

The ESL School — at NYFA —

New York Campus

2017
CATALOG

The ESL School at NYFA, New York
17 Battery Place
5th Floor
New York, NY 10004
Tel. (212) 966-3488
www.eslnyfa.edu

DISCLOSURE STATEMENT:

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

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INTRODUCTION

HISTORY

Century School of Languages (CSL) was founded in San Jose, California in 1977. In 2014, The New York Film Academy purchased CSL and opened branch campuses at all New York Film Academy locations. CSL was renamed The ESL School at NYFA (ESN) in 2016.

MISSION STATEMENT

The ESL School at NYFA (ESN) was founded to serve the needs of adults whose first language is not English. ESN provides high-quality language instruction in a friendly setting to help international students improve their English language abilities, focusing on academic purposes, and also taking into consideration students' career advancement, as well as everyday social and practical purposes.

To this end, we are committed to:

- Hiring and retaining qualified ESL teaching professionals.
- Setting high standards of achievement for students and instructors
- Providing intensive and rigorous training in English Grammar and Writing, Reading and Vocabulary, Listening and Speaking to all, particularly to those who aim to master academic English and continue their education in community colleges, regular colleges, and universities
- Using a wide variety of up-to-date teaching techniques and technology to

match the different learning styles of our diverse student population

- Providing a peaceful and comfortable environment conducive to learning and socializing as well as promoting and encouraging cross-cultural understanding
- Offering counseling on many student concerns, whether academic or personal
- Constantly improving our program to meet our students' needs and to be up to speed with as well as innovate better materials and tools for learning

LICENSING AND APPROVAL

The ESL School at NYFA (ESN) is licensed in New York under the Bureau of Proprietary School Supervision (BPSS) and is accredited by The Commission on English Language Accreditation (CEA) institutionally. United State Citizenship and Immigration Services, a Bureau of the Department of Homeland Security (formerly the United States Department of Justice, Immigration and Naturalization) approves this institution for attendance by non-immigrant students.

ABOUT THE CATALOG

The Office of the Education Director publishes the 2017 The ESL School at NYFA, New York Course Catalog. This is the document of authority for ESN students commencing their programs at the New York campus between January 1, 2017 and December 31, 2017.

ACADEMIC CALENDAR

The ESL School at NYFA runs on a quarterly system of 12-week periods. The school year is divided into quarters as follows:

Winter Quarter: January, February, March

Spring Quarter: April, May, June

Summer Quarter: July, August, September

Fall Quarter: October, November, December

HOLIDAYS

In addition to national holidays, ESN students have a Winter Break, which takes place between December 18th- 29th, 2017.

2017 CALENDAR

Date	Event
January 2	New Year's Day (observed)
January 3	1 st Quarter Registration Day
January 4	First Day of Class – Quarter 1
January 16	Martin Luther King Jr. Day
March 29	End of 1 st Quarter
March 30	2 nd Quarter Registration Day
April 3	First Day of Class – Quarter 2
May 29	Memorial Day
June 21	End of 2 nd Quarter
June 22	3 rd Quarter Registration Day
June 26	First Day of Class – Quarter 3
July 4	Independence Day
September 4	Labor Day
September 20	End of 3 rd Quarter
September 21	Rosh Hashanah
September 22	4 th Quarter Registration
September 25	First Day of Class
September 30	Yom Kippur
November 10	Veterans Day
November 23 & 24	Thanksgiving
December 15	End of 4 th Quarter
December 18-29th	Holiday Break

CODE OF CONDUCT

1. Under no circumstances are drugs or alcohol allowed on the premises of The ESL School at NYFA (ESN). Anyone found to possess alcohol or any illegal substances will be subject to expulsion from The ESL School at NYFA. Any student found associating with a student in possession of alcohol or illegal substances is subject to suspension from the School, and will meet with the Director to determine if the student will be expelled.
2. Any ESN student who is on campus while under the influence of alcohol or drugs (including medicinal marijuana) will be subject to suspension and/or expulsion from the School.
3. Smoking is prohibited on The ESL School at NYFA property, with the exception of designated outdoor smoking areas. This includes all electronic / vapor cigarettes. Per New York State Codes, those who violate the ban on smoking in any workplace are subject to fines.
4. Students must remain quiet in the hallways and general areas surrounding the School. Students may not, under any circumstances, enter any of the neighboring offices or attempt to solicit them for employment.
5. Guns, knives, weapons, or explosives of any kind (regardless of license) are never permitted on the property of The ESL School at NYFA. Any student found in violation of this will be subject to expulsion.
6. Students must be dressed in appropriate attire at all times.
7. The student has received and read the student handbook and must adhere to all rules while on campus and at any School-sponsored events.
8. Slander, threatening remarks, sexual harassment, racist or sexist comments, threats of violence and any physical violence to any ESN instructor, staff member or student will not be tolerated. Any student who fails to comply with this rule will be subject to suspension or expulsion.
9. While we embrace each student's right to free speech and expression, any form of discrimination based on age, race, religion, or sexual preference toward any ESN instructor, staff member or student will not be tolerated. Any student who fails to comply with this rule will be subject to suspension and expulsion.
10. Students are strictly forbidden to tap Ethernet lines of ESN or adjoining businesses for their personal computers. Our network holds confidential information and tapping into it poses a security risk to ESN. Any student who fails to

comply with this rule will be subject to suspension and expulsion.

lectures without written permission from the Director of ESN.

11. Students found misusing or vandalizing property owned by The ESL School at NYFA, or any of its neighbors are subject to fines and/or immediate suspension.

15. Any student who has been expelled for Code of Conduct violations will forfeit their right to The ESL School at NYFA Refund Policy.

12. The ESL School at NYFA expects all faculty, staff and students to conduct themselves in a considerate manner. Students who disrupt classes may face disciplinary actions. Behaving in an aggressive, harassing, or threatening manner to other students, faculty or staff can also result in suspension or expulsion. This includes unauthorized use of cell phones and/or other electronic devices during class hours.

16. The ESL School at NYFA expects all students to be responsible individuals who insist on high standards of honesty, personal conduct and creative integrity. All incidences of plagiarism, cheating, deliberate hindrance in other students' work and other forms of dishonesty and misconduct are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

13. As many classes require working in close proximity to both your instructors and fellow classmates, all students are required to maintain healthy and diligent personal hygiene. Regular bathing, wearing deodorant, and frequent laundering of clothes are necessary to ensure a healthy and comfortable learning environment. Repeated complaints and warnings about hygiene may warrant a disciplinary hearing.

17. Students who fail to abide by these rules will be subject to suspension and/or expulsion from The ESL School at NYFA.

14. Students are prohibited from recording audio or video class

18. Illegal downloading - via torrents or other file sharing sites - is not permitted on ESN Computers or ESN's Networks. Anyone caught doing this will be subject to immediate disciplinary action by The ESL School at NYFA. Furthermore, anyone caught downloading illegal material may be subject to legal action under United States law.

FACILITIES AND STUDENT SERVICES

The ESL School at NYFA (ESN) has facilities, equipment, and supplies that support the achievement of our educational and service goals; are adequate in number, condition and availability; and are accessible to students, faculty and administrators.

The Education Director's Office has resource materials for instructors to refer to and take home, as needed, to prepare for class use. The resources are updated every quarter to ensure there is more than enough for each instructor to use.

STUDENT AREAS

The New York campus offers a comfortable student lounge with computers, printer and study area located on the 4th floor at 17 Battery Place. There is an additional student lounge and lunchroom on the 5th floor at 17 Battery. Place where students have access to WIFI and comfortable seating.

