of the social problems in the US and how people are working to solve them.

Leadership: What does it mean to be a leader in the 21st century? In this course, you will learn about leadership and its challenges and opportunities. You will read about great world leaders and discuss issues related to leaders. Also, you will develop your ideas about your own leadership skills.

In these courses, you will ...

- Get to know and work with students and people from all over the world.
- Practice and develop English language skills (writing, reading, listening, and speaking) in real-world contexts.
- Develop a vision board and leadership plan for your future.
- Work in a local community organization & talk with local community members.
- Enhance listening and speaking skills through interviews, and guest speaker presentations.
- Share your culture and country through presentations at local organizations and schools and interactions with local community members.
- Conduct field and library research to understand local and global issues.

English for Graduate Studies

English for Graduate Studies is a full-semester program for students who applying to graduate school at Montana State University. This level requires two sessions (one full semester) due to the nature of the UPC course. For students planning to pursue a master's degree or doctoral degree, this course is

the final level of the English program. In this program, students must pass all courses with 80% accuracy, as per graduate studies requirements.

ENGLISH FOR GRADUATE STUDIES CURRICULUM

Class	Contact hours per week	Minimum homework expected (hrs/wk)
University Practicum Course/Independent Study	9	9
Academic Writing and Research Skills	6	6
Academic Speaking and Linguistic Accuracy	6	6
TOTAL	21	21
GRAND TOTAL 42 hours/week		

COURSE DESCRIPTIONS

University Practicum Course/Independent Study

The University Practicum Course (UPC) offers you an opportunity to participate in a more challenging university class at MSU with guidance from an ESL instructor. With the help of the A.C.E. Program Director and Academic Advisor, you will arrange to audit a university course required for undergrads in your prospective Masters or Doctoral Program. You will attend the lectures, do assignments, and take quizzes and exams as required by the course. You then work with an A.C.E. instructor to review notes, discuss assigned readings, develop effective time management skills, and learn the steps to completing academic assignments in the course. Mastery of the listening and speaking skills you have studied and practiced in previous levels is necessary to take notes on the lecture and to take part in academic discussions and group projects successfully. This class requires a high level of student responsibility and motivation.

Upon exit, students will do the following with a minimum of **80%** accuracy:

- Listen to academic lectures strategically – differentiate between fact/opinion, literal/figurative meanings, identify purpose/tone of a lecture, predict, draw conclusions, infer, interpret agreement/disagreement and personal opinion, apply information in new contexts, distinguish between relevant/irrelevant information, understand tone/emotion of a speaker as well as reduced and stressed words.
- Demonstrate understanding of a lecture through discussion, taking notes, answering questions about lecture or reading content, successfully completing MSU exams.
- Read academic texts strategically – understand important punctuation, italicized/bolded words within a text, Wh-words within a text, take notes, identify main/supporting ideas, summarize, paraphrase, synthesize information from multiple sources.

Advanced Academic Writing and Research Skills

In this course, you will develop further skills in order to write more specialized pieces of writing. You will write a literature review, a formal research paper, practice writings for standardized tests (GRE, TOEFL), compile a résumé and practice writing American business letters. During the session, you will also put together a portfolio of your writing for presentation to a member of the MSU academic community at the end of the second session. As always, you are expected to write original pieces without plagiarizing. At least once during the session, you will meet individually with your instructor to discuss your progress, concerns and goals.

Upon exit, students will do the following with a minimum of **80%** accuracy:

- Demonstrate essential rhetorical writing skills used at the graduate level such as analytical skills for identifying conclusions, implications, consequences, perspectives and positions of others, defending an opinion, synthesizing material, and making a proposal for future work on a topic of your major.
- Show strong evidence of fluency, vocabulary and linguistic accuracy – writing should demonstrate insight, unity and coherence with powerful word choice including evidence from The Academic Word List, syntactical variety, sophisticated use of cohesive devices, and very few or no grammar/usage errors.
- Conform to standards of academic honesty - summarizing, using a direct quote, paraphrasing, writing citations, effectively using information from other sources, writing original pieces (NOT using another's work as your own or purchasing essays/research papers from the internet or other students).
- Use a variety of Renne library resources, especially academic journals, (not JUST the internet) to find material on a topic, evaluating the sources for credibility and analyzing them by identifying personal perspective and salient perspectives of others.

Advanced Academic Speaking and Linguistic Accuracy

In this course, you will work on perfecting your fluency, accuracy, and pronunciation. Emphasis will be placed on developing the speaking skills needed to succeed in a graduate level university class. You will expand on the analytical and critical thinking skills learned in previous levels to discuss academic topics using academic language. You will complete challenging speaking assignments, work on self and group analysis of spoken proficiency, and refine all grammar concepts from previous levels. Reading and listening materials will be used as springboards for topics of class discussion

Upon exit, students will do the following with a minimum of **80%** accuracy:

- Demonstrate essential speaking skills such as lead a discussion or seminar, explain a topic or express an opinion clearly, differentiate between fact and opinion, support a position, critique, refute, draw a conclusion, infer.
- Produce clear pronunciation that can be understood with minimal effort by native speakers of English, speak with smooth delivery, recognize various aspects of pronunciation as a listener, use mostly correct grammatical structures with only minor errors and level-appropriate vocabulary.
- Use appropriate formality, show command of voice and body language for various social, academic, professional situations, use visual aids appropriately.

Elective Courses

An “elective class” is one that is not required for the level. A.C.E. MSU offers four elective courses for students. Some of these may be required for certain students. New students are required to take the orientation class their first session. Students who fail one course but pass the level are required to take a Skill Booster class, though any student who wants to take the course can. TOEFL preparation is optional.

Class	Contact hours per week	Minimum homework expected (hrs/wk)
New Student Orientation Class	3	3
TOEFL Preparation	3	3

Continuing students may add or drop an elective class up until the date that enrollment closes. After that date, students may no longer add an elective. One elective class is included in the tuition for Level 1-5, Beginning Foundations, and CCC. An elective for Level 6 and Graduate Studies is \$435. After enrollment closes, a student may drop an elective class until the 5th week of the session. If a student wants to stop taking an elective class, he or she **must** notify the A.C.E. office staff. The elective class will be marked “withdrawn” on their grade reports and transcripts. ***If a student stops attending an elective without notifying the A.C.E. office, they will be considered still enrolled in the class and will receive a failing grade.***

If you choose to take an elective course, you will be graded with either “pass” or “fail”. If you pass the course, 1 percentage point will be added to your GPA at the end of the session. If you fail, 1 percentage point will be subtracted from your GPA.

*Please Note – it is VERY important that if you decide to take an elective course that you commit to attending the class regularly and completing any assigned work in order to gain your GPA point and not lose it!

New Student Orientation Class

New Student Orientation class is a required orientation class for all new students studying at A.C.E. Language Institute at MSU. The object of the course is to prepare students for success in their academic and personal lives while studying in America. In this course you will:

- Learn about United States immigration rules & regulations for international students.
- Understand the A.C.E. Language Institute program.
- Orient students to Montana State University campus, its facilities, and the city of Bozeman, MT.
- Introduce study skills and strategies to succeed both academically and in interpersonal relations while in America.
- Teach students about the importance of safety and provide resources for available help.
- Acquaint students to pertinent American laws.
- Teach intercultural awareness, leadership, and responsibility.
- Present opportunities for students to make their stay in America more enjoyable.

A.C.E. LANGUAGE INSTITUTE CLASSROOM POLICIES AND PROCEDURES

Classroom Expectations

A.C.E. students are expected to meet the following expectations in the classroom:

- Come to class every day and on time.
- Be prepared for class. Have your assignments ready at the beginning of class on the day they are due.
- Buy any textbooks assigned for the class. While you can purchase used books, you should choose one with no writing in it. If you plan to sell your book, don't write your homework assignments in the book itself.
- Be attentive and participate in all class activities. You will learn best by using the in-class opportunities to practice your English.
 - Take notes
 - Read material before class & be prepared
 - Be willing to learn and develop your skills
- Speak only English! If you need help in your own language, ask permission to speak in your language.
- Use critical thinking and reflection.
- Get adequate amounts of sleep to perform.
- Spend appropriate time on task.
- Ask questions. Your instructor wants to help you succeed.
- Do your own work. Plagiarism and cheating are not tolerated in the A.C.E. Language Institute or the host institution, Montana State University.
- Be respectful. Everyone will make mistakes. Everyone has something to offer.
- Turn your cell phones off. If you are expecting an important call, ask the caller not to call during class hours.
- Other expectations may be explained by the instructor.
- Check your email at least once **every day!** The ITC Help Desk in the library can help you get your computer, phone, or other device connected to the MSU internet.

A.C.E. Code of Conduct

A.C.E. Language Institute follows the Montana State University's Student Responsibilities and Student Code of Conduct and works together with MSU to ensure that A.C.E. students follow the Code of Conduct while on campus and at MSU-sponsored activities. Students may be asked to leave the Institute for not following the Code. Two important parts of the Code are copied here from MSU's website, where the whole Code of Conduct may be found (www2.montana.edu/policy/student_conduct):

Academic Expectations (Section 300)

Students must:

- be prompt and regular in attending classes;
- be well prepared for classes;
- submit required assignments in a timely manner;
- take exams when scheduled;
- act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and
- make and keep appointments when necessary to meet with the instructor. In addition to the above items, students are expected to meet any additional course and behavioral standards as defined by the instructor.

Conduct Expectations (Section 600)

Montana State University expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students, members of the faculty and staff and the public to use, enjoy and participate in the University programs and facilities. Student conduct that disrupts, invades or violates the personal and property rights of others is prohibited and may be subject to disciplinary action.

Dishonesty

Acts of dishonesty include but are not limited to:

- Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft, unauthorized possession or use of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. (Refer to Academic Misconduct Procedures, 420.00 for additional definitions)
- Knowingly furnishing false information to any University official, faculty member or office.
- Forgery, alteration or misuse of University documents, records, instruments of identification, computer programs or accounts.

Stalking, Harassment, and Hazing

Stalking includes, but is not limited to, purposely or knowingly causing another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following the

stalked person or harassing, threatening, or intimidating the stalked person, in person or by mail, by electronic communication or any other action, device, or method.

Assault

Physical assault, which includes but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person which prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.

Sexual Misconduct Offenses

Sexual misconduct is any non-consensual physical contact of a sexual nature, including sexual intercourse without consent (rape); sexual assault, sexual exploitation/coercion and any other forms of sexual violence. Sexual misconduct may vary in its severity and consists of a range of behavior(s) or attempted behaviors that may be grounds for action under University policy.

Alcohol and Drug Offenses

- Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or University policy.
- Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Montana State University except as expressly permitted by law or University policy.

Firearms, Explosives, and Weapons Offenses

Illegal or unauthorized possession or use of firearms, explosives, weapons or dangerous chemicals on University premises, including:

- carrying a concealed weapon and/or firearm;
- discharging firearms on campus;
- possessing firearms or ammunition on campus except as expressly authorized by residence hall and family student housing policies;
- possessing dangerous chemicals on campus, except as authorized by law and University policy.

Attendance and Tardy Policy

Good attendance is important in any school, but at the A.C.E. Language Institute and MSU it is required!

Attendance and Immigration Requirements



1. Students must attend at least 80% of every class each session. If you have more than the number of allowable absences noted on your syllabi, you will be placed on an attendance contract for the following session.
2. Students on an attendance contract who do not attend 80% of every class may not be allowed to continue at the A.C.E. Language Institute and will be out of status with U.S. Immigration.

The above rules are for immigration regulations. Instructors determine the participation and performance requirements for each class.

A.C.E. Language Institute Requirements

Attendance in class is very important to succeed in the A.C.E. Language Program. We require all students to attend all classes. Students must attend 80% of their classes to be in compliance with U.S. immigration law for F-1 visas. We understand that from time to time students may miss a class. Your syllabus should outline the number of classes you can miss in each of your courses.

Students who exceed the maximum allowable absences in any A.C.E. class will be put on probation and must sign a contract, which will state that they will comply with the attendance policy or they will face consequences such as any or all of the following: (1) being reported to the Office of International Programs, (2) being reported to a sponsoring agency, if applicable, or (3) being reported to the immigration authority of the US government and possibly deported. This requirement is detailed in the syllabus for each class.

Two tardies equal one absence. The number of minutes that equal a tardy is determined by each instructor and described in the course syllabus. Additionally, the individual instructor can choose to determine how late a student may be before being counted as absent. These parameters are outlined in the course syllabus.

