



New York Campus

2025
COURSE
CATALOG

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

DISCLOSURE STATEMENT:

Some information in the catalog may change after publication. It is recommended that students considering enrollment check with the School Director to determine if there are any changes from the information provided in the catalog.

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INTRODUCTION

ABOUT THE CATALOG

The Office of the School Director publishes The ESL School at NYFA, New York Course Catalog. The 2025 Course Catalog is the document of authority for ESN students commencing their programs at the New York campus between January 1, 2025 and December 31, 2025.

The ESL School at NYFA, New York Course Catalog is updated annually. Supplements or inserts may accompany the catalog to reflect any updates that may occur throughout the year. The current and past catalogs can be accessed at www.eslnyfa.edu.

All prospective students are encouraged to review this catalog prior to signing an enrollment agreement, and any questions a student may have regarding this catalog may be directed to the School Director or Associate School Director.

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 supportive environment to help 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 and degree-granting colleges
- 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 comfortable yet challenging environment conducive to learning and socializing as well as promoting and encouraging cross-cultural understanding
- Offering counseling resources 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
- Providing creative arts related activities to promote language development

LICENSING & APPROVALS

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) <https://www.cea-accredit.org/about-cea>. ESN is a non-publicly funded English as a second language school certified by the New York State Education Department as meeting alternative licensing requirements and not subject to all of the licensing standards and requirements in article 101 of the Education Law this Part which are applicable to licensed private career schools.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

New York's Bureau of Proprietary School Supervision:

116 West 32nd Street, 5th Floor New York, New York 10001

Web site address: www.acces.nysed.gov/bpss

Telephone: (212) 643-4760

ESN is approved by the United States Citizenship and Immigration Services, a Bureau of the Department of Homeland Security (formerly the United States Department of Justice, Immigration and Naturalization) for attendance by non-immigrant students.

As of this catalog's publication, ESN does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and does not have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

ACADEMIC CALENDAR

INTENSIVE ENGLISH PROGRAM (IEP)

The ESN Intensive English Program runs on a system of 12-week sessions (60 class days per session). The school year is divided into sessions as follows:

Spring Session: January - April

Summer Session: May - August

Fall Session: September - December

HOLIDAYS

In addition to national holidays, ESN students enrolled in the Intensive English Program have short breaks in between the 12-week sessions. Please consult the 2025 Intensive English Program Calendar for specific dates.

4-WEEK WORKSHOPS

ESN also runs two 4-Week Workshops (The Language of Filmmaking) during the short breaks:

April 14 - May 9, 2025

August 11 - September 5, 2025

2025 INTENSIVE ENGLISH PROGRAM (IEP) CALENDAR

Date	Event
January 10-14	Testing, Registration, & Orientation IEP
January 15	First Day of Classes January (Spring) 2025 IEP
<i>January 20</i>	<i>Martin Luther King Jr. Day - No Classes</i>
<i>January 29</i>	<i>Lunar New Year - No Classes</i>
<i>February 28</i>	<i>Administrative Day - No Classes</i>
April 11	End of 12-Week Session IEP
April 14 - May 9	4-Week Workshop
May 9-13	Testing, Registration, & Orientation IEP
May 14	First Day of Classes May (Summer) 2025 IEP
<i>May 26</i>	<i>Memorial Day - No Classes</i>
<i>June 19</i>	<i>Juneteenth Day - No Classes</i>
<i>July 4</i>	<i>Independence Day - No Classes</i>
August 8	End of 12-Week Session IEP
August 11 - September 5	4-Week Workshop
September 5-9	Testing, Registration, & Orientation IEP
September 10	First Day of Classes September (Fall) 2025 IEP
<i>September 23</i>	<i>Rosh Hashanah - No Classes</i>
<i>October 2</i>	<i>Yom Kippur - No Classes</i>
<i>November 11</i>	<i>Veterans Day - No Classes</i>
<i>November 27-28</i>	<i>Thanksgiving Break - No Classes</i>
December 9	End of 12-Week Session IEP

STUDENT CONDUCT & OTHER PROTOCOLS

The ESL School at NYFA (ESN) is committed to maintaining a safe and healthy learning environment. Students are expected to act with honesty, to be respectful of diverse campus community members, and to behave responsibly. Being a student at ESN is a privilege, not a right. Therefore, student behavior that is not consistent with ESN's expectations or the Student Conduct Code is addressed through a process that is designed to promote ESN's values and, when necessary, hold students accountable through appropriate consequences.

STUDENT CONDUCT CODE

The ESN Student Conduct Code applies to conduct in and around ESN/NYFA property, at ESN/NYFA sponsored events, and to off-campus conduct that affects the ESN community negatively. Each student will be held responsible for their conduct, even if conduct may occur before classes begin or after classes end.