The ESL School at NYFA offers two accommodations in New York City through New York Film Academy. Housing can be booked directly through the New York Film Academy's housing coordinator. A limited number of singles, doubles and triples are offered and bed spaces are subject to availability.

TECHNOLOGY & WIFI

Students, faculty, and staff have access to free Wi-Fi for academic and administrative needs. Each classroom is equipped with a Blu-ray player and TV. Computer cables are available for faculty and staff to enable connecting a personal laptop.

HOUSING

ELECTIVES- EXTRA CURRICULUM

Optional elective classes enrich traditional ESL curricula, allowing students to apply their developing English comprehension, pronunciation, and reading skills as they watch films, read scripts and act in short films. The optional elective classes are separate class hours from the required courses in the intensive English program.

TUITION AND COSTS

TUITION:

The tuition for one quarter (12 weeks) is \$3700. All new students pay tuition at the time of registration. Current students pay tuition 14 days before the start of the next quarter. The tuition due date is posted in the Bursar's office.

APPLICATION FEE

In order for a student's application to be processed, he or she must include a non-refundable \$100 application fee with his or her completed application form. The application fee is waived for returning students.

SEVIS I-901 FEE

The SEVIS I-901 fee of \$200 must be paid directly to the SEVP administrator for those with an initial form I-20, applying for a student F-1 visa. Please log on to www.fmjfee.com for details.

TEXTBOOKS

Core textbooks for the courses are provided by ESN and the cost is included in the tuition.

BADGE FEE

Students must have an ESN student ID badge to enter the ESN building. You will receive your ID badge the first week of school. If you lose your ID badge, it is \$25 for a replacement.

EXPRESS MAILING FEE

Prospective students can pick up their acceptance package either in person or through a relative or friend who applies on their behalf. Unless otherwise indicated, all application packages are mailed through the United States Postal Service (USPS). If a student wishes to have his or her acceptance packages express-mailed, they can purchase the shipping by going to <https://study.eshipglobal.com> and following the instruction below:

On the website, create an account with your own user name and password. Your student ID number is your passport number:

You will then choose "Receive a Package from Universities", select **THE ESL School at NYFA- New York Campus**, select the courier, and then enter your shipping address and credit card information.

Please pay close attention to the information submitted.

If you experience any difficulty in registering and processing the shipment, please use the "Help" link on the site for step by step instructions or email this shipping company at support@eshipglobal.com.

MEDICAL/HEALTH INSURANCE

All F-1 students are required to purchase or show proof of medical insurance by the first week of classes. Students can purchase insurance either from their home countries, or from Travel Insurance Services (TSI). For more information about TSI and the services they offer, please visit www.travelinsure.com/su/33029 or call 800-937-1387 for a quote or to enroll online.

FINANCIAL AID

The ESL School at NYFA does not participate in federal and state financial aid programs and does not currently offer financial aid assistance to students. If a student has received Federal Student Financial Aid Funds, the student is entitled to a refund of monies not paid from Federal Student Financial Aid Program Funds. The institution's refund policy will be applied to the portion of tuition paid by the student.

Any student that has obtained a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Students whose entire tuition and fees are paid by a third party organization are not entitled to a refund for the tuition and fees. The school will refund money, such as application fees, collected from a third party on the student's behalf. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

A student has the right to cancel his/her enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. A notice of cancellation or withdrawal must be made in writing. Students may request a refund from the Registrar's Office. The request must be in writing and must include specific timeframes, including the date the program started and the date of withdrawal. Requests should be sent to:

The ESL School at NYFA
17 Battery Place
New York, New York 10004
Attn: Wilbe Ortiz, Registrar.

TUITION PAYMENTS, SCHEDULE ADJUSTMENTS, AND REFUNDS

Tuition schedules are posted at the front desk. Tuition not paid by the due date will be charged a \$25 late fee.

REFUND POLICY:

- The application fee is non-refundable.
- There are NO refunds for missed classes. Student is marked absent.
- There are NO make-up lessons.
- If the tuition was paid through an agent, the appropriate refund amount will be issued to the agent.

The ESL School at NYFA will refund 100% of the amount paid for institutional charges, less the registration fee of \$100.00 if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

After the 100% refund period described above, a student may withdraw from a program after instruction has started and receive a pro rata refund (less the non-refundable registration fee of \$100.00 and cost of text books and supplies) for the unused portion of the tuition and other refundable charges, if the student has completed 4 weeks or less of that program level. The amount of the refund is calculated based on the student's last day of attendance.

Refunds are disbursed within 30 days of the official withdrawal from the school. The withdrawal is dated on the day that the student gave written notice to the school.

The ESL School at NYFA shall refund any credit balance on the student's account within 30 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

The ESL School at NYFA does not participate in federal and state financial aid programs. If a student has received Federal Student Financial Aid Funds, the student is entitled to a refund of monies not paid from Federal Student Financial Aid Program Funds. The institution's refund policy will be applied to the portion of tuition paid by the student.

Any student that has obtained a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Students whose entire tuition and fees are paid by a third party organization are not entitled to a refund for the tuition and fees. The school will refund money, such as application fees, collected from a third party on the student's behalf. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

Students may request a refund from the Registrar's Office. The request must be in writing and must include specific timeframes, including the date the program started and the date of withdrawal. Requests should be sent to The ESL School at NYFA - New York, 17 Battery Place, New York, New York 10004.

STUDENT TUITION REIMBURSEMENT FUND (STRF)

What is the Tuition Reimbursement Fund?

All schools must have a tuition refund policy for each program included in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused, by the school's explanation get help before you sign. You may ask for assistance from the Department at the address provided.

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary English as a second language schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses that you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and determines that there was a violation of Education Law or Commissioner's Regulations as specified in Section 126.10(j) of the Commissioner's

Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address provided. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

Where can students file complaints, claims to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor
New York, New York 10001

Telephone: (212) 643-4760

Website:
<http://www.acces.nysed.gov/bpss/>

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of non- publicly funded English as a Second Language schools. (Appendix A)

ADMISSIONS POLICY

All students who wish to study at The ESL School at NYFA (ESN) must be at least 18 years of age or older, and possess a minimum of a high school diploma or equivalent. **Students are not required to submit documentation regarding their English proficiency, but must complete an English placement test upon admission, to be placed in the appropriate Level.**

All application materials should be submitted to:

**The ESL School at NYFA
17 Battery Place, 5th Floor
New York, NY 10004**

To fulfill this requirement, applicants must submit ONE of the following documents:

1. Copy of a high school academic transcript
2. Copy of high school diploma
3. Copy of state-issued high school equivalency certificate
4. Copy of Associate's degree or college transcript from a regionally or nationally accredited college or university (for students who have partial or complete undergraduate coursework.)
5. Home school transcript accredited by the state

REQUIRED APPLICATION MATERIALS

Applicants must submit the following materials for admission:

1. Completed Application: <http://www.centurylanguage.edu/applications/esl1.php>
2. \$100 non-refundable Application Fee
3. Proof of high school completion
4. *For International Students:* A bank statement and/or letter of sponsorship showing financial support. (If funds are from a sponsor in the United States, attach INS form I-134.)

The following sections provide detailed information regarding each required application material.

Proof of High School Completion

[2017 The ESL School at NYFA, New York Course Catalog](#)

The ESL School at NYFA generally does not consider prior experiential learning as a substitute for the transcript requirements described above. ESN also does not currently accept Ability-to-Benefit (ATB) tests as a fulfillment of high school completion.

All transcripts not written in English must be accompanied by a certified English translation.