CULTURAL AND RELIGIOUS HOLIDAYS Students are NOT excused for cultural or religious holidays on days we have classes. If a student knows he/she will miss class due to a holiday during the session, he or she should reserve one of the allotted absences for missing that day.

EXCUSED ABSENCES There are no excused absences. If a student exceeds the number of absences in a class for prolonged health reasons, he or she must speak to the Director to discuss how to progress in the program.

WARNING SLIPS When a student is nearing the maximum allowable absences, the teacher will give the student a written A.C.E. absence warning form reminding them of the consequences of having one more absence. A copy of this warning will go in the student's file. After the warning is issued, the teacher will notify the office if the student misses class again, and the office will follow up. If the maximum number of absences is exceeded, the A.C.E. office will notify the MSU Office of International Programs, and the sponsors of scholarship students (such as the Saudi Arabian Cultural Mission).

Sample ATTENDANCE WARNING

Student Name: _____ Date: _____

Number of absences and tardies accrued: _____

Number of absences permitted: _____

Class and level: _____

Students who exceed the maximum allowable absences in any A.C.E. class will be required to sign an attendance contract, which will state that they will comply with the attendance policy or they will face consequences such as any or all of the following: (1) being reported to the Office of International Programs, (2) being reported to a mission if applicable, or (3) being reported to the immigration authority of the US government and possibly deported. This requirement should be detailed in the syllabus for each class.

A copy of this warning will be placed in your student file. If you are a sponsored student, a copy will be sent to the sponsoring agency.

Instructor's name: _____

Instructor's signature and date: _____

Missing Class

When you are going to miss class, you should email or message (in Engrade) your teachers to let them know **as soon as possible**. Remember, there are no excused absences—please do not miss more than the allowed number of classes. Also, every teacher has a different policy about late work—**not all teachers will let you make up work you miss because of absences**. Look at the teacher’s syllabus for their policy. If you can, email the teacher homework that is due on the day (or days) that you are missing. You can ask classmates what you missed in class and what homework you need to do.

You are still responsible for all of the material in class. You might need to go to the teacher’s office hours, or to Study Tutorial to get help and catch up on the material.

Below is an example of an email you can send to your teachers to let them know you will be missing class:

Dear (**Teacher’s Name**):

I will not be in class (**today; tomorrow; Friday; September 15th and 16th; January 9-11**). Can you please let me know what I need to do for class and when any work will be due?

Thank you,

(**Your Name**)

A.C.E. Language Institute’s Policy on Plagiarism

PLAGIARISM:

Plagiarism means deliberately presenting someone else’s work as your own without proper acknowledgement. This is considered a very serious offense at the A.C.E. Language Institute as well as at all universities in the United States. A student who plagiarizes may fail the course and/or face further disciplinary action, depending on the severity and intent of the plagiarizing. All instances of plagiarism and cheating will be reported to the A.C.E. Language Institute director and put in the student’s file in the form of an Academic Misconduct Notification.

Sample ACADEMIC MISCONDUCT NOTIFICATION

INSTRUCTOR _____ DATE OF INCIDENT _____

LEVEL and CLASS _____

STUDENT INVOLVED:

Name: _____

NATURE OF VIOLATION (Include a brief description of the incident):

- Cheating (during a test, or copying homework)
- Plagiarism
- Helping another person cheat
- Turning in work that you did for another class (Multiple submission)
- Other academic misconduct

Incident discussed with student? Yes _____ No _____ If No, why not?

Witnesses? Yes _____ No _____ If Yes, name(s):

Was a copy of the Academic Misconduct Notification provided to the student? Yes _____ No _____

Instructor's academic sanction [e.g. "F" grade or "0" score, etc.]

- oral reprimand;
- written reprimand; [copy attached]
- an assignment to repeat the work or an alternate assignment;
- a lower grade or failing grade on the particular assignment or test; grade assigned _____
- a lower grade or failing grade in the course; grade assigned _____
- recommend additional sanctions _____

Instructor's Signature

Date

OFFICE USE ONLY

COPY DISTRIBUTION:

- Instructor
- Student
- Program Director
- Office of International Programs
- Sponsoring Agency

Syllabus

syllabus: a plan that shows a student what he or she will be studying in a particular course (Longman Dictionary of American English, p. 817)

The A.C.E. faculty wants to give you every opportunity to be organized and successful. Therefore, they have created a **syllabus** for each course that is taught at A.C.E. You will receive a syllabus from your teacher within the first 3 days of the start of the session. On the syllabus, you will find:

- Your instructor's name, contact information and office hours
- Class days and times
- Class location – building name and room number
- The A.C.E. main office phone number
- Course Description – explaining what the course is about
- Student Learning Outcomes – explaining exactly what you need to learn in order to move to the next level
- Textbook you will need to buy
- Grade Evaluation – explaining how your final grade is determined by the work you do throughout the session and what percentage each assignment is worth towards your grade
- Attendance Policy

*****IMPORTANT!!** – When you receive your syllabus – keep it for the entire session! Do not lose it. It has all the information you need to understand what is expected of you in class as well as what is expected of you in order to pass the class. If you have questions about anything on the syllabus, please talk to your teacher! The teacher will explain it to you.

On the next page, you will find a sample syllabus

Level 2 Reading Foundations Syllabus

I. Instructor Information

Instructor: [instructor's name]

E-mail: [instructor email]

Office Hours and Location: [hours and office]

Session: [session]

Class Days and Times: [days and times]

Room: [classroom]

A.C.E. Language Institute telephone number: (406) 585-9832

II. COURSE DESCRIPTION:

* In this course, you will read high-interest texts and sample essays that are 1-2 pages and focus heavily on developing vocabulary. You will learn and use various reading strategies to increase your comprehension. Vocabulary development will consist of recognizing Level 2 roots, prefixes and suffixes and identifying meaning from context. You will use an English dictionary and increase your speed of reading 20% by the end of the session. This class meets 6 hours a week in which you will complete many reading activities; however, you are also expected to read on your own for at least 5 hours a week.

III. STUDENT LEARNING OUTCOMES:

*Upon exit, students will do the following with a minimum of **75%** accuracy:

1. Student can demonstrate comprehension of level-appropriate readings.
2. Student can implement reading strategies.
3. Student can demonstrate comprehension of studied vocabulary.
4. Student can apply reading and vocabulary-learning strategies in level-appropriate contexts.

IV. ACTIVITIES AND ASSIGNMENTS:

- Read at least 5 hours outside of class per week
- Read using intensive reading activities in class for 2-3 hours per week
- Read sample essays
- Practice using English dictionaries in class

V. TEXTBOOKS AND MATERIALS:

VI. EVALUATION:

*To pass this class, you must complete the course with **75%** or higher. Your grade will be based on the following:

READING CLASS *Example:*

Test 1 (SLO 1, 2): 10%

Test 2 (SLO 1, 2,3): 15%
 Test 3 (SLO 1, 2, 3) 15%
 Final Assessment(s) (All SLOs): 50%
 Other Assignments: 10%

VII. ACADEMIC HONESTY:

Students are expected to conform to the standards of academic honesty by avoiding plagiarism. **Plagiarism** means deliberately presenting someone else's work as your own without proper acknowledgement. This is considered a very serious offense at the A.C.E. Language Institute as well as at all universities in the United States. A student who plagiarizes may fail the course and/or face further disciplinary action, depending on the severity and intent of the plagiarizing. All instances of plagiarism and cheating will be reported to the A.C.E. Language Institute director.

VIII. ATTENDANCE AND PUNCTUALITY:

This class meets 6 hours/week, Monday through Thursday. Attendance is mandatory (you must come to class every day). There are no excused absences.

If you miss more than 5 classes, you will receive an attendance warning. After this, your attendance record may be sent to: (1) the Office of International Programs, (2) a sponsoring agency (SACM, BSMP, or mission), if applicable, or (3) the immigration authority of the US government.

Two tardies equal one absence. [Up to instructor] minutes equal one tardy.

IX. SPECIAL NEEDS:

*A.C.E. wants to provide all students with as many learning opportunities as possible. Students with medical documentation of a disability that will affect their learning capability and/or performance should notify the A.C.E. office.

X. CELL PHONE POLICY during exams: No cell phones are permitted during exams. Teachers will collect cellphones at the front of the room during exams and during review of exams. Thank you for your cooperation with this rule. Individual instructors may have more policies regarding cell phones.

Other items

EXPECTATIONS OF STUDENTS:

Cell phone policy

Student Rights and Responsibilities

Performance, Attendance, and Behavior Contracts

Performance Contract

If a student fails a level, he/she will be placed on a Performance Contract. This contract states that the student will have one more session to pass their current level. If they are not able to pass the level they may be asked to leave the program.

When a student has been placed on a Performance Contract, he/she will have to meet with the A.C.E. Academic Advisor and/or the Program Director in the next session to discuss his/her progress.

Attendance Contract

If a student has excessive absences, he/she will be placed on an Attendance Contract. In the next session, the student is expected to attend class regularly and will have to meet with the A.C.E. Academic Advisor and/or the Program Director to discuss his/her progress in this area.

If a student has been placed on a Contract and fails to meet the requirements, he/she will have to meet with the Program Director to discuss if the language program at A.C.E. is appropriate for him/her.

Behavior Contract

If a student is disrespectful in class, or otherwise impedes the learning environment in the classroom, for themselves or for others, they will be put on a Behavior Contract. The contract will state what the teachers expect of the student's behavior in class. In the next session, if the student does not amend their behavior, they will have to meet with the Program Director, and will possibly be expelled from A.C.E.

Student Complaint Procedures

Use this guide to help you contact the appropriate person to help you with any problems or concerns you may have.

Class problems or complaints

- If you have a complaint about a class, homework or grade, you should talk to your **teacher** first.
- If, after talking to your teacher, you are not satisfied, you can talk to the Program Director who will help you solve the problem.

Campus problems or complaints

If you have a complaint about your living situation, you should:

- Campus Housing – discuss the problem with your **roommate or Resident Advisor (RA)**. If this does not work, talk with the A.C.E. office staff.

Financial problems or complaints

- If you have a problem or complaint about program payments, see the Operations Director.
- If the Operations Director cannot help you, you may speak with the Program Director.

Policy or Staff/Faculty Problems or Complaints

If you have a complaint about policy or staff/faculty you should talk to the Program Director.

Formal (Written) Complaint Procedures

To make a formal (written) complaint, complete a “Complaint Form,” which you can get at the A.C.E. office. You must fill out the form yourself, but if you need help, you may get assistance. We have a list of translators in the office. You **must** sign this form; complaints that are not signed will not be taken into consideration. Once you submit the form, the Program Director will meet with you to resolve your complaint.

After filing a formal complaint, the following steps will happen:

1. The Program Director reviews the complaint and meets with you.
2. The Program Director meets with the other person involved in the complaint (if necessary).
3. The Program Director responds in writing to the complaint with the solution.
4. The complaint and solution are filed in your file and in other files, if necessary.

Please note that we are here to make your study as successful as we can. Please contact the Program Director at any time if you are having difficulties or problems.

Sample Formal Written Complaint Form



A.C.E.
Language Institutes

Complaint Form

Student Name: _____

(Complaints without a name will not be considered.)

Date of Issue/ Incident _____

Description of issue: What happened?

Proposed Solution (Student): What's your solution?

Signature of Student: _____

Date: _____

Submit completed complaint form to: the Program Director, A.C.E. Main Office at 1106 S. 6th Ave.

Immigration Requirements



Full-time Requirement

To stay in status with USCIS, F-1 students must maintain a full course load of study (18-21 hours per week) and attend 80% of their classes.

Transferring to Another School

If you transfer to another school, you must:

- show proof of acceptance to the new school
- have the new school send A.C.E. a transfer form to be completed and returned to the new school.

If you are accepted to a new school before the current A.C.E. session ends, you must continue attending all of your A.C.E. classes and complete the session.

I-20 Form

Keep your I-20 Form in a safe place with your passport. It is your responsibility to know the expiration date. If you will not complete the program before your I-20 end date, see the Program Director to begin an extension process.

Keeping Your Address Current

A requirement of your F-1 visa is to keep your physical address current in the SEVIS system. Please notify the A.C.E. Program Director or other A.C.E. Staff within ten days of moving to a new address.

Trips Outside the United States

If you have an F-1 or F-2 visa and travel anywhere outside the United States, you must have your I-20 signed by a designated school official (DSO). At A.C.E., that person is the Academic Advisor & the Program Director.