TYPES OF MISCONDUCT

Students will be held accountable for committing, or attempting to commit, a violation of the ESN Student Conduct Code. Violations include the following types of misconduct:

- 1. Alcohol and Controlled Substances**
Under no circumstances are drugs, alcohol, or illegal substances allowed on School premises. A state-issued medicinal marijuana card or prescription does not give an ESN student the right to possess or use marijuana on or around the campus of ESN.
- 2. Smoking**
Smoking of any kind is prohibited in or around any ESN/NYFA property, or at ESN activities, except at designated outdoor smoking areas. This includes all types of electronic/vapor cigarettes. Per New York State Codes, those who violate the ban on smoking in any workplace are subject to fines.
- 3. Weapons**
Guns, knives, weapons, or explosives of any kind (regardless of license) are never permitted on School property.
- 4. Respectfulness**
Students must remain quiet in the hallways and general areas in and around the School. Students must not approach or, under any circumstances, enter neighboring offices. Students may not, under any circumstances, enter any of the neighboring offices or attempt to solicit them for employment.
- 5. Vandalism or Misuse of ESN Property**
Students found misusing or vandalizing property owned by ESN or ESN community members are subject to fines and/or immediate suspension.
- 6. Theft**
Students found taking, attempting to take, or possessing items without permission of the owner are subject to immediate suspension.
- 7. Conduct that Threatens Health or Safety**
Slander, threatening remarks, sexual harassment, stalking, racist or sexist comments, threats of violence and any physical assault to any ESN instructor, staff member, or student will not be tolerated.
- 8. Retaliation**
Students cannot retaliate against any members of the ESN community who report student misconduct or are participating in a student conduct investigation. Retaliation includes verbal and written threats and intimidation.
- 9. Bullying**
Bullying of any members of the ESN community will not be tolerated. Bullying

includes intimidation, coercion, and aggressive behaviors that cause fear, intentionally harm another person physically or emotionally, and are not protected by freedom of expression.

10. Personal Care and Appropriate Attire

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. Students must be dressed in appropriate attire at all times. Repeated complaints and warnings about hygiene or attire may warrant a disciplinary hearing.

11. Disruptive or Disturbing Behavior

ESN expects all faculty, staff, and students to conduct themselves in a considerate manner. Students who disrupt classes may face disciplinary actions. This includes unauthorized use of cell phones and/or other electronic devices during class hours. In addition, students are prohibited from recording audio or video class lectures without permission from the instructor or School Director, as this can disturb the classroom environment.

12. Misuse of ESN and NYFA Resources

Students are strictly forbidden to tap the Ethernet lines of ESN or adjoining businesses for their personal computers. Illegal downloading - via torrents or other file sharing sites - is not permitted on ESN/NYFA Computers or Networks. Furthermore, anyone caught downloading illegal material may be subject to legal action under United States law.

13. Academic Dishonesty and Cheating

ESN expects all students to be responsible individuals who insist on high standards of honesty and personal conduct. All incidences of plagiarism, cheating, deliberate hindrance in other students' work, and other forms of dishonesty and misconduct are considered

serious offenses.

14. Forgery and Falsifying Information

Forgery or falsifying information is a violation of the Student Conduct Code. Forgery includes any alteration or misuse of any ESN document, record, key, electronic device, or identification, or submission of any forged document or record to ESN. Falsifying information includes any individual who knowingly files a false complaint and/or provides false information to ESN administration.

PROCEDURES & CONSEQUENCES

Students who fail to abide by the Student Conduct Code will be subject to suspension or expulsion. Any student who has been suspended or expelled for Student Conduct Code violations will forfeit their right to ESN's Refund Policy.

Any reported violations of the Student Conduct Code will be investigated by the School Director. At the conclusion of the investigation, the student will receive written notification of the outcome of any disciplinary action or agreement.

If the student does not agree with the outcome, the student may appeal in writing. Appeals must be received within five (5) days of the date of the original outcome. An ESN administrative staff member will be designated to gather more information and make a final decision about the Student Conduct Code situation. A decision letter will be issued within ten (10) days after receiving the appeal. This decision is final.

FACILITIES & STUDENT SERVICES

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 New York campus has two dedicated classrooms that can fit between 8-14 students comfortably.

TECHNOLOGY & WIFI

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

LIBRARY RESOURCES

Students, faculty, and staff have access to the NYFA Library during all hours of operation. The Library includes the following resources:

- Wi-Fi Internet
- Full-text periodical database
- Access to the OCLC online library
- Books, periodicals, and screenplays
- DVD/Blu-ray movie collection
- Inter-library loan services

Circulation guidelines for the NYFA Library:

- Library materials are available to students and staff Monday-Friday from 9:00AM-6:00PM.
- Library resources may not be taken off NYFA premises without proper checkout.
- Current students must present their Student ID badge or driver's

license/passport when checking out library materials.

- Students may check out DVDs/Blu-rays for a three-day period, screenplays for a seven-day period, and books for two weeks. Items may be renewed via email at library@nyfa.edu.

STUDENT AREAS

The New York campus offers a comfortable student lounge with computers, a printer, and lunch booths on the 4th floor. There is an additional student lounge and lunchroom on the 5th floor. Depending on the current health and safety restrictions, eating may not be allowed in the common areas of the building.