INTERNATIONAL STUDENTS

The ESL School at NYFA is authorized under federal law to admit non-immigrant alien students. In accordance with U.S. Department of Homeland Security regulations, the institution may issue an I-20 Certificate of Eligibility for F-1 student status form, to students who have been fully admitted to the school.

Upon receiving the completed application and required fee, your application will be processed immediately and The ESL School at NYFA will issue an acceptance letter and immigration form I-20.

Students must pay SEVIS I-901 fee by visiting <http://www.fmjfee.com/> (detailed instructions posted on the site.)

To obtain an F-1 student visa, you must schedule an appointment for a visa interview at a consular section of a U.S. embassy in your country of citizenship or residence and provide all necessary documentation, including evidence of available funds to pay for tuition and living costs for the duration of your study. More details can be found at these U.S. government sources:

http://travel.state.gov/visa/temp/types/types_1268.html

<http://studyinthestates.dhs.gov/>

The ESL School at NYFA does not issue F-1 visas, nor does it provide visa-expediting services, as only the U.S. embassy has this power. Please apply early enough to allow

time for the visa process in your country. If you are in the U.S. on a different type of visa, please contact the International Student Office with specifics about your situation. Some other visa statuses do allow study, such as H-4 and other dependent visas.

The Designated School Official (DSO) at ESN advises all international students on matters pertaining to: obtaining visas, maintenance of immigration status, legal work authorization and other issues relating to non-U.S. citizens living in the U.S.

The DSO is responsible for reporting to SEVIS (Student Exchange and Visitor Interactive System) whether or not an F-1 visa student is attending school each term. In this way, we vouch for the status of each student to the U.S. Department of Homeland Security.

For further information regarding student visas, please call the main office number.

LEVEL PLACEMENT

The placement exam score, based on the Cambridge Michigan Language Assessments (CaMLA), is used to determine a student's proficiency level, which in turn determines a student's classes. A student must take four hours of class per day: one and a half hours each for Grammar & Writing and Reading & Vocabulary; and one hour for Listening and Speaking.

If a student wishes to contest his/her level placement, the Education Director will consider the request for a change. The student's teachers will be asked to assess the student's capability to do more advanced work during the first week of classes. All decisions made by the school regarding a student's request to change levels are final.

LEVELS

ESN offers six levels of intensive English training: Beginner, Pre-Intermediate, Intermediate, High Intermediate, Advanced, and Pre-College. Each level must be completed in one or two quarters.

Course Structure: Each level is 240 hours (12 weeks). Students move up from one level to the next when they pass the previous level (final grade of 75% and higher) or upon the recommendation of the instructor.

Level 1 12 weeks – 240 hours

Beginning Reading and Vocabulary; Grammar and Writing; Listening and Speaking

Level 2 12 weeks – 240 hours

Pre-Intermediate Reading and Vocabulary; Grammar and Writing; Listening and Speaking

Level 3 12 weeks – 240 hours

Intermediate Reading and Vocabulary; Grammar and Writing; Listening and Speaking

Level 4 12 weeks – 240 hours

High Intermediate Reading and Vocabulary; Grammar and Writing; Listening and Speaking

Level 5 12 weeks – 240 hours

Advanced Reading and Vocabulary; Grammar and Writing; Listening and Speaking

Level 6 12 weeks- 240 hours

Pre-college level Reading and Vocabulary; Grammar and Writing (with emphasis on academic writing); Presentation skills that parallel college level courses.

CREDIT-EARNING & TRANSFER POLICIES

CREDITS

ESN does not award credits for any courses or programs taught at the institution. In addition, ESN does not accept prior experiential learning or credits earned at other institutions or through challenge examinations towards the completion of a course or program of study.

TRANSFERRING TO OTHER INSTITUTIONS

Students are required to give The ESL School at NYFA a 30-day notice if they want to transfer, either to a college or university, or to another language school. In most cases, they must bring an acceptance letter, along with the intended school's transfer release form. The ESL School at NYFA will notify that school of the student's eligibility to transfer and will release him or her accordingly.

Students have to be in good academic standing to be eligible to transfer. Students who have attendance and academic problems may be terminated from ESN and might have to undergo reinstatement from the school they are transferring to, or leave the country and come back on said school's I-20 as an initial student.

ARTICULATION AGREEMENTS

The school has transfer articulation agreements with the following colleges:

De Anza College
Foothill College
Cañada College
College of San Mateo
New York Film Academy
Skyline College
Silicon Valley University

The requirements for the transfer articulation agreements vary. The Education Director has the list of current requirements for each college.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ESN is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at The ESL School at NYFA will meet your educational goals. This may include contacting an institution to which

you may seek to transfer after attending ESN to determine if your certificate will transfer.

PRIVACY RIGHTS OF STUDENTS

Based on the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), students' written consent must be received before the school can release personally identifiable data from their records to any party other than a specified list of exceptions (Please see the Education Director for more information). All incoming students will fill out a Student Permanent Information Record that contains a FERPA Form and Notification of Student Rights under FERPA. All these are kept in the students' folders. Students can update the information they provide any time they see the need to do so and the updated information will be so noted.

ATTENDANCE POLICY

Students are required to attend 85% of total program hours (240) to be considered in good standing. Students who accrue 10 hours of absences or fall below 90% of total program hours will be placed on monitored status and receive an initial warning letter from the school.

ATTENDANCE PROBATION

Students who accrue 36 hours of absence or fall below 85% of total program hours will be placed on Probation and will receive a letter from the school stating they are on Probation and the terms of said Probation. Students remain on Probation for the remainder of the quarter. During the Probationary status, students cannot miss, or be late to any class. Any absences or lateness could result in expulsion from the ESL School at NYFA.

LEAVE OF ABSENCE

Students who wish to take a leave of absence must consult Director of the ESL School at NYFA NY. To qualify for a leave of absence, you must be in good academic standing and be making satisfactory progress towards the completion of your certificate program.

Students are permitted a leave of absence if they meet one of the following reasons:

- Medical emergencies due to illness or accident
- Family emergencies that require a break from full-time study
- Financial issues which affect students' ability to continue to matriculate

It is the student's responsibility to contact the Education Director, and it is not sufficient to only speak with an instructor or staff member prior to taking a leave of absence.

ACADEMIC POLICIES

FULL-TIME ENROLLMENT

In accordance to USCIS rules and regulations, students enrolled at ESN on an F-1 Visa must take 20 hours of class per week each quarter. You must either progress to academic study or leave the United States when you complete your program.

The ESL School at NYFA has a minimum attendance (85% of the total program hours per quarter) and academic performance (75% or higher final grade for all courses per level) requirements.

GOOD STANDING

A student in good standing at The ESL School at NYFA is one who:

- Regularly attends class (85% of total class hours).
- Regularly completes in-class and out-of-class work at an average level (75%) or higher.
- Abides by the school's code of conduct.
- Receives a final grade of "C"/75% or better.

GROUND FOR ACADEMIC PROBATION AND DISMISSAL

A student is not in good standing if *one or more* of the above criteria is not being met during the quarter or by the end of the quarter.

A student may be placed on Academic Probation if, by the end of the quarter, the student fits one or more of these criteria:

- Has missed 15% or more of classes
- Has not completed in-class and out-of-class work, including midterms and finals at an acceptable level (75% score)
- Has made little or no progress in English, resulting in no promotion
- Receives a final grade of "F" in any course
- They have violated the Code of Conduct

At any time, a student may be placed on Academic Probation and may face Academic Dismissal if the student violates the school's code of conduct and/or commits acts of academic dishonesty.