Renewing Your Visa

If your visa expires while you are still studying in the U.S., you may still travel to Mexico or Canada as long as you stay less than 30 days. Your visa will be automatically revalidated when you reenter the U.S. However, if you plan to go to any other country, you will need to renew the visa at an American Embassy or Consulate before reentering the United States.

U.S. Citizenship & Immigration Services

You can find the most up-to-date information on immigration policies online at:

<http://www.uscis.gov/portal/site/uscis/menuitem>

U.S. Citizen & Immigration Services for Montana

California Service Center
P.O. Box 30111
Laguna Niguel, CA 92607-0111

Working on an F-1 Visa

Students studying in the United States on an F-1 visa are allowed to work under certain circumstances on the campus of the school where they are studying. According to U.S. Immigrations and Customs Enforcement (http://www.ice.gov/sevis/employment/faq_f_on1.htm):

An F-1 student has three main employment-related guidelines:

- May work at any [qualifying on-campus job](#) that does not displace a U.S. citizen or LPR.
- May work up to 20 hours per week while school is in session (full-time during those periods when school is not in session or during the annual break)
- Should report their work to you and receive a certification letter to present to the Social Security Administration in order to be able to receive a Social Security number.

Not complying with these guidelines for on-campus employment may be a violation of status that could result in the F-1 student having to leave the United States.

ASSESSMENT AND TESTING AT A.C.E. LANGUAGE INSTITUTE

Placement Testing

On the first day of Testing and Orientation, you will begin by taking a placement test for writing, reading and speaking.

Writing Placement Test

You will have 45 minutes to write about one out of three given topics. Write as much as you can to the best of your ability.

Reading Placement Test

Next, you will have 45 minutes to read several articles at the beginning, intermediate and advanced levels and answer as many comprehension questions as you can.

Speaking Placement Test

Finally, you will be interviewed for about 10 minutes to assess your speaking abilities. Your level is determined by the results of this test.

If you think you are not in the right level, you should talk to your teachers about it as soon as you can. After the fourth day of classes your teachers will meet with the Program Director to discuss your placement. It will be decided at this meeting if your level placement is appropriate for you. If not, you will be moved up or down a level starting from the following day. Since this decision is going to be based on your performance in class, it is important to give your best effort at all times and especially during the first four days of class.

Class Assignments, Exams, Quizzes, and Grading

In-Class Exams and Quizzes

You will take several in-class quizzes and exams each session in each class at each level. These quizzes and exams will cover the unit of study you have been learning in class. Teachers may also give “pop quizzes” on material discussed the previous day. In order to prepare for these quizzes and exams, spend homework time every day working with the material you are learning in class. Ask questions in class about what you do not understand. The purpose of quizzes and exams is to give you and your teacher feedback about whether you are achieving the learning objectives.

Writing Assignments

You will learn to write sentences, paragraphs, essays, and finally a research paper in level 6, using the writing process. Sometimes you will write in class; sometimes you will be asked to write at home. You will write several drafts, making corrections and revisions to produce a final version. Do your own work (using the work of others is **plagiarism**), and use the feedback you receive from your teacher and your peers to correct your drafts. You will be graded on the process and the final draft.

Speaking Assignments

In Listening/Speaking classes you will be tested on both your listening skills and your speaking skills. To test your speaking skills, you will be asked to give presentations in class. To prepare for this, you may be asked to conduct interviews or do research outside of class. You will organize your

information according to guidelines your teacher gives you. Practice your presentation at home before giving it in class. You will be graded on your speaking and on the content of your presentation.

You may also be tested through a personal interview with your teacher. You will be given guidelines to help you prepare for this.

Finals/Final Exams

Final exams are given in each class at each level during the last week of instruction. The final exams are cumulative and comprehensive. Good study skills throughout the semester will help you succeed on your final exams. The total percentage or points that the final is worth is explained on your class syllabus. The writing final is given on the last day of instruction. The writing finals are graded by a panel of instructors.

Grades

GRADE REPORTS

The Grade Report shows your final grades for all your classes and your overall GPA. You need at least 75% to pass your classes. If your GPA is from 75-100%, you will move to the next level. If your GPA is 74-0%, you need to repeat the level.

Grade Reports are given out on the last Friday of each session. If you cannot pick up your Grade Report at the designated time and place, you must make arrangements with the A.C.E. office staff to have your grade emailed or mailed to you. **You are the ONLY person who is allowed to pick up your grade. Your friends or family members are NOT allowed to take your Grade Report for you.**

GRADE SCALE AND EXPLANATION

Please note: The grading scale in the United States may be different from your home country.

Passing Grades:

90-100%	Outstanding	A
80-89%	Good, Above Average	B
75-79%	Passing	C

Failing Grades:

70-74%	Not ready for the next level	C-
60-69%	Not ready for the next level	D
0-59%	Failing	F

GPA means **Grade Point Average**. On your grade report, you will have individual grades for Writing, Reading, Grammar, and Listening and Speaking. If the average of ALL those grades is LESS than 75%, you will have to repeat all the classes in the level.

Elective Course Grading

*Elective courses are optional and graded on a pass/fail basis. Electives increase or decrease the GPA by a maximum of 1%.

Engrade

All students at A.C.E. can check their grades, homework, and attendance at any time online using Engrade (www.engagepro.com). You should receive your username and password during your first session at A.C.E. If you do not receive them, please tell the Academic Advisor & Student Support Specialist. During your first advising session, you will learn how to check your grades, attendance, and homework. If you ever forget how to do these things, please ask for help.

Please check Engrade frequently. It's important that you know how you're doing in your classes.

Requests for Letters & Transcripts

A.C.E. understands student needs for records. Transcripts, Letters of Attendance, Letters of Enrollment, and Letters of Recommendation are all available upon request. Other student request can be processed on a case-by-case basis. The A.C.E. office does require at least two days to process the request. You can request for documents by going to the office and asking for a "Letter/Transcript Request Form." The form looks like:

Sample Document Request Form



For A.C.E. Staff: Completed by: _____

Sample Letter/Transcript Request Form

Name: _____ Level: _____ Date: _____

I am requesting a: Letter of Attendance

- Letter of Enrollment (for embassy)
- Letter of Recommendation
- Transcript
- Other: _____

For: _____

What specific information should be included in the letter?

I would like the letter/transcript by (please allow at least 2 days):

When the letter/transcript is finished, please:

- Let me know and I will pick it up in the office
- Email it to me at:

- Mail it to me at:

- Fax, email, or send it to:

- Other:

HELP FOR A.C.E. STUDENTS

Student Advising

Please seek advising from the A.C.E. Staff and Instructors when you have a question or problem, personal or academic. The following people are here to help you succeed:

Program Director, Mary Ulrich, MA Intercultural Communication

- Advises students on academic progress and level placement
- Advises students on individual concerns and handles student complaints
- Writes letters of reference for students
- Signs I-20 when leaving U.S. for breaks and vacations

Operations Director, Ana Valdivia, BA

- Advises students on general questions concerning A.C.E. program.
- Advises students on financial concerns, i.e. late payments and refunds.
- Assists students with registration

Director of Studies, Cheri Ladd LeCain, MA TESOL

- Assists students with academic concerns

Academic Advisor and Student Support Specialist, Paul Swift, MEd Adult & Higher Education

- Meets one-on-one with all students for periodic consultation and check-ins
- Offer advice and assistance for struggling students
- Assist students with extra-curricular matters, such as banking, housing, health information, health insurance, immigration, and testing.

A.C.E. Tutoring Program

Purchasing Tutoring Hours

Students interested in receiving tutoring should go to the Main Office to purchase a tutoring plan and receive the Tutoring Agreement form. Students can purchase one tutoring hour (\$20), three tutoring hours (\$18.33 per hour, \$55 total), or five tutoring hours (\$17.50 per hour, \$87.50 total). After the office receives the filled out Tutoring Agreement Form, a tutor will contact the student by email within two business days to set up their first meeting. Students should expect to be able to arrange their first tutoring session within one week from the initial email from the tutor. All tutoring hours are valid only for the current academic session unless otherwise noted. Student should also be aware that any appointments that the student cannot make need to be canceled with an email to the teacher and office staff (pauls@cultural.org) at least 24 hours before the scheduled meeting.

Sample Tutoring Agreement Form

_____ has purchased _____ one-hour tutoring classes. They are valid for the _____ session only.

Student: Please fill out the area below with your teacher's comments, as well as your own wishes. Return it to the office so we can assign your tutor.

Areas your teachers recommend you get help with:

Areas you would like help with:

Office Use

Tutor Assigned: _____ Date: _____ Initial: _____

Directions for tutor: Please date and initial for each tutoring hour. When completed, return to the main office.

Class #1 (date & initial)	Class #2 (date & initial)	Class #3 (date & initial)	Class #4 (date & initial)	Class #5 (date & initial)

HOUSING OPTIONS FOR A.C.E. STUDENTS

MSU Dormitories

A.C.E. students can apply to live in the dormitories on campus. Single, double, triple, and female-only rooms are available. All students who choose to live in the dorms must also choose a meal plan, which can be used at any of the on-campus dining halls. Pricing varies depending on the type of room and meal plan you choose. For more information, contact A.C.E. office staff or our Residence Life liaison, Matt Crosby, at MSU Residence Life directly – 1-406-994-2157.

MSU Family & Graduate Housing

Affordable housing, with apartment-style living, is also available to A.C.E. students who qualify in Family & Graduate housing at MSU. These housing options are reserved for students living with family and graduate students. Available spaces are sometimes available for other students as well. For more information, see their website: <http://www.montana.edu/fgh/>. You can also call them at 1-406-994-3730.

Off Campus

Students who wish to reside off campus are free to do so. A.C.E. does not help students to find off-campus housing, however.

STUDENT HEALTH & SAFETY

Safety Tips

- Know your address and phone number
- Know the address or the name of the place where you are going
- Always go places with a friend (and return with them!)
- Never walk alone in the dark
- If you drive, obey the law
 - Have a driver's license
 - Have car insurance
 - Don't drink and drive
 - Don't talk on the cellphone and drive
 - Wear a seatbelt and children under 5 need to be in a child car seat
- Control your own emotions

Contact Information

- ✓ 994-2121 **MSU Police**
- ✓ 911 For any type of emergency
- ✓ 582-2000 **Bozeman Police**
- ✓ 994-7069 **Voice Center** – MSU's 24-hour confidential support line for sexual and domestic violence
- ✓ 994-2311 **MSU Student Health Services** - M-F 8-4:30, Sat 8-11:30
- ✓ 994-4531 **MSU Counseling & Psychological Services**
- ✓ 994-2935 **Associated Students Legal Services** – minimal charge, but not for criminal cases
- ✓ 586-4111 **Haven** - 24-hour crisis line + emergency shelter
- ✓ 587-6303 **Bozeman Taxi Company**

What to Say

911: What/Where is your emergency?

***I am at _____. (Give address or name of business.)

911: What is your name?

***My name is _____

911: Can you please spell that?

*** _ _ _ _ _

911: What is your telephone number?

***Area code _ _ _ - _ _ _ _ (Be sure to say the numbers clearly.)

911: Tell me what is happening.

***Fire / Police / Ambulance (If you can't explain in English, this will help them send the right help.)

***I don't speak English, I speak _____. (This will help 911 get a translator, if necessary.)

In a medical emergency, it is helpful to understand and be able to answer these questions:

Is he/she breathing/conscious? Is he/she bleeding?

Do you know of any major health problems this person may have?

Does this person take medicine for this condition?

Has this person recently been sick? had surgery?

Is the person male or female? Approximately how old?

Legal Tutorial

General Tips

- You are 100% responsible for every choice you make.
- Not knowing the law is not a defense.
- People under 18 are considered minors (not adults) in the United States. The consequences of breaking most laws (especially the ones listed here) become much more severe if any of the crimes involve a minor (even if the minor was simply present in the situation).
- All of the consequences listed below become more severe on subsequent offenses.
- Being charged with breaking any law will give you a criminal record, and can hurt your chances of being able to study/work in the United States, or stay in the United States.
- If you are charged with a crime (arrested), don't talk about the crime until you have a lawyer with you.

Driving

Law: MT residents who drive must have a MT driver's license. (State)

Consequences: Pay a \$500 fine, spend 2 days in jail, can't drive for 1 year.

Law: All drivers must have auto insurance and must register their vehicles. (State)

Consequences: Pay \$250-\$500, spend up to 10 days in jail for driving without insurance.