HOUSING

ESN offers one accommodation in New York City through the New York Film Academy. Housing can be booked directly through the New York Film Academy's housing director. A limited number of singles and doubles are offered, and bed spaces are subject to availability. Please email housingny@nyfa.edu for student housing details.

If students decide not to use the accommodation provided by the New York Film Academy, the NYFA Housing Department can offer housing resources to help them find alternative options for their program. Please note that ESN does not inspect, endorse, or take responsibility for any properties, accommodations, or housing platforms.

Students should expect a range of costs in housing (on average between \$1200 -\$2500 per month for a studio or one-bedroom), depending on the location, size, apartment complex, amenities and length of stay.

Students are strongly advised to find suitable housing prior to their program start date. The landlord or management company will often request proof of income, credit, insurance, and other documents. Prior to making final arrangements or signing a rental agreement, students should thoroughly investigate and inspect any properties, accommodations or other housing options and review any legal document prior to entering a contractual agreement.

TUITION & OTHER FEES

APPLICATION FEE

In order for a student's application to be processed, they must include a non-refundable \$75 application fee with their completed application form. The application fee is waived for returning students and for ESN applicants who have already paid an application fee to New York Film Academy.

SEVIS I-901 FEE

A \$350 SEVIS I-901 fee* is required by the US Government to be paid for all I-20 certificates. You can only pay this fee after your I-20 application has been processed and a SEVIS ID number has been created for you. Please log on to www.fmjfee.com for details.

*Fee is paid to the US Government and is subject to change.

EXPRESS MAILING FEE

If prospective students request any documents sent to them by express mail, they will be responsible for the express mailing fee.

TUITION

An enrollment agreement is signed for each 12-week session of the Intensive English Program. A placement test is given to determine in which level a student will start the program. The tuition for one session is \$4000. All students pay tuition 28 days before the start of the session of enrollment. The tuition due date is posted on the student invoice.

TOTAL CHARGES FOR A 12-WEEK SESSION OF ATTENDANCE IS \$4000.

TOTAL ESTIMATED CHARGES TO COMPLETE ALL SIX LEVELS OF THE INTENSIVE ENGLISH PROGRAM IS \$24,000.

MEDICAL/HEALTH INSURANCE

All students are required to purchase and show proof of medical insurance by the first week of classes. Students can purchase insurance either from their home countries or from insurance agencies, such as:

Tokio Marine HCC

<https://www.hccmis.com/student-secure-insurance/>

ISO

www.isoa.org

iNext

<https://www.inext.com/plans/travel-to-usa/>

Compass Student Insurance

<https://www.studenthealthusa.com/>

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. The cost to replace a lost ID badge is \$30.

TEXTBOOKS

Core textbooks for the courses are provided by ESN and the cost is included in the tuition. Students who withdraw before completing 60% of the program are required to return their textbooks to ESN.

FINANCIAL AID & LOANS

ESN 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.

CANCELLATIONS & REFUNDS

Buyer's Right To Cancel:

A student has the right to cancel his/her enrollment agreement and obtain a refund of charges (less the amount of \$75 for the non-refundable application fee) 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. The written request must include the date the course began and the date of cancellation or withdrawal. Notice of Withdrawal forms are available from the Registrar's office. Any student who intends to cancel or withdraw must submit a signed and dated copy of said form.

Refund Information:

ESN will refund 100% of the amount paid for institutional charges (less an administrative processing fee of \$100.00) if notice of cancellation is made within a seven-day period following enrollment.

After the 100% refund period described above, a student may withdraw from a course after instruction has started and receive a pro rata refund (less an administrative processing fee of \$100.00) for the unused portion of the tuition and other refundable charges if they have completed 60% or less of the term's instruction. 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 date from ESN, which is the day the student submitted written notice to the school.

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 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 Associate School Director or 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, 5th Floor
New York, NY 10004**

linda.gilbert@eslnyfa.edu

STUDENT TUITION REIMBURSEMENT FUND (STRF)

What is the Student 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 non-degree proprietary 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 which 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 to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 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 included in this pamphlet. 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 POLICIES

All students who wish to study at ESN must 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 by email to jep@eslnyfa.edu or mailed to:

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

Please note that acceptance into ESN does not guarantee acceptance into New York Film Academy. The ESL School at NYFA and New York Film Academy are two separate schools. In order to be fully accepted into New York Film Academy, students must either complete Level 4 (Level 5 for MFA) at ESN or receive a TOEFL iBT score of 68 (79 for MFA) or an IELTS score of 6.0 (6.5 for MFA). Students must also submit all other needed admissions documents for New York Film Academy.

REQUIRED APPLICATION MATERIALS

Applicants must submit the following materials for admission:

1. Completed Application:
<https://www.eslnyfa.edu/applications/esl1.php>
2. \$75 non-refundable Application Fee
3. Proof of high school completion (in English)
4. *For International Students:*
Completed I-20 application including a bank statement and Sponsor's Certification of Financial Support

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

PROOF OF HIGH SCHOOL COMPLETION

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

- Copy of a high school academic transcript
- Copy of high school diploma
- Copy of state-issued high school equivalency certificate
- Verification from a high school of all degree requirements met
- 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)
- Homeschool transcript accredited by the state

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

INTERNATIONAL STUDENTS

ESN 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, the application will be processed immediately, and ESN will issue an acceptance letter and immigration form I-20.