Acts of academic dishonesty include but are not limited to:

- Cheating on examinations.
- Plagiarizing (copying) another's work, including the submission of work (e.g. essays, journals) prepared by or purchased from another.
- Helping others in plagiarism.
- Creating, changing or misusing school documents.

GRADE APPEALS

Students have the right to initiate a grade appeal within two days after receiving their final grades. Any grade appeals initiated after this period will not be accepted.

To initiate a grade appeal, students must contact the Education Director (verbally or in writing) within two days of receiving the grade.

The Education Director will arrange a meeting with the student and the instructor to discuss the grade. The Education Director will review the supporting evidence from the student and the instructor and then inform both parties of the final decision within two days.

GRADUATION REQUIREMENTS

For levels 1-5, students must complete a level in good academic and attendance standing, in order to advance to the next level. Once students have completed Level 6, they will receive a Certificate of Completion.

Students will receive a report card at the end of each quarter informing them if they have passed or failed and can continue to the next level.

CREATIVE FREEDOM

ACADEMIC FREEDOM

ESN and the New York Film Academy believe in the free pursuit of intellectual and artistic inquiry, as well as the exchange of ideas between instructors and students. Controversial subjects may be explored without fear of censure, retribution or reprisal, so long as the work occurs within the scope of the ESN education and is consistent with its stated Academic Freedom Policy, which will be made available to any person upon request. Students, faculty, and staff are free to express themselves and explore their artistic horizons as they see fit, provided that they remain in compliance with state and federal law, and so long as they can successfully demonstrate that the work discussed/performed/completed was created with artistic intent. Pornographic depictions created with commercial intent or used for commercial purposes will not be tolerated, and the creators of such work will be subject to expulsion/dismissal.

Instructors are free to discuss controversial subjects in class and screen controversial works without fear of reprisal, so long as the work serves the overall goal of the ESN curriculum and does not violate the ESN Code of Conduct or any institutional or campus-wide policies. Work that contains nudity, graphic sexual depictions, extreme violence and/or excessive profanity may be precluded from a public screening at the discretion of the administration. Films precluded from public presentation will be screened in private for an appropriate, invited audience.

ACADEMIC HONESTY & CREATIVE INTEGRITY

ESN expects all students to be responsible individuals who insist on high standards of honesty, personal conduct, and creative integrity. All incidences of plagiarism, cheating, and deliberate hindrance of other students' work are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

Academic honesty extends to all school projects, productions, and exercises, both on and off the ESN campus. Students must maintain a high standard of honesty in declarations and descriptions of these projects to faculty, administration, and staff, as well as other agencies and vendors. Deliberate dishonesty and misconduct are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

FREEDOM OF SPEECH

ESN is an open, academic environment. While we embrace the student's right to free speech and expression, any form of discrimination (whether based on age, race, religion, gender, gender identity or sexual orientation, etc.) will not be tolerated. Libel and slander are strictly prohibited. Any student found guilty of defamation against ESN students or staff is subject to disciplinary action. Any ESN student, faculty, or staff found guilty of defamation against any other

student, faculty, or staff is subject to disciplinary action, including probation, expulsion or termination.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading parts or whole copyrighted works without authority constitutes an infringement. Students are reminded that copyright infringement is a criminal offense and convictions may include jail time and/or severe fines, with a maximum penalty of \$150,000 per instance in the United States.

Students are forbidden from illegally downloading, uploading, or sharing pirated material on campus, including, but not limited to, software, torrents, films, and television shows. Failure to comply with the institution's policy will result in disciplinary action.

INTELLECTUAL PROPERTY

Intellectual property refers to exclusive copyright, trademarks, patents, and other legally recognized rights to intangible assets, including literary, cinematic, and artistic works.

Students must adhere to institutional policies regarding copyright laws, with respect to material they wish to produce. Students may direct any questions they have regarding appropriate use of intellectual property to faculty or administration.

EDUCATIONAL RIGHTS & PRIVACY

ESN operates within the guidelines of federal and state law with regard to the maintenance, organization, and protection of student files. ESN is aware of, and in compliance with, guidelines established by the Family Educational Rights and Privacy Act (FERPA), concerning protection of confidentiality and privacy of student records. A copy of FERPA guidelines is available for review in the Education Director's Office.

RETENTION & PERSISTENCE

All records for each ESN student are kept in separate academic and financial files in locked fireproof cabinets in the Filing Room and under 24-hour security surveillance. The office remains locked at all times. The Education Director must accompany anyone entering the Filing Room. All academic and financial records for each student (current, graduate, or withdrawn) will be stored for a minimum of 5 years after the date of their first class at ESN. Academic transcripts are permanently maintained. Should a complaint arise concerning a particular student, the files pertaining to that student will be maintained for the life of the corporation.

STUDENT & INSTRUCTOR NON-FRATERNIZATION POLICY

Intimate relationships/dating between students and instructors or staff of ESN is strictly prohibited. Students and faculty may also not engage on personal online social media accounts.

DIVERSITY & NON-DISCRIMINATION POLICY

To foster a diverse, safe, and productive learning and work environment, every student, instructor, and staff is entitled to be treated in a fair and appropriate manner irrespective of:

- Race
- Ethnicity
- Nationality
- Disability
- Gender
- Age
- Sexual orientation
- Religion
- Political beliefs

This list is intended to be illustrative and is not exhaustive. Striving for a bias-free environment is central to our mission. All students, staff, and faculty are obliged to adhere to the Diversity Policy.

REPORTING DISCRIMINATION

We are committed to responding quickly and constructively to bias and discrimination complaints, and ensuring that all individuals feel comfortable coming forward with a complaint.

Any student, faculty, or staff member who has witnessed or experienced discrimination, harassment, or defamatory language on campus should immediately report the incident in one of the following ways:

- File a complaint form available in the Education Director's Office.
- Discuss the problem with a faculty member or administrator

ESN will take the appropriate action to protect faculty, staff, and students from discrimination, investigate any allegations or complaints, and interview all parties involved to find effective resolutions.

Depending on the findings of the investigation and at the discretion of the school, any student, faculty, or staff member who violates the Policy may be suspended or dismissed.

In some cases, students, faculty, or staff members who wish to continue their study or employment may be required to attend a Diversity/Sensitivity Training course at their own expense.

HARASSMENT & SEXUAL ASSAULT

Threatening remarks from students (verbal slander, sexual harassment, threats of violence, etc.) and/or any act of physical violence from a student toward any instructor, staff member, student, or other person in general will not be tolerated. Any verbal, nonverbal, physical, or written (graphic or electronic) act that is sexual in nature, severe and pervasive, and creates a hostile environment or limits an individual the ability to participate in or benefit from any educational programs. This policy extends online to social media platforms and any form of additional cyber communication, including text messages.

Any student who violates these terms is subject to disciplinary action and/or criminal

prosecution. Threatening remarks or any act of physical violence from faculty, staff, or administrative employee towards any other instructor, staff member, administrator, student, or other person in general will not be tolerated. Any employee who violates these terms is subject to immediate termination.

Any act of sexual assault or any other physical violence will immediately be reported to the proper legal authorities. Any student, faculty, staff, or administrator who falls victim to sexual harassment or assault will be immediately taken to the nearest hospital for medical treatment and emotional counseling. Information on crisis counseling is available in the Education Director's Office.

STUDENT RIGHTS & GRIEVANCES

All students have the right to due process in any action brought against them by ESN that may adversely affect their academic status with the institution. Students have the right to petition for special consideration with regard to the academic and administrative policies and procedures when circumstances beyond their control prevent them from adhering to said policies and procedures.