Law: You can't talk on a cell phone while driving, unless you are using a hands-free headset. (Local)

Consequences: Pay \$100-\$500.

Law: You must not drive if you have been drinking alcohol. (State)

Consequences: Pay \$300-\$1,000, spend 1 day to 6 months in jail, lose license for up to 6 months, have to take chemical dependency course. (All of this becomes worse if there is a passenger under 16 in the car.) Insurance rates go up tremendously.

General Tip

Getting pulled over: If a police car is following you with its lights flashing and/or siren sounding, you must stop. Pull to the side of the road, and stay in the car with your hands on the wheel. Wait until the police officer approaches your window. Roll down your window. The officer will ask to see your license, registration and insurance. Always have these 3 things with you when you drive, and know where they are so you can find them quickly. You may ask the police officer why he/she pulled you over. He/she will tell you, and might give you a ticket. Always be polite with police officers; they can easily increase your ticket amount if they want. Do not leave until the officer tells you that you can. To pay the ticket, you will have to go to the Law & Justice Center



Alcohol

Law: People under 21 years of age cannot drink alcohol. (State)

Consequences: Pay \$100-\$300, do 20 hours of community service, lose driver's license for 30 days, have to take a substance abuse course.

- These consequences also apply to underage people caught using a fake ID to buy alcohol.

Law: It is illegal to give alcohol to anyone under 21. (State)

Consequences: These consequences become more severe if alcohol is given to someone under 18.

Drugs

Law: It is illegal to take drugs. (Federal & State)

Consequences: Pay \$500, spend up to 6 months in jail (same for paraphernalia). It can be much more if you have a large amount of illegal drugs in your possession.

Law: It is illegal to sell drugs, or intend to sell drugs. (Federal and State)

Consequences: {intent to sell} Pay up to \$50,000, spend up to 5 years in prison. {Actually selling} Pay up to \$50,000, spend 1 year to your whole life in jail.

Relationships

Law: It is illegal to commit domestic violence against any member of your family.

Consequences: Pay \$100-\$1000, spend 1 day to 1 year in jail.

Law: It is illegal to have any type of sexual relationship with anyone without their consent.

Consequences: Pay \$500, spend 6 months in jail for sexual assault, pay \$50,000 and spend 2-100 years in prison for rape, or for sexual assault that causes bodily harm. (Remember, these consequences increase with minors)

- Sexual assault: any sexual contact that is not wanted
- Rape: sexual intercourse without consent

Law: It is illegal to have a sexual relationship with anyone under the age of 16, no matter how old you are.

Consequences: pay \$50,000 and spend 2-100 years in jail for both sexual assault and rape.

Alcohol & Drugs Awareness

You might think you know a lot about drugs and alcohol. But, just because you're familiar with these words doesn't mean you know what you truly need to understand about them. Some drink excessively or use drugs in the privacy of their own home, and no one is the wiser. Some, however, take it to the street by getting behind the wheel of a car. When you do this, suddenly your private alcohol or drug use becomes everyone's business because you are now a danger to others and have become a potential threat to driving and public safety.

Most people who drink or do drugs and then drive probably don't think what they are doing is so awful or dangerous. But, that demonstrates a lack of awareness of the effect of alcohol and drugs on the body. So, let's take a look at this matter.

Physical Effects of Alcohol

Absorption, transporting, and changing. If you understand these three basic steps of alcohol processing, you'll appreciate the total influence it can have on your body.

During the absorption stage, your body absorbs the alcohol into your bloodstream. The transporting step is intuitively labeled because this is where the bloodstream transports the alcohol to your body organs. The last step, changing, is what your body tries to do to the alcohol to transform it into a non-harmful substance. Your body works hard, especially your liver, to break down the alcohol so it can be eliminated.

If your system gets overwhelmed and the changing step backs up, your body can become toxic, and alcohol poisoning or even death can result.

While this only occurs in severe cases of alcohol use, damage can occur to your body even in more moderate alcohol intakes. Liver and other organs can be harmed. You can put on weight, feel sluggish, look haggard, accelerate the aging process, and be more susceptible to mood swings. And, the restorative functions of good sleep can be diluted by alcohol use, preventing you from functioning at your peak performance.

Driving and Drug or Alcohol Use

- Drinking and driving is the leading cause of death for Americans 17-24 years old.
- The cost of an average DUI is \$3,000.
- 70 people die each day in the United States in drunk driving accidents.
- 40% of all vehicle accident deaths in Montana involve alcohol.

Blood Alcohol Concentration

Blood Alcohol Concentration (BAC) is a measurement of the alcohol in your blood. As your body absorbs the alcohol you drink, it moves it through your stomach and into your blood just 30 minutes after you started to drink.

According to Montana law, DUI is defined by a blood alcohol or drug content (BAC) of .08% or higher. However, if an investigating officer finds your BAC to register between .04-.08%, you may still be charged with DUI if other concrete evidence (a swerving vehicle, running stop signs) leads the officer to conclude that you are drunk.

Penalties

First Time Offender with a BAC between .04-.08%

- Minimum sentence of 24 hours in a county jail
- Minimum fine of \$300

Depending on the circumstances, this penalty can balloon to up to six months of jail time with a fine of up to \$1,000. You can, however, get your sentence reduced pending the completion of a court-ordered chemical dependency education class.

Additional Reading and Resources

MSU has a variety of resources to help you understand and prevent drug or alcohol abuse:

<http://www.montana.edu/health/healthpromo/drugprevention.php>

<http://www.montana.edu/health/healthpromo/insight.php>

There is a confidential alcohol screening test at: www.alcoholscreening.org

This test can help you evaluate your risks for your level of drinking.

<http://www.dmv.org/dui-dwi/alcohol-drug-awareness.php>

Health Insurance

All students attending A.C.E. are required to show proof of health insurance coverage in America. Students should carry their insurance cards with them and show them any time they receive medical care while in the United States.

LewerMark Insurance

For students who purchase health insurance through A.C.E.'s partnership with LewerMark, you can find a variety of resources at the website for our students. You can also call their MyNurse 24/7 number any time, any day. They have translators for 250 languages available.

LewerMark Student Insurance site for A.C.E. students: <http://www.lewermark.com/acemontana/>

MyNurse 24/7: 1-866-549-5076

LewerMark Frequently Asked Questions

1. WHAT DOES THIS INSURANCE PAY FOR?

Hospitals, Doctors, x-rays, Lab Fees, etc. Examples of medical conditions typically covered are Broken Leg, Flu, Appendicitis, Heart Attack, Sprained Wrist, Maternity, etc.

2. WHAT DOESN'T THIS INSURANCE PAY FOR?

Some examples of non-covered expenses are: Pre-existing conditions (injury or illness that you had before the policy became effective) vision care, dental care, routine care, etc. (see brochure)

3. WHAT IS THE COPAYMENT?

Example: The hospital bill totals \$450. You must pay the first \$50 to the hospital. The plan will then pay the remaining covered expenses of the \$400. The copayment must be paid for each hospital visit. You have already paid a fee along with your tuition that gives you access to insurance.

4. SHOULD I GO TO THE HOSPITAL AT NIGHT IF I DON'T FEEL WELL?

The hospital emergency room is designed for life threatening emergencies. However, if you can wait until the next day, you should see your regular doctor or go to the student health center.

Health Care and Immunization Requirements

MSU Student Health Services

The easiest and most convenient place for students to receive most health care is at MSU's Student Health Services clinic. There is no charge for enrolled students to see a nurse, nurse practitioner, or a physician at the Student Health Clinic. There are fees charged for injections, medications, labs and x-rays. Appointments can be made, and students can walk-in for treatment of minor medical issues.

Student Health Services' Webpage:

<http://www.montana.edu/health/index.php>

HOURS

Regular Academic Semesters

Mon-Fri, 8 a.m. - 4:30 p.m., Sat, 8 a.m. - 11:30 a.m.

Between Semesters

Mon-Fri, 8 a.m. - 11:30 a.m.

Summer Sessions

Mon-Fri, 9 a.m. - 11:30 a.m. and 1 p.m - 4 p.m.



Closed Holidays

Tel: (406) 994-2311 Fax: (406) 994-2504

INSURANCE AT THE STUDENT HEALTH SERVICE

The Student Health Service at MSU does not bill insurance. This means that if you use the clinic and have a fee, you will have to pay the fee on your own. You can then keep your receipts and bill your insurance company yourself for reimbursement.

Typical Process at Student Health Service:

1. Present CatCard to front desk
2. Wait for your name to be called
3. See doctor or nurse (there is no cost for this)

if you do not do anything else, you can stop at step #3, otherwise, go to step #4

4. Have lab tests done, x-rays taken, injections given, etc. (you must pay for this)
5. Pay the fee at Student Health Services at the time of service, OR pay at Student Accounts in Montana Hall
6. Keep all documentation
7. Send documentation to your insurance company for reimbursement

AFTER-HOURS CARE

- Nurse After-hours Advice Line - 800-607-5501.

Emergency Care

The Student Health Service is not an emergency room. True emergencies - such as poisoning, severe injuries, heart attacks or severe breathing problems - should be evaluated and treated at the **Bozeman Deaconess Emergency Room, 585-1000. For emergencies call 911.**

Staffed 24 hours a day, the hospital is located at 915 Highland Boulevard, about two miles east of the MSU campus.

Nine Good Reasons to Go to the Emergency Room

- Loss of consciousness
- Intolerable and uncontrollable pain
- Severe shortness of breath
- Chest pain
- Uncontrollable bleeding
- Poisoning
- A major injury, such as a head injury
- Severe or worsening reaction to an insect bite or sting, or to a medication, especially if breathing is difficult.

Other Resources

For medical emergencies on evenings and weekends you may visit one of the following providers:

- Bozeman Deaconess Emergency Room, 585-1000 (all day, any day of the year)
- Bozeman Urgent Care Center, 586-8711 (M-F, 9am-8pm; Sa & Sun, 10am-5pm)
- Family Doctors Urgent Care, 556-9740 (M-F, 9am-8pm; Sa & Sun, 10am-5pm)

Immunizations

MMR (Measles, Mumps, Rubella)

All students must have two vaccinations.

You are required to complete the SHS Health History form. If you do not have medical records from home with proof of MMR vaccinations, you will be required to get them here.



TB

Students must complete a TB screening part of the SHS Health History form to determine if they will be required to receive a PPD skin test.

MSU REQUIREMENTS FOR LANGUAGE PROFICIENCY

Montana State University accepts these minimum requirements for test scores for undergraduate applicants: a paper-based TOEFL score of 525, iBT TOEFL score of 71, or an IELTS score of 6.0. Successful completion of Level 6 at A.C.E. Language Institute can also be used as proof of language proficiency for undergraduate applicants.

For graduate school applicants, the minimum paper-based TOEFL score is 550, iBT TOEFL score is 80, and IELTS score is 7.0, although some departments require a higher score. Completion of English for Graduate Studies adds to the application of an international graduate student at MSU and some departments on campus accept English for Graduate Studies as proof of language proficiency for graduate study. Check with the Office of International Programs and your graduate advisor to determine the best action for you.

Many colleges require applicants to take special tests for placement in certain classes, such as English or math, before they may register. If you know you will miss an A.C.E. class because you are going to take a university placement test, you should tell your teacher and the Program Director in advance.

MSU STUDENT SERVICES

All A.C.E. students are required to pay a Student Services fee. Your student I.D. card, also called the Cat Card or One Card, is used to access the many services available to you. Your Cat Card can also be used as a debit card for all on-campus purchases including food, photo copies, MSU bookstore purchases.

Here is a list of some of the services you receive with your Student Services fee:



Hoseaus Gym Access

A.C.E. students can use all facilities in the Hoseaus gym. This includes cardio and weight training equipment, the swimming pool, running track, basketball gyms and courts. There is also an intramural program. You can join a team to play soccer, basketball, softball, volleyball, badminton, touch football, table tennis, tennis, cross country racing, folf (frisbee-golf), or racquetball.

For a fee of \$40 you have unlimited access to fitness classes such as Yoga, Pilates, Tai Chi, Qigong, Spinning, Step it Up, Max Core and others.

The Hoseaus Gym also has apps available for iOS and Droid devices. You can search for “Montana State University” in iTunes or Google play to find the apps, or follow the links below.