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

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

<https://travel.state.gov/content/visas/en.html>

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

ESN does not issue F-1 visas, nor does it provide visa-expediting services, as only the U.S. embassy has this power. It is important to apply early enough to allow time for the visa process. Any applicants in the U.S. on a different type of visa should contact the International Student Office with specifics about their 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 or contact the International Office at:

nyinternational@eslnyfa.edu

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 ESN 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. ESN 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 a transfer articulation agreement with the New York Film Academy.

The requirements for the transfer articulation agreement vary for the various programs offered at New York Film Academy. The School Director has the list of current requirements for each program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of English class level or "credits" earned at ESN is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the certificate earned in the intensive English program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate earned at this institution is not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of your coursework at that institution. For this reason, students should make certain that your attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending ESN to determine if the certificate will transfer.

ATTENDANCE POLICIES

Students are required to attend 80% of all scheduled classes to be considered in good standing. Students are allowed up to 12 absences per session.

Students who fall below 80% attendance in any of their classes will be given a written attendance warning.

ATTENDANCE PROBATION

Students who accrue 10 absences in any of their classes will be placed on Probation and will sign a Probationary Contract.

Students remain on Probation for the remainder of the session or until they raise their attendance above 80%. During the probationary period, students are allowed 2 absences in each course. Any absence after these absences could result in the student being administratively withdrawn from the school.

LEAVE OF ABSENCE

Students who wish to take a leave of absence must consult the Associate School Director. 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 Associate School 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 with USCIS rules and regulations, students enrolled at ESN on an F-1 Visa must take 20 hours of class per week each session. You must either progress to academic study or leave the United States when you complete your program.

ESN has minimum attendance (80% for every course within a session) and academic performance (75% or higher final grade for all courses per level) requirements.

GOOD STANDING

A student in good standing at ESN is one who:

- Regularly attends class (80% of class hours).
- Regularly completes in-class and out-of-class work at an average level (75%) or higher.
- Abides by the school's Student Conduct Code.
- Receives a final grade of "C"/75% or better.

GROUNDINGS 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 session or by the end of the session.

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

- Has missed 20% 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.
- Has violated the Student Conduct Code.

At any time, a student may be placed on Academic Probation and may face Academic Dismissal if the student violates the Student Conduct Code 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 source, including AI.
- 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 School Director (verbally or in writing) within two days of receiving the grade. The School Director will arrange a meeting with the student and the instructor to discuss the grade. The School Director will review the supporting evidence from the student and the instructor. A final decision will be reported to the student and the instructor 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 session informing them if they have passed or failed and are eligible to continue to the next level.

ACADEMIC FREEDOM

ACADEMIC FREEDOM

ESN believes 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.

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 Student Conduct Code or any institutional or campus-wide policies.

ACADEMIC HONESTY

ESN expects all students to be responsible individuals who insist on high standards of honesty and personal conduct. Academic honesty extends to all school projects and exercises, both on and off the ESN campus. All incidents 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.

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.

STUDENT RIGHTS & POLICIES

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 Registrar's Office.

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 School 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' school files. Students can update the information they provide any time they see the need to do so and the updated information will be so noted.

RETENTION & PERSISTENCE

Student records for each ESN student are kept in a secure electronic file system that is password protected. 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 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.

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 School 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 School Director will provide the student with a written response.
- A written summary of all complaints will be kept in the ESN office for a minimum of five years, following the date that the complaint was first received.

STUDENT & INSTRUCTOR NON-FRATERNIZATION POLICY

Intimate relationships/dating between students and instructors or staff of ESN is strictly prohibited.

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

ESN is 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 ESN 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

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's ability to participate in or benefit from any educational programs will not be tolerated. 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.

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.

If a student wishes to contest his/her level placement, the School Director will consider the request for a change. The student's instructors 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 sessions.

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.

Students in Levels 1 – 5 who fail one or more classes in a session are required to re-take any classes that they fail. This would result in a "split-level" course the following session where a student would be taking classes at two different levels. Students in Level 6 who fail one or more classes must re-take all the classes in Level 6 in order to complete the program.

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 Writing; Grammar; Listening, Speaking, & Vocabulary

Level 3 12 weeks – 240 hours
Intermediate Reading and Writing; Grammar; Listening, Speaking, & Vocabulary

Level 4 12 weeks – 240 hours
High Intermediate Reading and Writing; Grammar; Listening, Speaking, & Vocabulary

Level 5 12 weeks – 240 hours
Advanced Reading and Writing; Grammar; Listening, Speaking, & Vocabulary

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 course

SAMPLE CLASS SCHEDULE

Level 4: High Intermediate

9:00 a.m. to 10:20 a.m.	Grammar
10:30 a.m. to 11:50 a.m.	Reading & Writing
12:00 p.m. to 1:20 p.m.	Listening, Speaking, & Vocabulary