STUDENT GRIEVANCES PROCEDURES

ESN will address all appropriate student grievances promptly. A grievance is considered appropriate if a student expresses feelings of dissatisfaction concerning any application or interpretation of the ESN administration or management-

related policy. Procedures are as follows:

- Complaints or problems with ESN should be directed to the Education Director.
- All student complaints will be investigated thoroughly, including interviewing all parties and reviewing all documents that relate to or may potentially relate to the complaint.
- If the complaint is determined to be valid, all necessary steps will be taken to provide the appropriate remedy for the complaint.
- Following a valid complaint, ESN will implement reasonable policies or procedures to avoid similar complaints in the future.
- If the complaint is submitted in writing, the Education Director will provide the student with a written response.
- A written summary of all complaints will be kept in Student Records for a minimum of five years, following the date that the complaint was first received.
- A student or any member of the public may file a complaint about this institution with the Bureau of Proprietary School Supervision by calling (212) 643-4760 or by completing a complaint form, which can be obtained on the Bureau's internet web site (<http://www.acces.nysed.gov/bpss>)

SAMPLE CLASS SCHEDULE

Level 1: Beginner

9:00 a.m. to 10:30 a.m.	Writing / Grammar
10:45 a.m. to 11:45 p.m.	Reading / Vocabulary
12:00 p.m. to 1:00 p.m.	Speaking / Pronunciation

Level 2: Pre-Intermediate

9:00 a.m. to 10:30 a.m.	Writing / Grammar
10:45 a.m. to 11:45p.m.	Reading / Vocabulary
12:00 p.m. to 1:00 p.m.	Speaking / Pronunciation

Level 3: Intermediate

9:00 a.m. to 10:30 a.m.	Reading / Vocabulary
10:45 a.m. to 11:45p.m.	Writing / Grammar
12:00 p.m. to 1:00 p.m.	Conversation

Level 4: High Intermediate

9:00 a.m. to 10:30 a.m.	Reading / Vocabulary
10:45 a.m. to 11:45p.m.	Writing / Grammar
12:00 p.m. to 1:00 p.m.	Conversation

Level 5: Advanced

9:00 a.m. to 10:30 a.m.	Writing / Grammar
10:45 a.m. to 11:45p.m.	Reading / Vocabulary
12:00 p.m. to 1:00 p.m.	Conversation / Idioms

Level 6: Pre-College

9:00 a.m. to 10:30 a.m.	Reading / Vocabulary
10:45 a.m. to 11:45p.m.	Writing / Grammar
12:00 p.m. to 1:00 p.m.	Discussion / Idioms / Presentation

Optional Classes

Elective #1

Tuesday & Thursday

2:00 p.m. to 3:30 p.m.	Project Collaborate - Film Production - A to Z
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Elective #2

Monday & Wednesday

2:00 p.m. to 3:30 p.m.	Conversation / Culture / Idioms
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CURRICULAR INFORMATION

LEVEL 1: BEGINNER

Prerequisites: None

Level 1: Grammar & Writing

90 hours/level

Course Description:

This course provides instruction in the beginning level of American English grammar usage and applying that knowledge to developing more skills in conversation, communication, and composition. Students will learn structural basics and rules in context for higher retention. The learner will also be introduced to the fundamentals of writing and composition. They will learn how to produce and revise simple and compound sentences, write letters and emails, and single paragraphs.

Student Learning Outcomes:

- To express short affirmative/negative statements and ask questions using the simple present, present progressive, simple past, and simple future 'be going to'
- To identify and distinguish amongst prepositions of location (*in, on, next to, in front of, between, under*) and prepositions of time (*in, on, at*)
- To construct sentences using articles *a/an/the*
- To formulate imperatives for giving directions
- To differentiate count and non-count nouns as well as use quantifiers

- To develop sentences using subject and object pronouns
- To compose short descriptions using simple adjectives and comparative adjective structures
- To apply adverbs of frequency (*always, sometimes, often, never, rarely, once a week, etc.*)
- To write simple sentences and paragraphs containing learned vocabulary and use appropriate grammatical structures such as subject-verb agreement
- To create a series of original writing on personal experiences and familiar topics
- To compose familiar forms of writing such as email correspondence and advertisement response

Level 1: Reading & Vocabulary

90 hours/level

Course Description:

This course is designed to help beginning ESL students read simple passages. The course places heavy emphasis on high-frequency vocabulary development and dictionary skills. Students learn word parts and parts of speech and differentiate the relationships between sounds and spelling. They will also practice using various reading strategies such as scanning, guessing content from title, and visualization to increase their reading comprehension. This course also focuses on reading fluency so students can frequently self-monitor their reading speed and comprehension accuracy.

Student Learning Outcomes:

- To develop reading strategies (skimming, visualization, summarizing, etc.) to improve reading comprehension
- To identify the main idea and supporting details in a short text
- To interpret isolated vocabulary and phrases using context clues
- To develop necessary critical thinking and literacy skills through pre- and post-reading discussions
- To demonstrate understanding by answering yes/no questions as well as producing factual recall of information
- To develop relationships between spelling and pronunciation and reinforce basic grammatical structures
- To recognize the foundational building blocks of sentence structure such as subject-verb-object construction, punctuation, capitalization, etc.

Level 1: Listening & Speaking**60 hours/level****Course Description:**

This course is designed for students to effectively communicate personal information, needs, and opinions on a basic level. Clear speaking, listening, and pronunciation are stressed in classroom role play and activities. To reinforce relevant usage of the language, short dialogues and authentic auditory input are presented in class. Students learn to converse with each other on topics of interest to their own culture and to their initial impressions and experience of their current life in the U.S. The course will also recycle grammar structures from the concurrent Level 1: Grammar & Writing course. Upon successful completion of this

course, students will be able to identify and pronounce all the letters of the alphabet, decode spelling, learn sound contrasts and syllable numbering, link sounds, and learn intonation and natural language rhythm. Students will also learn basic idioms for classroom and everyday usage.

Student Learning Outcomes:

- To express personal information (name, phone number, address, nationality, etc.)
- To answer to simple yes/no questions and *wh*-questions with a simple response
- To report simple instructions and directions
- To ask grammatically structured questions related to everyday contexts
- To identify and recall details in a short contextualized spoken dialogue
- To recall and list ordinal and cardinal numbers
- To identify the letters of the alphabet and differentiate sound production
- To ask for clarification of familiar and unfamiliar words for pronunciation improvement
- To express preferences, basic needs, and opinions

LEVEL 2: PRE-INTERMEDIATE

Prerequisites: Level 1 Grammar & Writing, Reading & Vocabulary, Listening & Speaking

Level 2: Grammar & Writing **90 hours/level**

Course Description:

This course is designed for pre-intermediate learners of ESL. This course will help students expand their command of the mechanics and rules of American English grammar from the beginner level. It will also focus on the learner's writing and composition skills. Emphasis will be placed on learning how to write and revise simple to complex sentences, write topic sentences and main ideas, and organize them into one or two paragraphs. Writing will be directly related to the learner's personal interests and opinions. Learners will also practice writing for everyday usage such as using abbreviated language in text messages and emails. Overall, this is a course that introduces the learner to essay writing, specifically concentrating on narrative and descriptive writing.