- Download the app from iTunes for iOS here: <https://itunes.apple.com/us/app/montana-state-university-rec/id886276943?mt=8>
- Download the app from Google play for Droid here: <https://play.google.com/store/apps/details?id=com.gocollegeapps.montana&hl=en>

Get more information at www.montana.edu/getfit

Regular Academic Semester

Mon-Th, 5:30 am - 11:00 pm; Fri, 5:30 am - 10:00 pm; Sat, 8 am – 8:00 pm; Sun, 1:00 pm - 9:00 pm

In-Between Sessions and During Breaks

Varies

Student Holidays

6 a.m. - 7 p.m.

National Holidays

10 a.m. - 7 p.m.

Tickets to Sports Events

Tickets to all sports games are free. Just show your Cat Card (I.D. card). This includes men and women's basketball, volleyball, softball, track and all other sports games. For football games, you must go to the ticket office in the field house to get a free ticket.

ASMSU Outdoor Recreation

Students wanting to get outdoors and explore Montana can rent camping, hiking, canoeing, kayaking, cross country skiing and skating equipment for a very low cost. There are also scheduled, guided outdoor events like hiking to beautiful mountain lakes and national parks or rafting the rivers. This is a great way to safely explore Montana's scenic beauty.

Get all the information at www.montana.edu/outdoorrecreation. The site also has a list of planned outings.

Student Union Building Rec Center

At the SUB Rec Center you can play billiards, bowling, video games and shuffle board. Costs are very reasonable. The Rec Center is located in the basement of the SUB.

<http://www.montana.edu/subrec/>

Tel: (406) 994-5803

subrec@montana.edu

Semester Hours Fall/Spring

Monday - Thursday: 8:00 a.m. to 11:30 p.m.

Friday: 9:00 a.m. to Midnight

Saturday: Noon to Midnight

Sunday: Noon to 10:00 p.m.

Summer Hours

Monday - Thursday: Noon to 10:00 p.m.

Friday: Noon to 5:00 p.m.

Saturday & Sunday: Closed

Intramurals

Intramurals are organized sporting events supported by MSU. Any A.C.E. student is welcome to join an intramural sports team.

The calendar of available sports and times is here:

<http://www.montana.edu/getfit/Intramurals/calendar.html>

You can sign up for an intramural sport online here:

http://www.montana.edu/getfit/Intramurals/online_signup.html

Computer Services

You will receive an email domain account and can log on to campus computers in the computer lab and the library with access to secure wireless services. You can also print from campus computers free with your Cat Card (some page limits apply).

Renne Library

MSU Library's Homepage - www.lib.montana.edu

Fall and Spring Semester Hours

Sunday	10am-midnight
Monday – Thursday	7am-midnight
Friday	7am-6pm
Saturday	10am-5pm

Library ITC Help Desk

There is a help desk located on the first floor of the library for students having problems with internet access and other computer problems.

A.C.E. Language Institute's Liaison Librarian

James Thull is a valuable library resource available to you. James can assist you with any research questions you have. Feel free to contact him

atjthull@montana.edu; (406) 994-5305

**Student Health Services**

All A.C.E. students are granted access to MSU's Student Health Services. Please see details on page 52.

Counseling & Psychological Services

MSU offers free, anonymous counseling and psychological services for all students. The Counseling & Psychological Services hours and location are below:

211 Swingle
 Montana State University
 Bozeman, MT 59717-3180
 Phone: (406) 994-4531
 24-hr community crisis help line (after business hours) (406) 586-3333

SPRING AND FALL SEMESTERS: Monday - Friday 8:00am - 5:00 pm with limited evening appointments, on Tuesdays and Wednesdays, available by special arrangement

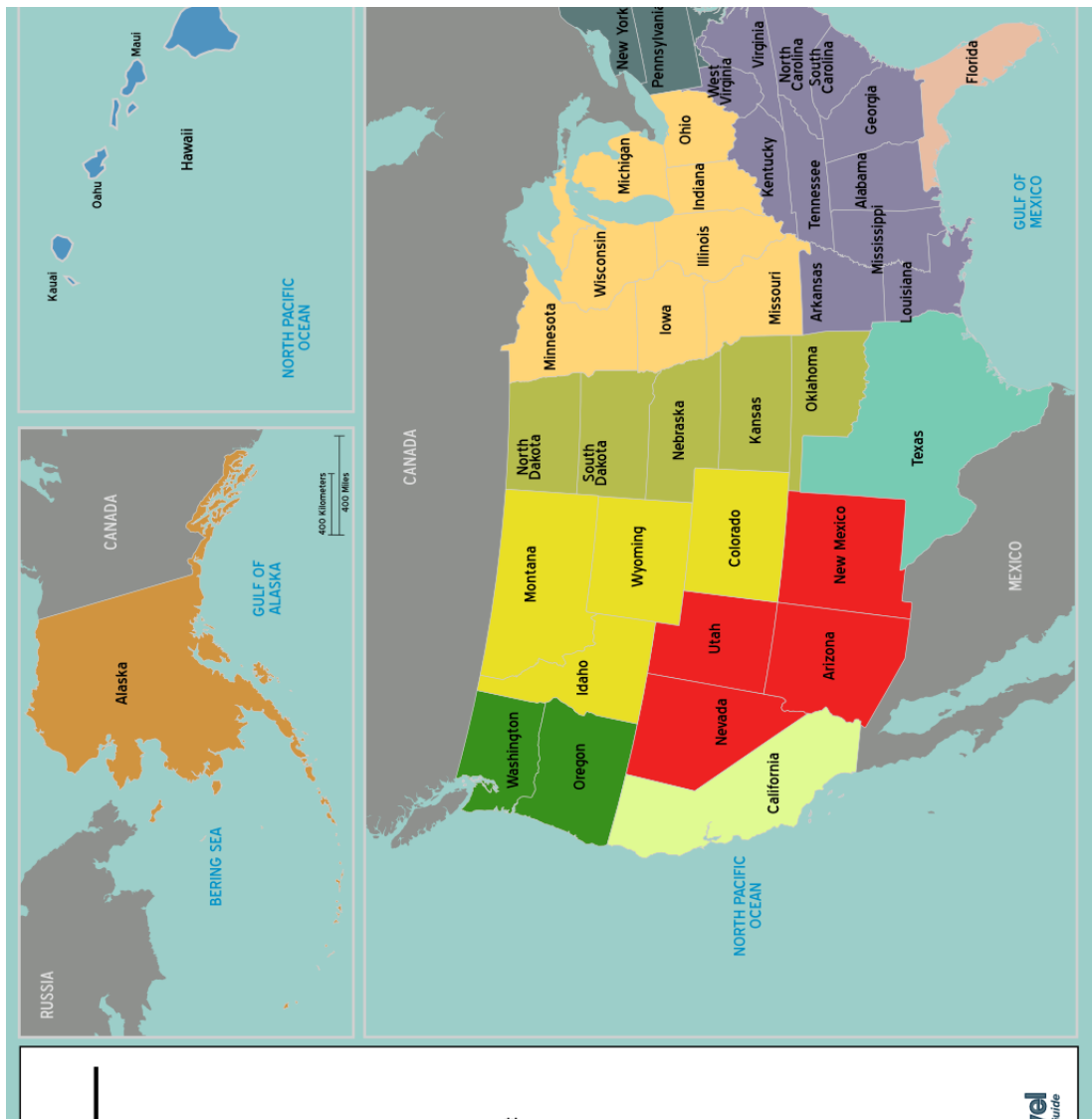
SUMMER SEMESTER: Monday - Friday 8:00 am - 4:00 pm.

HOLIDAY BREAKS: During the breaks between semesters, the Counseling Center is open for crisis/emergency intervention, and appointments by special arrangement only.

APPENDICES

Appendix A: Map of American Regions

When people talk about America, they use different names to talk about different parts of the country. You can see the names for different regions below. Montana is usually said to be in the “west” or “Rocky Mountain” region. The map below was retrieved from: <http://wikitravel.org/>



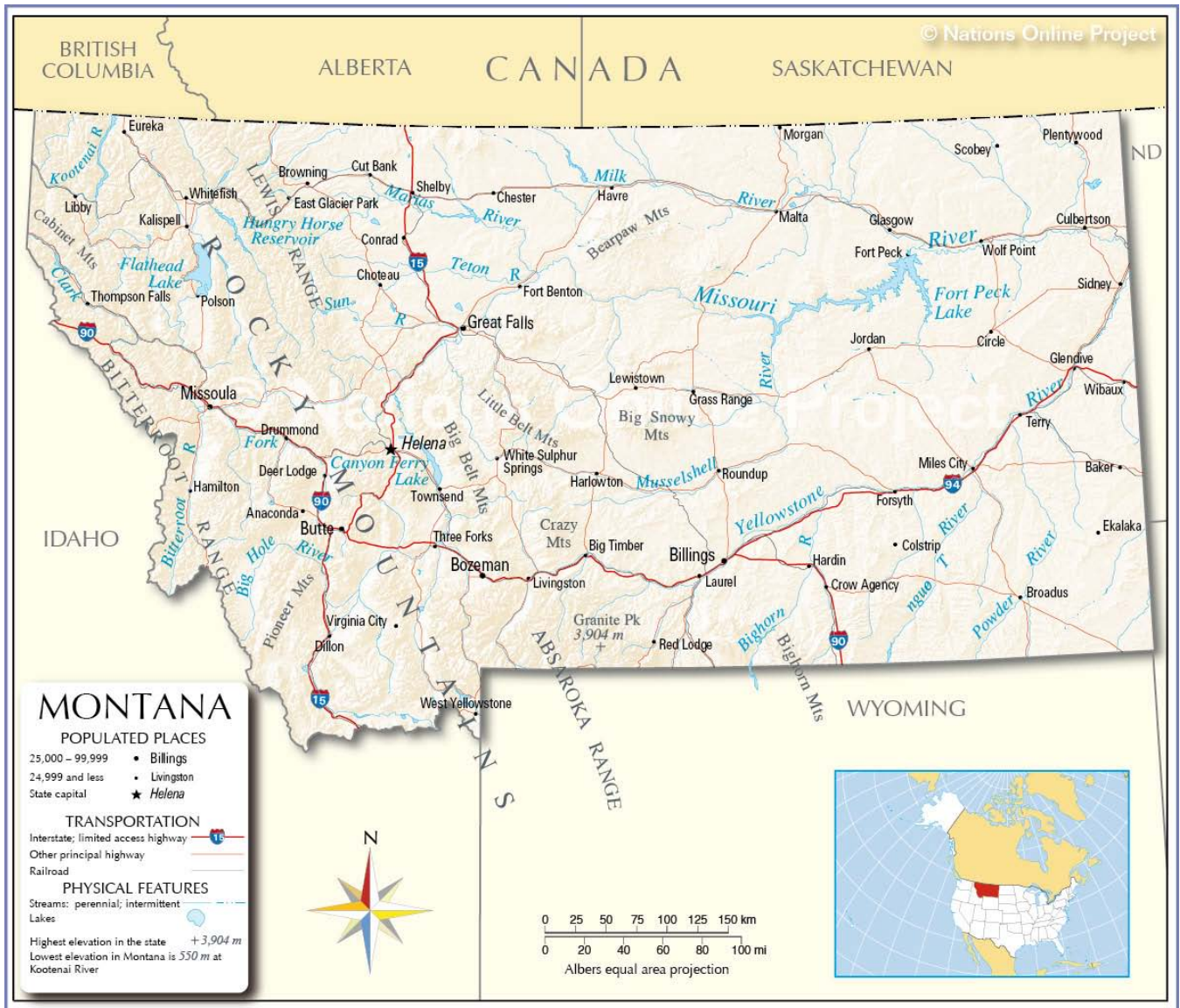
Appendix B: Map of Montana

Montana is located in the northwestern part of the United States – when Americans discuss this, they usually refer to Montana as being in the “west”. Montana has borders with Canada to the north, Idaho to the west, Wyoming to the south, and North Dakota and South Dakota to the east.

Montana has two national parks, Yellowstone and Glacier, many national forests, and seven Indian Reservations. The western part of the state is in the Rocky Mountains. The eastern part of the state is mostly plains. Bozeman is in southwest Montana. It is at the eastern edge of the Rocky Mountains.