Level 5: Advanced

9:00 a.m. to 10:20 a.m.	Grammar
10:30 a.m. to 11:50 a.m.	Reading & Writing
12:00 p.m. to 1:20 p.m.	Listening, Speaking, & Vocabulary

Level 6: Pre-College

9:00 a.m. to 10:20 a.m.	Grammar & Writing
10:30 a.m. to 11:50 a.m.	Reading & Vocabulary
12:00 p.m. to 1:20 p.m.	Listening & Speaking /Academic Presentations

Level 1: Beginner

1:30 p.m. to 2:50 p.m.	Grammar & Writing
3:00 p.m. to 4:20 p.m.	Reading & Vocabulary
4:30 p.m. to 5:50 p.m.	Listening & Speaking

Level 2: Pre-Intermediate

1:30 p.m. to 2:50 p.m.	Grammar
3:00 p.m. to 4:20 p.m.	Reading & Writing
4:30 p.m. to 5:50 p.m.	Listening, Speaking, & Vocabulary

Level 3: Intermediate

1:30 p.m. to 2:50 p.m.	Grammar
3:00 p.m. to 4:20 p.m.	Reading & Writing
4:30 p.m. to 5:50 p.m.	Listening, Speaking, & Vocabulary

CURRICULAR INFORMATION

LEVEL 1: BEGINNER

Level 1: Grammar & Writing

80 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 learners 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 apply the modals *can* and *can't* to discuss ability
- To differentiate count and noncount 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

80 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 variety of short texts such as folktales, scientific studies, and biographical accounts
- To interpret vocabulary and phrases using context clues
- To recognize word parts such as roots, suffixes (*-al, -ity*), prefixes (*in-, un-, dis-*) to aid in understanding the word's meaning
- To construct word families

- To identify words in a dictionary with multiple entries and differentiate collocation meanings
- To recognize and use figurative language, phrasal verbs, and gerunds and differentiate adjectives and adverbs
- To develop necessary critical thinking and literacy skills through pre- and post-reading discussions
- To demonstrate understanding of a text by answering yes/no questions, producing factual recall of information, and order of events
- To assess personal progress of reading speed and level of reading comprehension throughout course
- 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

80 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 in the simple present, present progressive, simple past, and future “be going to” with affirmative and negative responses and short answers
- To follow and give simple instructions and directions
- To use prepositions of time and place
- To tell time using *to* and *after*
- To ask grammatically structured questions related to everyday contexts in the past, present, and future
- 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 differentiate vowels and consonants
- To manage pronunciation of consonant blends, plural *-s* endings, *-ed*, and linked sounds
- To ask for clarification of familiar and unfamiliar words for pronunciation improvement
- To express preferences, basic needs, and opinions

LEVEL 2: PRE-INTERMEDIATE

Level 2: Grammar

80 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 by using context that is relevant to the grammatical forms that are introduced.

Student Learning Outcomes:

- To produce complete grammatically correct sentences in the simple present, present progressive, simple past, and simple future tenses
- To ask and respond to *wh-* word questions using verbs in the simple present, present progressive, simple past, and future tenses
- To ask *yes/no* questions in the simple present, present progressive, simple past, and future tenses and produce affirmative and negative short answers
- To demonstrate the usage of modals for request, advice, necessity, ability, and permission
- To produce imperatives to express commands, instructions, and make suggestions
- To differentiate pronouns: possessive, subject, and object
- To assess the need for and usage of articles
- To classify count and noncount nouns and assign appropriate quantifiers
- To compare context-related usages of *be going to* and *will* to express the future
- To recognize grammatical relationships between verbs and gerunds or infinitives
- To further define comparative and superlative forms of adjectives and adverbs

Level 2: Reading & Writing

80 hours/level

Course Description:

This course is designed for pre-intermediate learners of ESL. Students learn new strategies in reading and practice applying them in their writing while using a variety of adapted texts. To reach this goal students will apply new strategies, 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 make inferences about: information, opinions, outcomes, tone, meaning, people, comparisons, priorities
- To take notes using various methods (underlining & highlighting, numbers, examples, timeline, tree diagram, listing, outline)
- To identify the topic of a reading
- To write sentences using connecting words
- To read numbers
- To use commas
- To write a simple paragraph (biography, descriptive, narrative, comparison, opinion) with a topic sentence, supporting sentences, and a concluding sentence.
- To identify suggestions and note definitions
- To use context clues
- To use adjectives in descriptions
- To identify causes and effects
- To write suggestions
- To separate fact from opinion
- To use time order words
- To recognize and understand pronoun reference

Level 2: Listening, Speaking, & Vocabulary
80 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; recognize main ideas and details; 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 identify subordinating conjunctions such as *after, before, when, until*, etc. to show time relationships and ordinal words such as *first, second*, etc.
- To identify words and forms that signal differences between past, present, and future events
- To interpret and apply the following verb tenses: simple present, present progressive, present perfect, simple past, and simple future
- To interpret coordinating conjunctions to join sentences and show relationship between ideas (*but, or, so, and*)
- To understand and use descriptive adjectives and superlatives, as well as frequency adverbs to add depth to ideas
- To deduce meaning from short auditory conversations and recall big ideas and small details

- To demonstrate an increasing knowledge of pronunciation rules and intonation
- To demonstrate a naturalized reduction and linkage of word sounds in speech
- To form simple conversations about personal histories and opinions or describe places or people using learned vocabulary and phrases
- To identify and use a variety of language functions such as making small talk, showing agreement, using stress for emphasis, drawing conclusions, etc.
- To defend a personal opinion and repeat opposing ideas while constructing arguments
- To develop effective slideshows to accompany and strengthen presentations

LEVEL 3: INTERMEDIATE

Level 3: Grammar

80 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 by using context that is relevant to the grammatical forms that are introduced.