Student Learning Outcomes:

- To produce sentences using verbs in the simple present, present progressive, simple past, and future tenses
- To demonstrate the use of modals for request, advice, necessity, ability, and permission
- To produce imperatives
- To compare usages of "be going to" and "will" to express the future

- To ask yes/no questions in the past, present, and future tenses and give appropriate short answers
- To ask information questions in the past, present, and future tenses
- To further define comparative and superlative forms
- To compose one to two paragraph samples of narrative and descriptive writing using targeted grammar structures such as tense variety, subject-verb agreement, modals, nouns, pronouns, adjectives, and adverbs

Level 2: Reading & Vocabulary **90 hours/level**

Course Description:

This course is designed for pre-intermediate learners of ESL. Students learn new strategies in reading and practice applying them while using a variety of adapted texts. Students are exposed to new vocabulary, which is reinforced in class discussions as well as recycled in subsequent readings. The goal of the course is to improve the learner's confidence in reading actual English texts (newspapers, magazines, and Internet articles) from a variety of collegiate disciplines. To reach this goal students will apply new strategies, improve vocabulary, discuss details from the readings, and apply critical thinking skills. Focus will also be placed upon strategic note taking. In addition, students will improve pronunciation by reading texts aloud and/or following along while listening to a recording of the text.

Student Learning Outcomes:

- To summarize and comprehend reading passages at the 1500-2000 word vocabulary level
- To interpret meanings of new and more difficult words using contextual clues and word families
- To respond to recall and inference questions
- To examine a text using a variety of strategies (skimming, predicting, visualization, and making inferences)
- To demonstrate summarizing and paraphrasing of reading passages
- To explain main ideas and major and minor details
- To organize main events in sequential order
- To construct individual connectedness with the readings as well as devise and defend opinions
- To illustrate note-taking strategies such as underlining, annotating, and outlining to improve comprehension

Level 2: Listening & Speaking**60 hours/level****Course Description:**

This course is designed for pre-intermediate learners of ESL. It provides instruction on recognizing and pronouncing the individual and combined sounds of English and differentiating sounds that are often confusing to ESL students. The learner will further organize stress and intonation in conversation, and grammar structures will be recycled for clearer application. Focus will also be placed on authentic auditory input to simulate real life conversations. Upon successful completion of this course, students will be able to perceive different

American English sounds more accurately, use them in various controlled and uncontrolled contexts, and learn basic idioms, phrasal verbs, and fixed expressions in the context of story-retelling.

Student Learning Outcomes:

- To demonstrate understanding of simple questions, answers, statements, and short discussions
- To deduce meaning from short auditory conversations and recall big ideas and small details
- To demonstrate an increasing knowledge of simple pronunciation rules
- To form simple conversations about personal histories and opinions or describe places or people using learned idiomatic expressions and phrases
- To demonstrate a naturalized reduction of word sounds in speech
- To defend a personal opinion and repeat opposing ideas while constructing arguments
- To identify words and forms that signal differences between past, present, and future events

LEVEL 3: INTERMEDIATE

Prerequisites: Level 2 Grammar & Writing, Reading & Vocabulary, Listening & Speaking

Level 3: Grammar & Writing**90 hours/level****Course Description:**

This course is designed for intermediate learners of ESL. This class will help students expand their command of the mechanics

and rules of English grammar from the pre-intermediate level. The learner will then apply that knowledge to developing more skills in composition writing. Emphasis will be on reviewing how to write and revise simple to complex sentences, developing topics, writing a topic sentence and thesis statement, and communicating tone and voice in writing. Learners will draft, organize, write, and edit one to three paragraph essays. The student will learn how to write one to three-paragraph descriptive, narrative, persuasive, and compare and contrast essays.

Student Learning Outcomes:

- To differentiate between the uses of the simple present, present progressive, present perfect, present perfect progressive, simple past, past progressive, and future tenses
- To classify infinitives and gerunds
- To construct sentences using present and past participles of verbs
- To apply comparative and superlative forms of adjectives and adverbs
- To produce sentences using count and non-count nouns with appropriate quantifiers
- To demonstrate understanding of basic article usage
- To demonstrate the use of pronouns (subject, object, possessive, reflexive)
- To apply and organize grammatical structures into three paragraph essays
- To identify effective topic sentences, thesis statements, introductions, and conclusions
- To identify and contrast writing goals of various forms of academic writing: descriptive, narrative, persuasive, and compare-contrast essays

- To appraise supportive examples
- To critique and edit personal and peer writing

Level 3: Reading & Vocabulary**90 hours/level****Course Description:**

This course is designed for intermediate learners of ESL. Students build upon previously learned reading strategies to comprehend cross-disciplinary subjects such as peace studies, public speaking, and multicultural literature. The goal of this course is to further develop the learner's confidence in reading authentic English texts found in textbooks, magazines, and online. In addition, the student learns to systematically breakdown a text and manages literal and inferential meanings. Students will also continue to familiarize themselves with more high-frequency vocabulary from the Academic Word List (AWL).

Student Learning Outcomes:

- To interpret and apply new words and improve vocabulary knowledge through the use of context clues and word parts
- To examine passages at the 2500-word vocabulary level
- To demonstrate knowledge of rapid reading skills such as prediction, skimming, and scanning
- To assess comprehension by recall, inference, and paraphrasing
- To identify poetic devices and sequential order in a text
- To compare and contrast two texts discussing the same topic with different perspectives

- To effectively use an all-English dictionary and manage contextual clues for vocabulary words with multiple definitions
- To formulate, discuss, and defend personal opinions generated from samples of writing

Level 3: Listening & Speaking

60 hours/level

Course Description:

This course is designed for intermediate learners of ESL. It provides continued instruction on recognizing and pronouncing individual sounds and intonation. In this course, students will practice and improve their conversation skills and engage in role play and informal debates. Focus will be placed on the verbal and non-verbal cues of active listening and speaking. The learner develops academic literacy skills through text, video clips, and audio. In addition, the learner will develop effective note-taking strategies while listening to lectures from a variety of disciplines. In addition, the student develops vital presentation skills for individual and group presentations; these skills will directly translate to the collegiate classroom.

Student Learning Outcomes:

- To demonstrate the comprehension of recorded and live speeches, dialogues, instructions, and lectures
- To identify and apply English sounds and intonation patterns as well as syllable and sentence stress
- To converse at a functional level adequate for everyday interactions inside and outside the classroom

- To apply comprehension strategies when listening to speeches, dialogues, instructions, and lectures containing idiomatic expressions
- To mirror native speaker pronunciation of linked and reduced sounds
- To demonstrate active listening skills such as listening for main ideas and details, listening for intonation, conveying interest with verbal and non-verbal messages, and asking follow-up questions
- To manage discussion dynamics such as interrupting and returning to topics, making small talk, using conversational transitions, and showing enthusiasm
- To develop essential individual and group oral presentation skills

LEVEL 4: HIGH INTERMEDIATE

Prerequisites: Level 3 Grammar & Writing, Reading & Vocabulary, Listening & Speaking

Level 4: Grammar & Writing

90 hours/level

Course Description:

This course is designed for students at the high intermediate level of English. This course provides instruction on American English grammar and usage and applying that knowledge to developing more skills in conversation, communication and composition. This class helps students expand their command of the mechanics and rules of English grammar at the high intermediate level. It will develop the student's knowledge and understanding of the way in which words are modified and joined together to express thoughts and

feelings. This course will also develop the learner's writing and composition skills. Emphasis is on refreshing the student's knowledge of writing the thesis statement and topic sentence, as well as sentence combining and styling. In addition, the learner will write well-developed two to four paragraph descriptive, narrative, persuasive, and compare/contrast essays. In addition, the learner composes free writing to promote reflection and application of vocabulary.