The two major rivers in the state are the Yellowstone River and the Missouri River—both of them flow into the Mississippi River. The Missouri River has its headwaters near Bozeman in Three Forks. It is called Three Forks

because three rivers (the Gallatin River, Madison River, and Jefferson River) come together there to make the Missouri River. The map below was retrieved from: <http://www.nationsonline.org/>

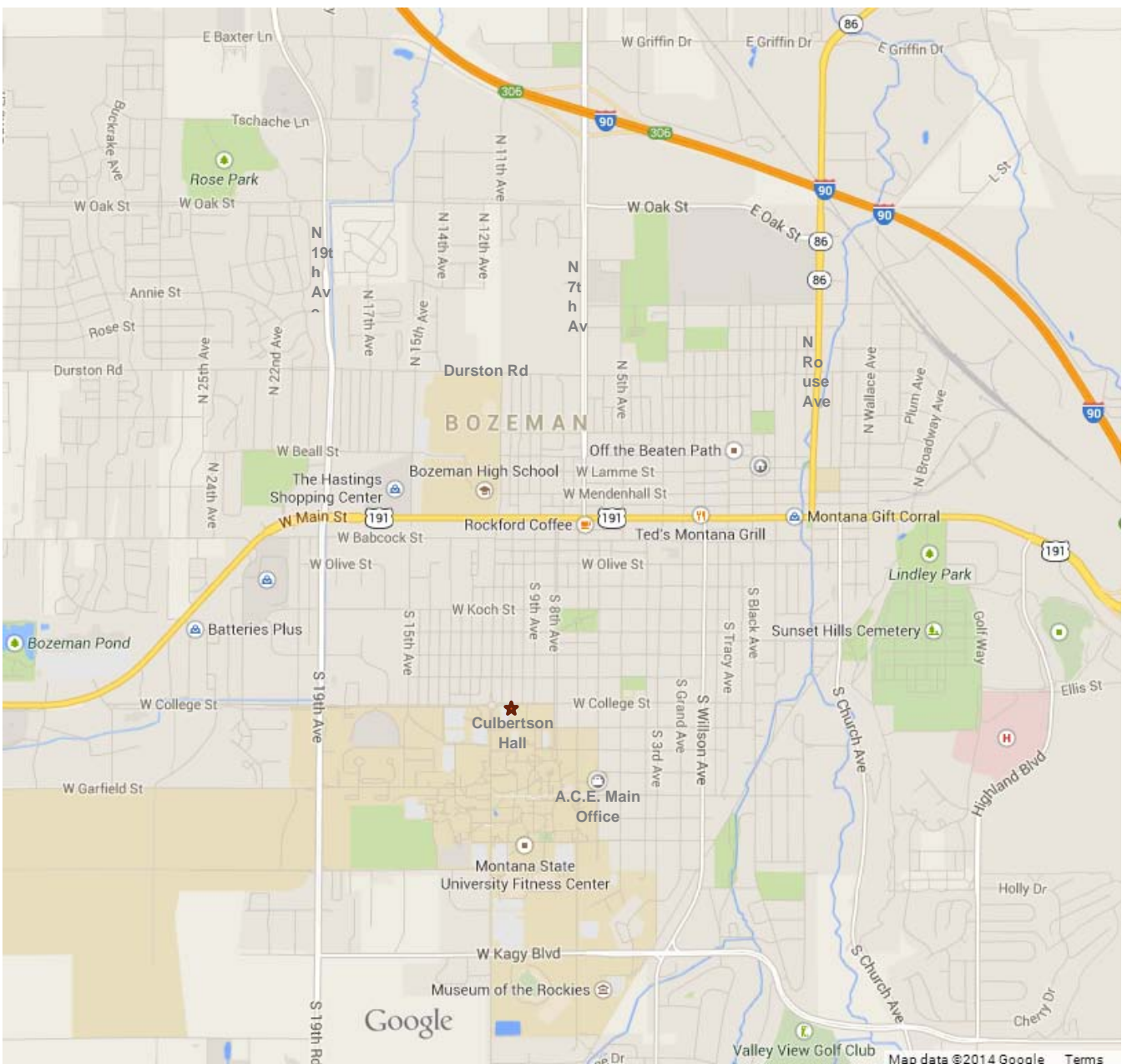


Appendix C: Map of Bozeman

Bozeman was originally arranged on a north-south, east-west grid. City streets will usually say that they are either north, south, east, or west. For example, **E Main St** means “East Main Street” (we usually say “East Main”); **N 19th Ave** means “North 19th Avenue” (we usually say “North 19th”). Most of the oldest parts of the city are in the “east” and “south” parts of this grid. The city has grown mostly to the “west” and “north.”

There are a few areas where people in Bozeman usually go to shop: (1) the Mall (on W Main St); (2) Target, Ross, TJ Maxx (on N 19th Ave); (3) WalMart (on N 7th Ave); (4) “Downtown” (mostly on E Main St). The free public bus system can take you to all of these places.

Bozeman is the largest city in Gallatin Valley. The valley is surrounded by the Big Belt Mountains and Horseshoe Hills to the north, Bridger Mountains to the north and east, the Gallatin Range and Spanish Peaks (part of the Madison Range) to the south, and the Tobacco Root Mountains to the southwest. The map below was retrieved from Google: <https://www.google.com/maps/>

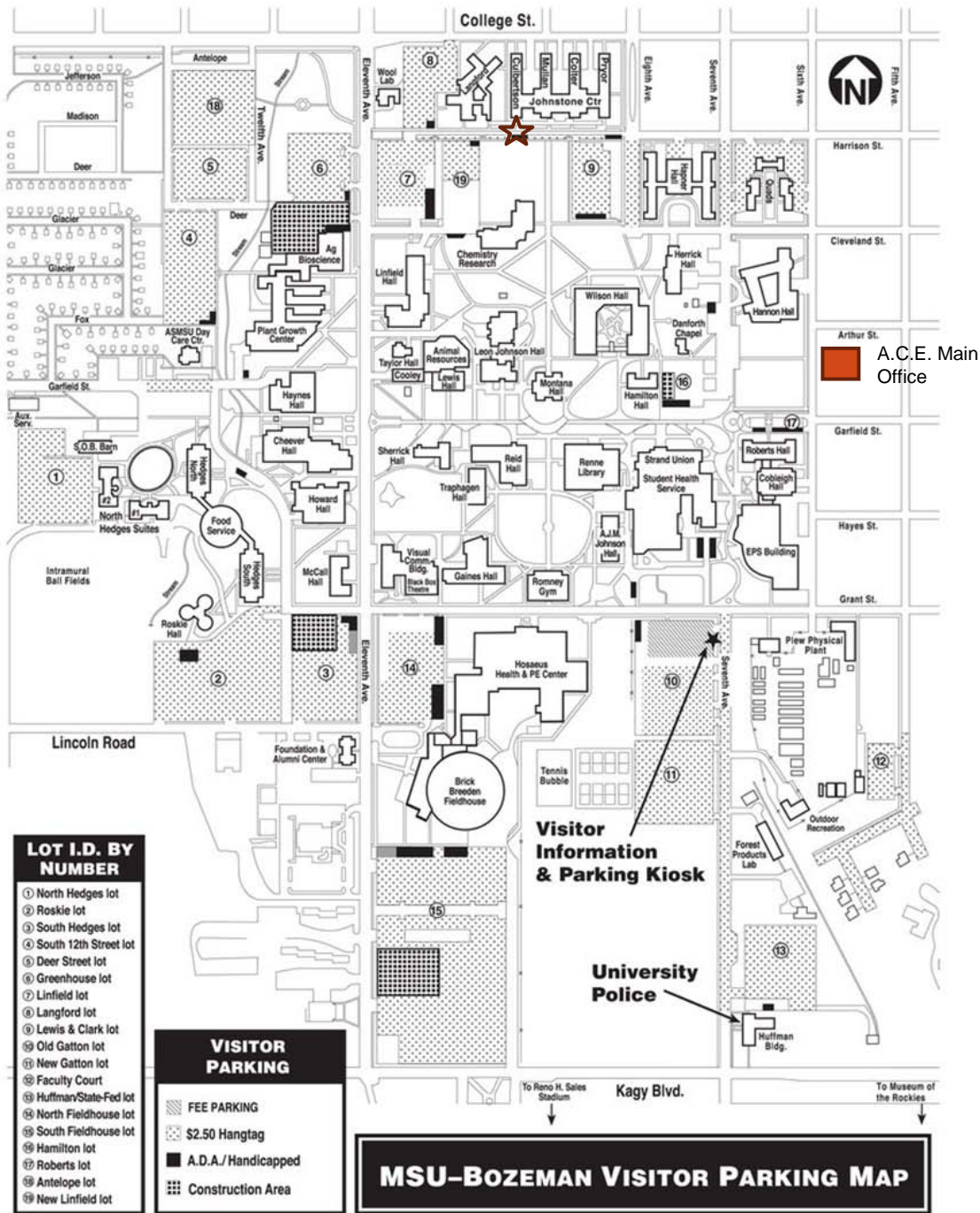


Appendix D: Map of MSU

Montana State University (MSU) is located at the southern edge of central Bozeman. It was founded in 1893. There are about 15,000 students currently studying at the university.

The Strand Union Building (sometimes called the Student Union Building or just the SUB) and Renne Library are the centers of student activity on campus. If you plan to drive to school, you will need to purchase a parking pass at University Police and park in the designated parking lots. The map below was retrieved from:

<http://www.montana.edu/>



Appendix E: Writing Scoring Guide (Rubric)

This is the rubric our instructors use to grade the final writing exam. Please look at it carefully before your final and make sure you do these things in your writing. If you have questions, ask!

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Grammar & Mechanics	Use simple sentences with correct use of basic mechanics: capitalization, periods, commas, question marks., correct spelling & indentation	Completes a substantial (8+ sentences or more) PARAGRAPH with correct punctuation and evidence of knowledge of basic spelling and grammar rules	Demonstrates appropriate composition elements for a multi-paragraph essay with effective application of grammar and mech.	Demonstrates control of basic structures in a cohesive essay using effective grammar and usage; may show some errors that obscure meaning	Shows use of essential composition elements with control of basic structure and with few usage, spelling or grammar errors that do not distract from meaning	Displays consistent facility in the use of correct language structure with only minor errors in the writing
Sentence Structure	Writes standard simple & compound sentences Demonstrates appropriate use of basic elements of a simple paragraph	Shows adequate control of simple sentences with correct use of compound and a few complex sentences.	Uses simple, compound, and complex sentences appropriately and some use of various phrases (gerunds and infinitives)	Shows adequate use of syntax with some variety in sentence length and type (simple, compound, complex with two or more clauses)	Displays syntactic variety and effective use of transition within and between paragraphs	Uses consistent variety in syntactic style with some adv. structures attempted (opening sentences with gerund or participle phrases, using appositives, controlling sentence length for effect)
Vocabulary (accuracy, variety, quantity)	Uses basic vocabulary efficiently	Shows increase in number of vocabulary words (may use some imprecise words)	Shows adequate and usually accurate use of vocabulary with most generic words	Uses mostly functional words with some colorful words/phrases and occasional advanced words or idioms	Employs some word choice that energizes the writing; demonstrates notable range of vocabulary	Consistently employs a broad range of vocabulary words carefully chosen and placed for impact
Organization, Development, Support	Provides simplistic generalizations (sometimes confusing) with no cohesive devices	Provides simplistic generalizations using some cohesive devices	Shows evidence of organization (beginning, middle, end) including thesis statement, support examples/reasons and appropriate transitions	Shows appropriate use of topic sentences that support a thesis and are followed by relevant supporting details Uses transition words/phrases correctly (Creates outline prior to writing composition)	Writes unified, well-supported essays with sufficient information and detail to develop the thesis	Develops ideas with well-reasoned response that is unified & well-organized Uses variety of developmental styles (analogy, anecdote, examples beyond personal level)
Content, Ideas, Comprehensibility	Completes writing task with appropriate responses which may require some interpretation	Completes writing task in comprehensible manner requiring minimal interpretation	Demonstrates understanding of the topic in a short basic essay	Addresses the topic with an accurate response; text flows with beginning, middle & end. Shows sufficient control of essay writing to convey ideas with reasonable clarity (may show some errors that obscure meaning)	Addresses topic effectively & accurately using cohesive devices that enhance comprehensibility (transition with meaning, repetition of key words, conjunctions as purposeful joiners)	Completes a content-rich writing task showing insightful perception and clearly appropriate substantial detail and elaboration
Summary: A writer at this level:	Uses basic composition elements to write a simple paragraph with topic sentence, supporting details, and concluding sentence with correct punctuation	Shows competence in writing the basic paragraph (using appropriate rhetorical style) with effective topic sentence, rudimentary supporting detail, concluding sentence and emerging control of basic language structure	Shows competence in writing a multi-paragraph essay with rudimentary development of ideas and with basic control of language structure most of the time.	Writes with basic compositional skills (rhetoric, fluency, and vocabulary) necessary to communicate academic ideas to a general audience.	Writes with strong competence at the syntactic & rhetorical levels showing command of basic language structure with few errors to distract the reader.	Writes with strong competence using a variety of developmental styles necessary to communicate authentic academic writing tasks to specialized audience; (completes the process of writing a formal research paper).