Student Learning Outcomes:

- To differentiate the uses of the simple present, present progressive, present perfect, present perfect progressive, simple past, past progressive, and future tenses
- To recognize the relationship between certain verbs and infinitives or gerunds
- To apply comparative and superlative forms of adjectives and adverbs, as well as participial adjectives
- To demonstrate understanding of adjective and adverb word order
- To utilize degree adverbs to make adjectives and other adverbs stronger or weaker
- To make comparisons using *as . . . as*, *than*, showing increase or decrease by repeating the comparative adjective, and correlative adjectives
- To produce sentences using count and noncount nouns with appropriate quantifiers
- To demonstrate understanding of article usage
- To apply a variety of pronouns (subject, object, possessive, reflexive)
- To identify and use modals of ability, permission, request, advice, necessity, expectation, future possibility, and conclusion

Level 3: Reading & Writing

80 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. The goal of this course is to further develop the learner's confidence in reading authentic English texts found in textbooks, magazines, and online. The learner will then apply that knowledge to developing more skills in composition writing.

Student Learning Outcomes:

- To make inferences about: the author's opinion & attitude, the connections between statements and examples, future situations, abstract ideas from examples, meaning from metaphors, judgements
- To take notes using various methods (timeline, organizational chart, abbreviations & symbols, double entry, outlines, mind map)
- To recognize the meaning of *we*, *us*, and *our*
- To use visuals to support reading and writing
- To identify the sequence of events
- To give explanations
- To write a well-organized paragraph (descriptive, personal experience, narrative, prediction) using supporting sentences, parallel structure, descriptive adjectives, and a concluding sentence
- To identify the main elements of a story
- To write a blog post
- To scan for information
- To recognize the use of the present tense in a story about the past
- To add explanations and examples
- To use time order words in a narrative
- To identify the purpose of quoted speech

Level 3: Listening, Speaking, & Vocabulary
80 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. 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 key word stress
- To deduce meaning of words from context and identify part of speech given the surrounding words
- To develop high-frequency vocabulary
- To identify main ideas and smaller details when listening to lectures, presentations, and dialogues
- To demonstrate understanding of and create graphic organizers such as Venn diagrams, pie charts, and flow charts
- 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
- To mirror native speaker pronunciation of linked and reduced sounds
- To recognize grammar structures such as verb tenses (simple present, present progressive, present perfect, simple past, past progressive), modals, frequency adverbs, the passive voice, etc. to aid listening comprehension and to produce grammatically correct sentences in speech
- To demonstrate active listening skills such as listening for main ideas and details, listening for intonation, conveying interest with verbal and nonverbal messages, and asking follow-up and tag 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
- To develop effective slideshows (Google Slides and PPT) to accompany and strengthen presentations

LEVEL 4: HIGH INTERMEDIATE

Level 4: Grammar

80 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 and written communication.. 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.

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 and additions of agreement and disagreement
- To identify relationships between verbs and gerunds and infinitives
- To define phrasal verbs and recognize separable and inseparable phrasal verbs
- To distinguish and use verbs in the active and passive voice, as well as the passive causative
- To form sentences with adjective clauses using relative pronouns
- To manage past, present, and future real and unreal conditionals
- To identify and use direct/indirect speech and embedded questions
- To use modals of ability, advice, necessity, prohibition, conclusion, and future possibility

Level 4: Reading & Writing

80 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. This course will also develop the learner's writing and composition skills. Students will 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 texts. The learner will begin to develop critical thinking, literacy, and inquiry skills essential for academic success.

Student Learning Outcomes:

- To make inferences (certainty, comparisons, degrees of difficulty, meanings of proverbs, when humor is used, probability, both sides of a debate, purpose)
- To take notes and mark a text using various methods (key words & phrases, with questions, T-chart, supporting details, bullets, outline, symbols)
- To recognize quotations and reported speech
- To write a factual report
- To identify detailed examples
- To write a well-organized paragraph (descriptive, pro & con, contrast) with a topic sentence and information for clarity
- To scan for details
- To use parallel structure
- To predict content from titles and subheadings
- To write a cover letter
- To use context clues to understand vocabulary
- To write an essay (opinion and cause-and-effect) with supporting details, transitions, cohesive devices, and sentence variety
- To identify key information in charts

Level 4: Listening, Speaking, & Vocabulary
80 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 understanding of tense usage by producing accurate responses
- 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 utilize and understand a variety of graphic organizers to take notes
- To construct grammatically-sound sentences (twelve tenses, articles, comparatives, etc.) 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

- To develop effective slideshows (Google Slides and PPT) to accompany and strengthen presentations

LEVEL 5: ADVANCED

Level 5: Grammar

80 hours/level

Course Description:

This course is designed for advanced learners of English as a Second Language. It provides instruction on the advanced level of American English grammar and usage by using context that is relevant to the grammatical forms that are introduced.