Student Learning Outcomes:

- To differentiate uses of the twelve tenses: simple present, present progressive, present perfect, present perfect progressive, simple past, past progressive, past perfect, past perfect progressive, future, future progressive, and future perfect progressive
- To produce tag questions
- To define phrasal verbs
- To distinguish and operate verbs in the passive voice and active voice
- To form sentences with adjective and noun clauses
- To manage real and unreal conditionals
- To identify direct and indirect speech
- To identify and use embedded questions
- To construct two – four paragraph narrative, descriptive, persuasive, and compare-contrast essays using more sophisticated verb tenses, subject-verb agreement, articles, connectors, modals, adjective and noun clauses, gerunds and infinitives, and the passive form.
- To differentiate grammar structures for formal and informal writing

Level 4: Reading & Vocabulary

90 hours/level

Course Description:

This course is designed for high intermediate learners of ESL to read more extensively and promote English language proficiency and reading skills. They will preview typical college course materials and improve language skills while developing strategies for evaluating academic content. Students build upon their reading strategies and apply them as they read a variety of academic texts including personal letters, short stories, and interviews from important historical figures. Importance will be placed upon analytical skills as the student learns to read between the lines, draw conclusions, and synthesize information from various sources. The learner will develop critical thinking, literacy, and inquiry skills essential for academic success. In addition, students will recycle and accrue more vocabulary from the Academic Word List (AWL).

Student Learning Outcomes:

- To apply new and unfamiliar words and improve vocabulary knowledge through the use of context clues and word parts
- To evaluate passages at the 4000-word vocabulary level
- To identify the best strategies for using an all-English dictionary effectively
- To paraphrase and summarize reading passages and learn to generate critical inquiry
- To discuss multiple interpretations of texts
- To support reading comprehension by applying skills such as prediction,

skimming, paraphrasing, and summarizing

- To manage a variety of note-taking skills such as highlighting, annotating, and outlining

Level 4: Listening & Speaking

60 hours/level

Course Description:

This course is designed for high intermediate learners of ESL. The learner will continue to practice proper pronunciation and intonation and use developed listening strategies. The course stresses listening comprehension as well as oral communication by means of reports, short speeches, role play, and small group/class discussions of various academic disciplines such as earth science, sociology, and anthropology. Upon completion of the course, the student will be able to engage in meaningful discussion inside and outside of the classroom with both native and non-native English speakers.

Student Learning Outcomes:

- To apply clear pronunciation, intonation, and stress patterns in oral presentations and in extended speech
- To formulate questions based on short lectures or audio that contain increasingly sophisticated vocabulary and structures
- To demonstrate functions of the language such as describing, narrating, making requests, expressing opinions, agreeing/disagreeing, persuading, etc.
- To evaluate vocabulary definitions from context

- To construct spontaneous grammatically sound sentences while speaking and self-monitor for errors
- To recognize and apply native-like devices in conversation and discussion such as asking questions while listening, understanding sidetracks, and tuning out distractions
- To identify non-verbal cues as part of the listening and speaking process
- To compare effective and ineffective visual aids for presentations

LEVEL 5: ADVANCED

Prerequisites: Level 4 Grammar & Writing, Reading & Vocabulary, Listening & Speaking

Level 5: Grammar & Writing

90 hours/level

Course Description:

This course is designed for advanced learners of ESL. It provides instruction of American English grammar and usage and applying that knowledge to polishing skills in composition and essay writing. This class develops the student's understanding of the way in which words are modified and joined together to express thoughts and feelings. This course will also expand the advanced learner's writing and composition skills. Emphasis will be on refreshing one's knowledge of sentence combining and styling, as well as writing effective and accurate five-paragraph essays. Essay formats to be expanded upon include descriptive, narrative, comparative, cause-effect, argumentative, and reaction/response. Writing topics will draw from the student's prior knowledge and

personal opinions. Learners closely examine writing elements such as the hook, a clear thesis, transition sentences, and conclusion. Students evaluate example essays to model and incorporate writer's notes and tips for successful writing. Focus is placed on the process of writing: from outlining to expanding paragraphs to editing. In class timed writing provides practice of time management while writing. In addition, the student comprehends more words from the Academic Word List (AWL), which contains 570 of high frequency academic words.

Student Learning Outcomes:

- To demonstrate complex relationships through the appropriate use of adjective, noun, and adverb clauses and phrases
- To identify and utilize conditionals and subjunctives
- To construct sentence variety with prepositions of time plus key nouns for better understanding
- To construct sentences using coordination, subordination and transitions (conjunctive adverbs)
- To apply connectives that express cause and effect, contrast, and condition
- To control the essay's tone by using modals
- To evaluate a sample essay and identify key essay components
- To write a 5-paragraph composition (narrative, comparison, cause-effect, argumentative, and descriptive) demonstrating reasonable command of learned grammar rules

Level 5: Reading & Vocabulary

90 hours/level

Course Description:

This course is designed for advanced learners of ESL to read more extensively and promote English language proficiency and reading skills. It will prepare them to read confidently at the college/undergraduate level. Students will continue applying reading strategies as they read a variety of cross-disciplinary texts. They will preview typical college course materials and improve language skills while developing strategies for evaluating academic content. Students will now interpret case histories, anthropological memoirs, and speeches. This course will help advance the learner's application of appropriate pre-reading strategies, identify text organization, discuss information from class readings, apply critical thinking skills, and build upon strategies for vocabulary building. The reading selections are challenging and promote the necessary critical literacy skills for the collegiate level of learning. The learner engages with writers' motivations, evaluating multiple perspectives, and examining how a text relates to personal reality. In addition, students will recycle and accrue more vocabulary from the Academic Word List (AWL).

Student Learning Outcomes:

- To demonstrate comprehension of readings at the 6000-word vocabulary level
- To identify and evaluate complex and abstract issues in written discourse
- To recognize figurative language and idiomatic expressions

- To evaluate facts to make appropriate inferences
- To apply reading strategies such as prediction, skimming, and using headings
- To apply vocabulary strategies such as using context clues, word parts, organizing word families, and identifying synonyms and antonyms
- To summarize and paraphrase texts and to generate critical inquiry from/for class discussion
- To identify frequently used grammatical structures in academic texts such as using rhetorical questions, hedging language, and using punctuation for emphasis
- To describe and discuss the writer's purpose using background information or contextual clues
- To create graphic organizers such as timelines, outlines of necessary details, and comparative/contrastive lists

Level 5: Listening & Speaking **60 hours/level**

Course Description:

This course is designed for advanced learners of ESL. It focuses on the spoken communication and active listening skills necessary for college level study. Students practice conversing on a variety of topics ranging from different aspects of their personal lives to contemporary topics of interest. Additionally, students demonstrate a variety of listening skills including note taking, comprehension of main ideas and details, as well as determining viewpoint and tone. Class activities include interviews, debates, role-play, and group/individual presentations. Production promotes the

usage of new vocabulary and phrases, exchanging experiences and ideas in a natural style, and asking/answering follow-up questions. The goal of the course is to improve the learner's ability to recall American English pronunciation nuances and become more conversant in a variety of topics and contexts.