Appendix F: Fun Things to Do in Bozeman

This list is meant to give you a good introduction to some of the things you can do in Bozeman. It will help you to know the town better, and to find things you enjoy doing.

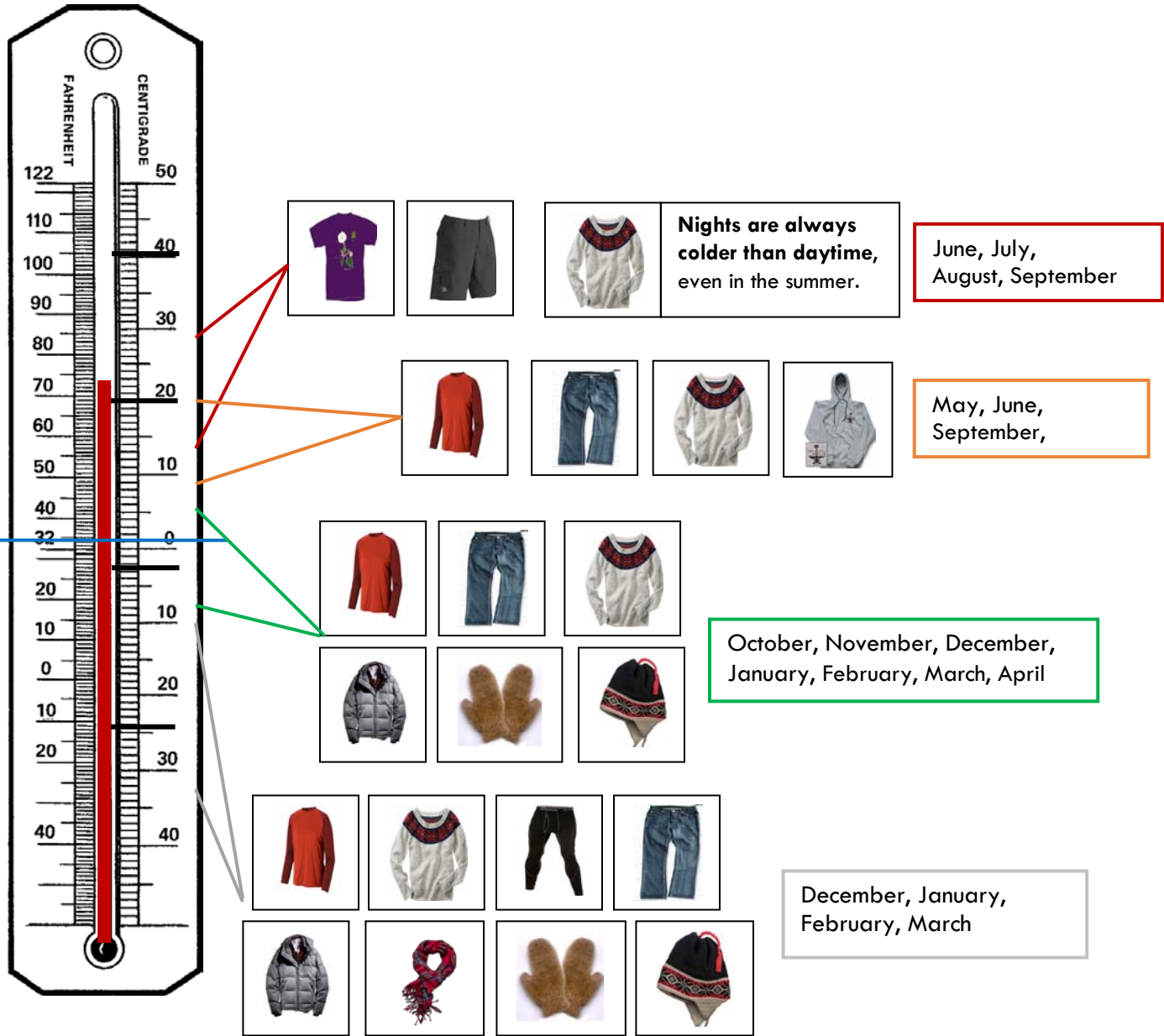
- Walk around downtown Bozeman and do some shopping
- Hike the “Drinking Horse” trail (best in summer)*
- Visit the Gallatin Historical Society - Pioneer Museum in downtown Bozeman
- Go bowling or play billiards at the SUB Rec Center
- Go sledding on Peet’s Hill/Burke Park (winter only)
- Go to the Museum of the Rockies (watch a show in the Taylor Planetarium while you’re there)
- Hike up the “M” trail (best in summer)*
- Join some of the fitness classes offered at MSU’s fitness center
- Visit the Emerson Cultural Center
- Build a snowman (winter only)
- Listen to live music at the Bozeman Community Food Co-op on Wednesdays from 5-7pm (buy a smoothie or fresh juice to enjoy while you listen)
- Eat an ice cream cone at the Pickle Barrel (or, if you’re hungry, order a sandwich)
- Check out the local Farmer’s Market at Bogert Park on Tuesdays from 5-8pm (summer only)
- Go to an MSU sporting event—tickets are free with your CatCard
- Watch the sunset from Peet’s Hill/Burke Park
- Float down the Madison River with friends on a hot day (summer only)*
- Play miniature golf at the Clubhouse in the Gallatin Valley Mall
- Go to Music on Main—Thursdays from 6:30pm to 8:30pm from the end of June through August
- Try on a pair of cowboy boots and a cowboy hat at a western store
- Go skiing or snowboarding at Bridger Bowl, Big Sky, or Moonlight Basin (winter only)
- Visit Virginia City and learn about Montana’s “old west” mining past (summer only)*
- Go to Hyalite Canyon and take a hike on one of the trails (Palisade Falls is an easy hike in the summer)*
- Play a game of billiards at Aleworks in downtown Bozeman
- Rent a Forest Service Cabin with friends and spend one night there*
- Take part in an ASMSU Outdoor Recreation activity
- Go camping (best in the summer)*
- Visit Yellowstone National Park and Glacier National Park (these trips are best in the summer)*
- Go to a local hot spring (choose from: Chico Hot Springs, Bozeman Hot Springs, Norris Hot Springs)*
- Join a student club at MSU
- Go swimming in the “Boiling River” in Yellowstone National Park*
- Try snowshoeing or Cross Country Skiing (winter only)*
- Take part in an intramural sport at MSU

*These activities require a car. Everything else can be accessed by foot, bike or by bus

Appendix G: Weather-Appropriate Clothing

IN MONTANA, DRESS IN LAYERS!

Bozeman’s climate is rarely hot. Summers can be cool to hot. Spring and fall are cold to warm. Winter temperatures can be dangerously cold. Use this guide to help you shop for and wear warm clothes. Bozeman’s elevation is 1,361 meters above sea level. The latitude is 45.5 N.



BEST TYPES OF FABRIC

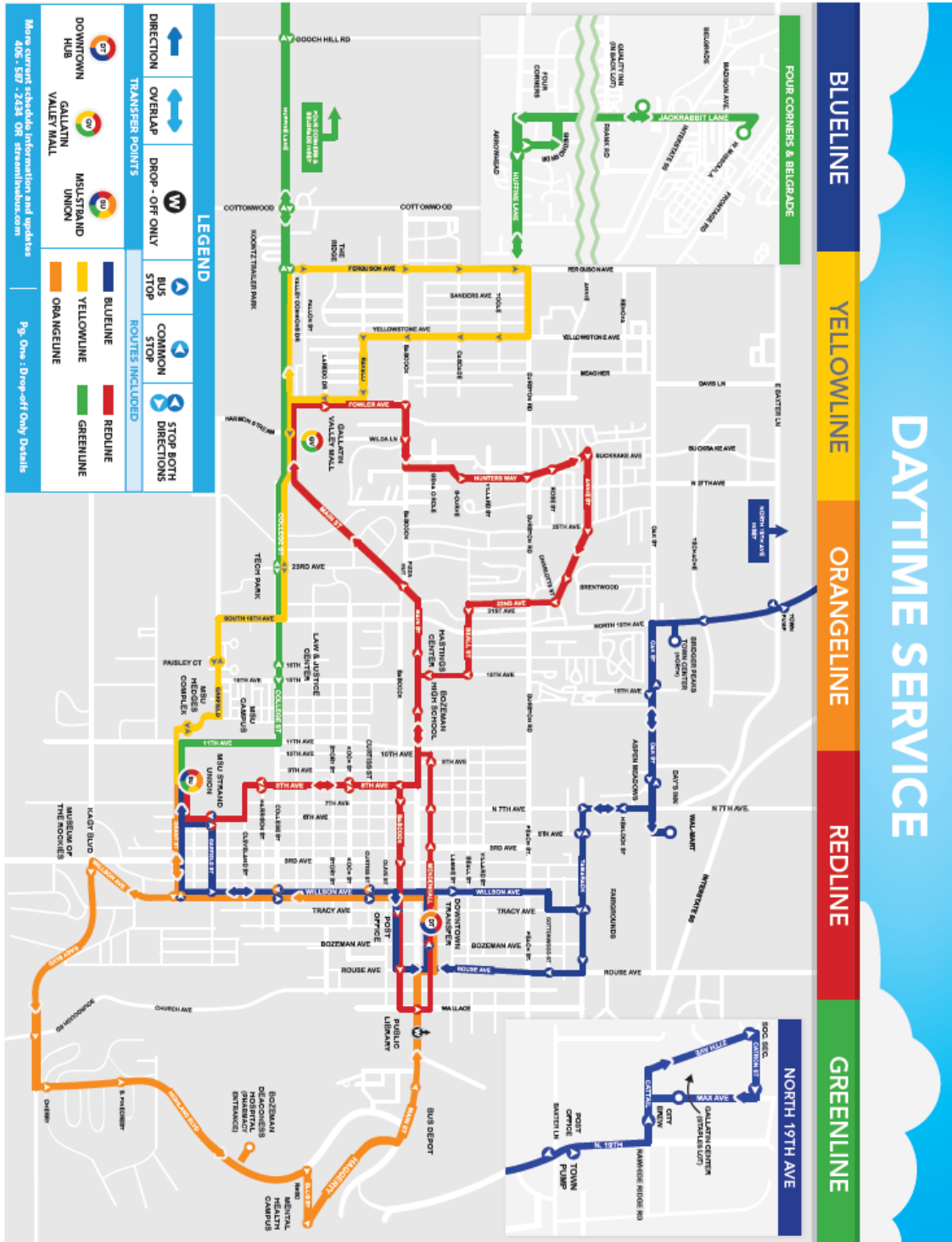
WARM: acrylic, nylon, polyester, cotton blends


WARMER: acrylic blends, wool blends, thin polar fleece, synthetic down

WARMEST: Gortex, natural fibers – wool, goose down


Appendix H: Streamline Bus Service

Bozeman has a free bus service to many places throughout town, to Big Sky, Belgrade, and Livingston. The bus is called Streamline, and the website for the service is available at <http://www.streamlinebus.com>. A useful feature when using the bus is the live shuttle tracker that works on a web browser (<http://www.ridestreamline.com>), and also the mobile app, Ride Systems, that you can download for iPhone or Android (be sure to look for “Streamline” service). Please note that most bus routes run only during the day. There is limited service Thursday-Saturday nights, Saturday during the day, and no service on Sundays.