Student Learning Outcomes:

- To consistently identify and use the twelve verb 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 demonstrate understanding of essential grammar building blocks such as modals, articles, differentiating and quantifying count and noncount nouns, and using gerunds and infinitives
- To distinguish usage of and produce direct/indirect speech and embedded questions
- To distinguish transitive verbs from intransitive verbs
- To recognize usage of and apply the passive voice with *by*-phrases, modals, and use the causative form
- To describe situations or states using the stative passive form and to describe opinions
- To recognize and utilize real and unreal conditionals, implied and inverted conditionals, and the subjunctive
- To compose increasingly complex sentences using noun, adjective, and adverb clauses
- To construct sentences using sentence adverbs (viewpoint adverbs), focus adverbs, and negative adverbs
- To use an array of adverb clauses: time, place, reason, conditions, and contrast

Level 5: Reading & Writing

80 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. Students will continue applying reading strategies as they read a variety of cross-disciplinary texts. This course will help the learner to use appropriate pre-reading strategies, identify text organization, and discuss information from class readings. Critical thinking skills will then be used to apply that knowledge to develop more skills in composition and essay writing.

Student Learning Outcomes:

- To understand assumptions
- To take notes using various methods (marking important information, main ideas with questions, graphic organizer, outlining, signposts, T-chart, three-column notes, pros & cons, headings)
- To distinguish voice in quotations
- To identify and correct sentence fragments
- To write a summary paragraph
- To make inferences (meaning of idioms & expressions, degree of support, hedging, attitudes & feelings, people's reactions, author's point of view and possible bias, author's appeal to authority)
- To recognize positive redundancy, quoted speech, and persuasive language
- To choose appropriate supporting sentences
- To write a biographical paragraph
- To organize the sequence of events in a timeline
- To write an essay (opinion, descriptive, persuasive, problem-solution, cause-and-effect) with an introduction, a hook, thesis statements, and a conclusion
- To write a summary in journalistic style
- To use titles and headings to identify main ideas
- To use figurative language, concessions, and transitions

- To identify referents for the pronoun it

Level 5: Listening, Speaking, & Vocabulary
80 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 academic 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.

- To recognize and use reduction and contractions to make speech less formal
- To make inferences and predict information not stated in a conversation
- To evaluate pros and cons and develop support and refutations for debates
- To note-take and fill in charts while listening with more accuracy
- To present confidently and effectively (individual and group) while utilizing presentation technology (PPT, Prezi, etc.)
- To incorporate language functions such as using fillers and common phrases to express approval, disapproval, hopes, etc.
- To demonstrate more native-like pronunciation such as linking consonants to vowels, question intonation, using word stress to clarify information, etc.
- To develop effective slideshows (Google Slides and PPT) to accompany and strengthen presentations

Student Learning Outcomes:

- To interpret and evaluate authentic spoken text such as radio reports, lectures, or interviews
- 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 new vocabulary, idiomatic expressions, buzzwords, and common phrases as part of spontaneous conversation
- To use 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

LEVEL 6: PRE-COLLEGE

Level 6: Grammar & Writing

80 hours/level

Course Description:

This course is designed for students who need to revise and polish their grammar skills to ensure accuracy of written and spoken communication before proceeding with other degree courses or undergraduate/graduate studies. This is a thorough and systematic review of grammar structures and their use in academic settings. Although this course studies grammar and writing from an ESL perspective, it is also appropriate for native speakers of English who need to improve their grammar skills. This class will help students expand their command of the mechanics and rules of English grammar at an advanced level. This course will also sharpen the advanced learner's writing skills by focusing on the writing process as they move towards an end product. Emphasis will be on applying grammatical principles to different writing and research topics, revising, editing and presenting the final five to ten page paper. Students will also be introduced to the MLA and APA versions of academic formatting.