Student Learning Outcomes:

- To interpret and evaluate authentic spoken text such as radio reports, lectures, or interviews
- To demonstrate extended oral presentation skills using terms and expressions learned in courses at this level
- To orally construct grammatical structures about the past, present, and hypothetical situations
- To produce oral exchanges that occur at a normal conversation rate
- To apply vocabulary, idiomatic expressions, and common phrases as part of spontaneous conversation
- To assess through self-correction or speech adjustment to be more comprehensible to the listener
- To evaluate, comprehend, and respond to short oral presentations on a variety of topics
- To recognize and use reduction and contractions to make speech less formal

LEVEL 6: PRE-COLLEGE

Prerequisites: Level 5 Grammar & Writing, Reading & Vocabulary, Listening & Speaking

Level 6: Grammar & Writing **90 hours/level**

Course Description:

This course is designed for students who need to revise or upgrade their grammar skills to ensure accuracy of communication before proceeding with undergraduate or graduate studies. This is a thorough and systematic review of grammatical structures and their use in authentic language situations. The course reviews the essential components of essay writing: the thesis statement, topic sentence, introduction, body paragraphs, and conclusion. The learner will also identify the objectives of the previously discussed essay formats: procedural, comparison, cause-effect, and argumentative. This class will help students expand their command of the mechanics and rules of English grammar at an advanced level. This course will also deepen the advanced learner's writing skills as they progress from essay writing to academic research papers. Emphasis will be placed on applying grammatical principles to different forms of writing and research topics, pre-writing, revising, editing, and presenting. Attention is also called to common writing errors and avoiding plagiarism.

Student Learning Outcomes:

- To identify the seven steps of the writing process: choosing a topic, brainstorming, creating an outline, writing the first draft, getting feedback from a peer, revising the first draft, and proofreading the final draft
- To demonstrate proper citation to avoid plagiarism
- To judge credibility and pertinence of outside sources for research papers

- To identify and edit syntactical errors such as subject-verb agreement, pronoun reference, and tense shifts
- To evaluate and edit mechanical errors such as spelling, capitalization, and punctuation.
- To compose a six to ten-paragraph biographical narrative,
- To compose a five page research paper using appropriate outside sources

Level 6: Reading & Vocabulary**90 hours/level****Course Description:**

This course is designed to prepare advanced learners of ESL for undergraduate or graduate studies. Emphasis is placed on improving the learner's understanding of high-level academic English reading materials and on recycling and applying vocabulary from the Academic Word List (AWL). The texts are selected from a range of sources (academic journals, textbooks, books, and online articles) and focus on diverse academic subjects (sociology, film studies, neuroscience, etc.). Upon successful completion of this course, students will be able to demonstrate further improvement in the comprehension of English pre-college and college materials and demonstrate further proficiency in the comprehension and use of new academic vocabulary to be applied inside and outside of the classroom. Learners will also continue to apply strategies that make reading easier such as paraphrasing and summarizing main ideas, predicting outcomes, drawing conclusions, and making inferences and analyses. This course also further develops the learner's critical

literacy and thinking skills through close readings and discussions.

Student Learning Outcomes:

- To decode and comprehend reading passages at the 8000 word vocabulary level
- To predict and sort the content of a reading selection at an advanced level by considering the title, headings, and subheadings
- To demonstrate critical literacy skills by summarizing, paraphrasing, analyzing, and defending personal viewpoints on the stated texts
- To develop note-taking skills such as effective highlighting, annotating, and outlining
- To assess the following in course/level appropriate texts: stated and implied main ideas and details, major and minor points, pronoun references, author's purpose, tone, biases, and intended meanings
- To apply vocabulary strategies to construct denotative and connotative language in pre-college materials
- To produce developed connections between reading content and prior knowledge, and examine facts, opinions, and reactions based on experiences

Level 6: Listening & Speaking/Presentations
60 hours/level

Course Description:

This course is designed to prepare advanced learners of ESL for undergraduate or graduate studies. Students gain speaking and fluency practice by giving presentations about familiar topics such as their country, culture, or a favorite activity/skill. Each

student will give six presentations to the class. In addition, students learn more presentation phrases and phrasal verbs that they can use in various contexts, including their presentation topics. Advanced pronunciation skills are also taught to aid in more effective presentations. The goal of the course is to improve the learner's fluency and confidence when speaking to a larger audience. By the end of the term, students will be able to give a 10 to 15-minute presentation on a familiar topic and answer questions from the audience. As audience members, students will also be able to clearly articulate questions in a presentation setting.

Student Learning Outcomes:

- To communicate effectively by using standard American English pronunciation, correct syllable and sentence stress, and appropriate vocabulary at an advanced, pre-college level
- To produce a well-supported presentation that adheres to rubric specifics
- To factually rephrase when summarizing the main ideas of a written or spoken text
- To self evaluate as well as critique peer presentations
- To comprehend exchanges that occur at normal conversation rate
- To prepare an array of presentations using demonstrated organizational strategies
- To manage speaker-listener interaction from beginning to end of presentation
- To discriminate weak from strong claims
- To judge effective use of visuals and manage technological affordances (PPT, embedded clip, YouTube, etc.

DIRECTORY

OFFICE HOURS & ADDRESS

Office Hours: 9:00 am – 5:00 pm, Monday through Friday

Mailing Address:

The ESL School at NYFA, New York
17 Battery Place, 5th Floor, New York, New York 10004

Tel. +1 (212) 966-3488

Institutional Website:

<http://www.eslnyfa.edu>

ADMINISTRATIVE STAFF

ESN staff members are committed to providing quality education and satisfying services to the students. The staff helps create an environment that is conducive to learning and help in achieving the student's goals. The staff is an excellent resource for students when it comes to arranging accommodation, acquiring health insurances, opening a bank account, obtaining a bus pass and more.

FACULTY

To teach at The ESL School at NYFA, the instructor must have a bachelor's degree at minimum. Those instructors who teach Level 6 or College Prep classes are required to have a master's degree or higher. Our faculty members are committed to receiving

ongoing training to improve their teaching approach. Teachers also pay close attention to the student reviews and adjust their teaching methods and course curriculum to address any issues or changing student needs.

ADMINISTRATION & FACULTY DIRECTORY

Lizzie Sack, School Director

Linda Gilbert, Education Director

Meghan Killeen, Instructor

Drew Weller, Instructor

Courtney Allison, ESN Registrar Coordinator

Lesley Cummings, ESN International Office

APPENDIX A

ESL Student Disclosure Pamphlet

Students enrolling in an English as a second language program at a school certified by the New York State Education Department must receive a copy of this information regarding student rights before an enrollment agreement is signed. As a consumer protection measure, the New York State Education Department registers for-profit schools, which teach English as a second language and accept no public funds. These schools are required to meet minimum requirements detailed in Education Law and Commissioner's Regulations in order to assure that students get what they are paying for - namely, instruction in English as outlined by the school.

What You Should Know about Certified Schools in the New York State English as a Second Language School Registry



*The University of the State of New York
The State Education Department
Bureau of Proprietary School Supervision*

Student's Right to File a Complaint

If a student has any legitimate complaint against a school certified by the New York State Education Department, he/she should attempt to resolve the complaint with the school directly. If this fails, or if a student feels that he/she would be penalized by the school for making a complaint, the student may file the complaint with the State Education Department.

Complaints that are not able to be resolved by the school are rare and will usually not arise. However, if such a situation occurs, all attempts to resolve complaints with the school should be documented in writing. Complaints may be about school standards, advertising, facilities, qualifications of teaching and management personnel, methods of collecting tuition and fees, etc. Schools certified by the New York State Education Department are required to file documents relating to all of these aspects of the school's operations with the State Education Department in order to become certified.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department, 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643- 4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form or visit the Department website <http://www.acces.nysed.gov/bpss/students/> to download the form. You must complete and sign this form and mail it to the Department. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Education Department's Bureau of Proprietary School Supervision cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally.

If the Department determines that violations of law have been committed and the schools fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.