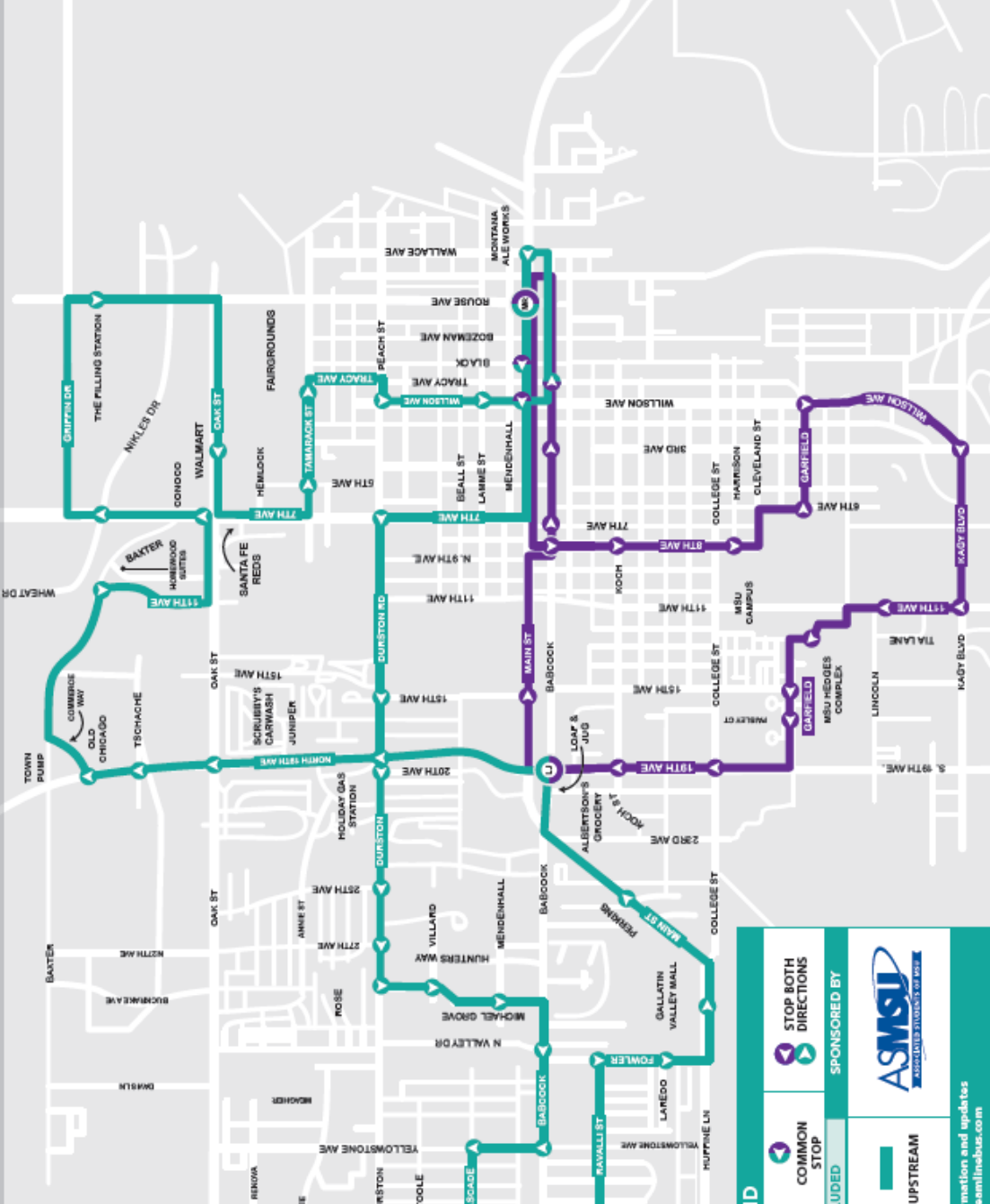


LATENIGHT SERVICE



UPSTREAM ROUTE

DOWNTOWN ROUTE
















LATENIGHT SERVICE:
THURSDAY-SATURDAY

LATENIGHT PHONE
(406) 580 2032
8 PM - 2:50 AM

During the MSU Summer Break,
Latenight will only run one bus.
Please visit www.streamlinebus.com
for map and times.

LEGEND

			
DIRECTION	BUS STOP	COMMON STOP	STOP BOTH DIRECTIONS
		ROUTES INCLUDED	
			
TRANSFER POINTS		MAIN & ROUSE	SPONSORED BY
			
BABCOCK & 19TH (LOAF & JUG)		DOWNTOWN	ASMSU <small>ASSOCIATED STUDENTS OF MSU</small>
			
UPSTREAM ROUTE			

More current schedule information and updates
406-587-2434 OR streamlinebus.com

Appendix I: Important Dates Calendar

Use this calendar as a quick reference for important dates in 2014. This calendar is subject to change. The most updated version will be placed on doors in Culbertson.

2014 IMPORTANT SESSION DATES				
Testing & Orientation	Classes Begin	Pre-Registration	Classes End	Grades
Jan 6 & 7	<u>Jan 8</u>	Feb 7	<u>Feb 27</u>	Feb 28
Mar 3 & 4	<u>Mar 5</u>	Apr 11	<u>May 1</u>	May 2
May 8 & 9	<u>May 12</u>	Jun 6	<u>Jun 19</u>	Jun 20
Jun 19 & 20	<u>Jun 23</u>	Jul 18	<u>Jul 31</u>	Aug 1
Aug 21 & 22	<u>Aug 25</u>	Sep 26	<u>Oct 16</u>	Oct 17
Oct 16 & 17	<u>Oct 20</u>	Nov 21	<u>Dec 11</u>	Dec 12

Appendix J: Samples of Good Time Management

Good time management is important! Below is an example for a student with classes in the afternoon in Fall and Spring sessions.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00		Wake Up / Eat	Wake Up / Eat	Wake Up / Eat	Wake Up / Eat		
8:00	Sleep	Study Listening & Speaking	Study Grammar	Study Listening & Speaking	Study Grammar	Sleep	Sleep
9:00						Wake Up / Eat Travel to School	
10:00	Wake Up / Eat	Travel to School	Travel to Gym	Travel to School		ACE Workshop / Study Tutorial	Wake Up / Eat
11:00	Travel to Gym	New Student Orientation	Exercise	New Student Orientation	Study New Student Orientation		
12:00	Exercise	Eat Lunch	Eat Lunch	Eat Lunch	Eat Lunch Travel to School	Exercise	
1:00	Travel Home	Level 4 Reading	Level 4 Reading	Level 4 Reading	Level 4 Reading	Travel Home	
2:00	Eat Lunch					Eat Lunch	Eat Lunch
3:00	Study New Student Orientation	Level 4 Listening & Speaking	Level 4 Grammar	Level 4 Listening & Speaking	Level 4 Grammar	Catch Up on Study	
4:00		Level 4 Writing	Level 4 Writing	Level 4 Writing	Level 4 Writing		
5:00	Go Shopping	Travel Home	Travel Home	Travel Home	Travel Home	Laundry	
6:00		Cook / Eat Dinner	Cook / Eat Dinner	Cook / Eat Dinner	Cook / Eat Dinner	Fun / Friends	Fun / Friends
7:00	Catch Up on Study	Study Reading	Study Reading	Study Reading	Study Reading		
8:00	Cook / Eat Dinner					Cook / Eat Dinner	Cook / Eat Dinner
9:00		Study Writing	Study Writing	Study Writing	Study Writing		
10:00						Fun / Friends	Fun / Friends
11:00	Sleep	Sleep	Sleep	Sleep			

The example below is for a student with classes in the morning in Fall and Spring sessions.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00		Wake Up / Eat Travel to School	Wake Up / Eat Travel to School	Wake Up / Eat Travel to School	Wake Up / Eat Travel to School		
8:00	Sleep	Level 2 Listening & Speaking	Level 2 Listening & Speaking	Level 2 Listening & Speaking	Level 2 Listening & Speaking	Sleep	Sleep
9:00						Wake Up / Eat Travel to School	
10:00	Wake Up / Eat	Level 2 Reading	Level 2 Reading	Level 2 Reading	Level 2 Reading	ACE Workshop / Study Tutorial	Wake Up / Eat
11:00	Travel to Gym	Level 2 Writing & Grammar	Level 2 Writing & Grammar	Level 2 Writing & Grammar	Level 2 Writing & Grammar		
12:00	Exercise	Eat Lunch	Travel Home	Eat Lunch	Travel Home	Exercise	
1:00	Travel Home	New Student Orientation	Eat Lunch	New Student Orientation	Eat Lunch	Travel Home	
2:00	Eat Lunch	Travel Home	Exercise	Travel Home	Study New Student Orientation	Eat Lunch	Eat Lunch
3:00	Study New Student Orientation		Travel Home			Catch Up on Study	
4:00		Study Writing & Grammar	Study Writing & Grammar	Study Writing & Grammar	Study Writing & Grammar		
5:00	Go Shopping	Cook / Eat Dinner	Cook / Eat Dinner	Cook / Eat Dinner	Cook / Eat Dinner	Laundry	
6:00						Fun / Friends	Fun / Friends
7:00	Catch Up on Study	Study Reading	Study Reading	Study Reading	Study Reading		
8:00	Cook / Eat Dinner					Cook / Eat Dinner	Cook / Eat Dinner
9:00		Study Listening & Speaking	Study Listening & Speaking	Study Listening & Speaking	Study Listening & Speaking		
10:00						Fun / Friends	Fun / Friends
11:00	Sleep	Sleep	Sleep	Sleep			

The example below is for the shorter summer sessions.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00		Wake Up / Eat	Wake Up / Eat	Wake Up / Eat	Wake Up / Eat		
		Study Vocabulary	Study Vocabulary	Study Vocabulary	Study Vocabulary	Wake Up / Eat	
8:00		Travel to School	Travel to School	Travel to School	Travel to School	Travel to School	
9:00		Level 2 Reading	Level 2 Reading	Level 2 Reading	Level 2 Reading	New Student Orientation	
10:00	Wake Up / Eat						Wake Up / Eat
11:00	Travel to Gym	Level 2 Writing & Grammar	Level 2 Writing & Grammar	Level 2 Writing & Grammar	Level 2 Writing & Grammar		
						Travel Home	
12:00	Exercise					Eat Lunch	Exercise
		Eat Lunch	Eat Lunch	Eat Lunch	Eat Lunch		
1:00	Travel Home	Level 2 Listening & Speaking	Level 2 Listening & Speaking	Level 2 Listening & Speaking	Level 2 Listening & Speaking		
2:00	Eat Lunch					Study Reading	Eat Lunch
3:00	Study New Student Orientation	Travel Home	Travel Home	Travel Home	Travel Home		
4:00		Study Writing & Grammar	Study Writing & Grammar	Study Writing & Grammar	Study Writing & Grammar	Study Writing & Grammar	
5:00	Go Shopping					Laundry	
		Cook / Eat Dinner	Cook / Eat Dinner	Cook / Eat Dinner	Cook / Eat Dinner		
6:00	Study Listening & Speaking					Fun / Friends	Fun / Friends
7:00		Study Reading	Study Reading	Study Reading	Study Reading		
8:00	Cook / Eat Dinner					Cook / Eat Dinner	Cook / Eat Dinner
9:00		Study Listening & Speaking	Study Listening & Speaking	Study Listening & Speaking	Study Listening & Speaking		
10:00	Catch up on Study				Exercise	Fun / Friends	Fun / Friends
		Study Vocabulary	Study Vocabulary	Study Vocabulary			
11:00	Sleep	Sleep	Sleep	Sleep			
					Sleep		

Appendix K: New Student Orientation Class Vocabulary Homework

Name: _____

Date: _____

Word	Definition	Example Sentence (from a dictionary or your textbook)
<i>fun</i>	(noun, uncountable) an experience or activity that is enjoyable and exciting	Why don't you come with us? It'll be fun!
1.		
2.		
3.		
4.		
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14.		
15.		

Appendix L: Correction Symbols Key

Your teachers may use the following symbols when correcting your writing. Please be familiar with their meaning. If you don't understand what a teacher writes on your paper, ask!

Symbol	Meaning	Example
sp	Spelling	sp Please be quite in the library.
P	punctuation error	P He is tall, and heavy.
≡	Need a capital letter	We love english. ≡
/	need a lowercase letter	Bozeman has beautiful M mountains.
#	Number (singular/plural)	# Many girl were there.
^	add a word	I like listening music. ^
Δ	add an article	He needs doctor. Δ
S/V	Subject/verb agreement error	s/v She work very hard.
VT	Verb Tense error	vt I go yesterday.
∅	Omit this word	He will graduate in next year.
WC	word choice error	wc I saw TV last night.
WF	word form error	wf He has a good imagine.
	incorrect word order	I saw <u>five times that movie</u> .
??	not clear, confusing	?? He borrowed some smoke.
¶	paragraph	<i>start new paragraph here</i>
¶/	no new paragraph	<i>No new paragraph here</i>
F	fragment	F Because he was sick.
CS	comma splice	CS He was sick, he stayed home.
RO	run-on	RO He was sick, so he stayed home and then he called the health center and got an appointment the doctor told him to buy some medicine.