Student Learning Outcomes:

- To understand the purpose of and write 5-7 paragraph process, comparison, cause-effect, and argument essays as well as a 5-10 page research paper with formatted citations and bibliography (MLA and APA formatting will be studied)
- To identify and compose hook sentences and thesis statements for process, comparison, cause-effect, and argument essays as well as the organization of the aforementioned essay formats
- To construct sophisticated sentences using correct verb tenses and variation, making subjects and verbs agree, articles, connectors, modals, adjective, noun and

adverb clauses, gerunds and infinitives, and conditionals

- To demonstrate advanced grammar structures and rules of the language such as the verb system and parallel structure in context; gerunds, infinitives, and verb complements; the passive voice; articles; and noun, adjective and adverb clauses
- To apply the seven step writing process of choosing a topic, brainstorming, outlining, writing the first draft, getting peer feedback, first draft revision, and proofreading the final draft
- To identify and edit for syntactical errors such as subject-verb agreement, pronoun reference and tense shifts
- To evaluate and edit for mechanical errors such as spelling, capitalization and punctuation, including the uses of colons, semicolons, quotations and hyphens
- To effectively summarize and present a research paper in class
- To understand the academic impact of plagiarism and other forms of cheating as well as using practices such as paraphrasing, summarizing, and synthesizing to avoid offense
- To type an academic essay aligned with MLA guidelines

Level 6: Reading & Vocabulary

80 hours/level

Course Description:

This course is designed for advanced learners of ESL. 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.

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 recognize a writer's point of view as objective or subjective and distinguish fact from opinion
- To utilize context clues to differentiate dictionary entries with multiple definitions
- To recognize collocations and idioms, synonyms, antonyms, word roots, prefixes, and word forms
- To apply vocabulary strategies to understand 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 **80 hours/level**

Course Description:

This course is designed for advanced learners of English as a Second Language. Students gain speaking and fluency practice by giving presentations about familiar topics, such as their country, their culture, or a favorite activity or skill. They will also adapt their speaking skills to discuss unfamiliar topics in academic speech formats such as defining a concept, giving a problem-solution speech, and explaining a process. Each student will give presentations to the class on a weekly-basis. In addition, students learn grammatical devices to elevate their verbal ability. 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 large audience. By the end of the term, students will be able to give a purposeful array of 10 to 15-minute presentations on familiar and new topics and effectively 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 pronunciation, correct syllable and sentence stress, and appropriate vocabulary at an advanced, pre-college level
- To produce a well-supported presentation on a specific topic
- To rephrase in speaking the main ideas of a spoken text
- To respond appropriately and at length to questions and comments including those that require synthesis of statements made in immediate conversational contexts
- To critically analyze own and others' oral presentations

- To demonstrate the use of increasingly specific vocabulary to describe and explain ideas
- To utilize spoken grammar devices such as cleft sentences, effective modals, passive vs. active voice, and asking rhetorical questions
- To comprehend exchanges that occur at normal conversation rate
- To perform self-correction or adjust speech to be more comprehensible to the listener, including pitch, rhythm, intonation and volume
- To produce a presentation of extended length that uses appropriate technology (Google Slides or PPT) and careful selection of accompanying visuals
- To differentiate formal and more casual styles of presenting
- To establish a relationship with the audience using appropriate voice, tone, and nonverbal behavior
- To classify the purposes of various academic speech formats: the introduction speech, explaining a process or procedure, compare-contrast speech, defining a concept, problem-solution speech, and research presentations

OPTIONAL WORKSHOPS & ACTIVITIES

ESN students have the opportunity to attend optional workshops and activities on campus. These workshops and activities enrich traditional ESL curricula, allowing students to apply their developing English skills as they watch films, listen to guest speakers, or participate in other fun activities. Workshops and activities are separate class hours from the required courses in the intensive English program and vary each session. Students must sign up in advance to attend these workshops and activities.

ADMINISTRATIVE STAFF & FACULTY

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 helps in achieving the students' goals. The staff is an excellent resource for students when it comes to arranging accommodation, acquiring health insurance, opening a bank account, obtaining a bus pass, and more.

FACULTY

To teach at ESN, 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. Instructors 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

Karen Ogle, School Director (Office is located on the Los Angeles campus)
M.A. Linguistics

Linda Gilbert, Associate School Director (Office is located on the New York Campus)
B.S. Human Resources Business

Karene McKnight-Samuel, International Office

OFFICE HOURS & ADDRESS

The ESL School at NYFA, New York

9:00 a.m. – 5:30 p.m. Eastern Time, Monday through Friday*

**Please note that office hours for the school may be observed remotely. To confirm availability for an in-person meeting with ESN staff, scheduling an appointment is recommended.*

Email Addresses:

Karen Ogle, School Director: karen.ogle@eslnyfa.edu

Linda Gilbert, Associate School Director: linda.gilbert@eslnyfa.edu

General inquiries: iep@eslnyfa.edu

International Student Office: nyinternational@eslnyfa.edu

Address:

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

Telephone: +1 (212) 674-4300

Class sessions will be held at the above address. If there are temporary conditions when the campus is officially closed to students and staff, the classes will be conducted in an online format until the campus reopens.

Website: <https://www.eslnyfa.edu/>

APPENDIX A

Information for Students

Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help ensure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

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 at 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, financial aid application, transcripts, etc. 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. You must complete and sign this form and mail it to the office. 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 Bureau 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 in the future 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 school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary 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 which 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 to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 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 included in this pamphlet. 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).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and 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 included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an

Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department 116 West 32nd Street, 5th Floor
New York, New York 10001

Attention: Bureau of Proprietary School Supervision

(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED).
The NYSED regulates the operation of Licensed Private Career Schools.

<https://www.acces.nysed.gov/bpss/student-rights#tra>