

# English for International Students



**Intensive  
English Language  
Program**



**UNIVERSITY AT ALBANY**  
STATE UNIVERSITY OF NEW YORK

Intensive English Language Program  
Richardson 291  
University at Albany  
State University of New York  
Albany, New York 12222 U.S.A.

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The University at Albany is the oldest state-chartered public institution of higher education in New York. Established in 1844, Albany will celebrate its Sesquicentennial in 1994. Designated as a University Center of the State University of New York, Albany has a broad mission of undergraduate and graduate education, research, and public service. More than 16,000 students are enrolled in the ten schools and colleges of the University, which is noted for its achievement of both diversity and excellence.



## Housing

**On Campus:** Most dormitory students have a roommate. IELP students frequently live on Alumni Quad-rangle, near the Downtown Campus. A typical dormitory meal plan offers lunch and dinner. However, there are different plans to choose from, and the price varies according to the option chosen.

**Off Campus:** If you choose to live off campus, you must make your own arrangements. It is necessary for you to arrive in Albany at least a week before registration day if you plan to look for an apartment. Information about apartments is available in the Office of Residential Life, State Quad, on the Uptown Campus.

## Insurance

Medical insurance coverage is **REQUIRED** for all international students at University at Albany. It is payable on registration day and should be paid by separate check. The insurance is for illness or accident, and covers almost all of the costs that might be incurred.

## Application

Application should be made enough in advance to allow time to process the application and to obtain a visa. Four to six weeks is advisable. To apply to the IELP, you must:

1. Fill out the enclosed application form.
2. Fill out the financial statement and attach verification.
3. Send the application fee (\$70) in the form of an international money order or bank check, payable to: *The Research Foundation of S.U.N.Y.*
4. Send all of the above (air mail) to:

Mary Kay Sawyer  
Intensive English Language Program  
Richardson 291  
University at Albany  
State University of New York  
Albany, New York 12222 U.S.A.

Telephone: (518) 442-3870

FAX: (518) 442-5768

(The balance of the instructional fee and the insurance fee are payable at registration on the first day of the semester in the form of 2 checks, 1 for each fee.)

When we receive your application, statement of financial support, and application fee, we will send you an I-20 Form (Immigration and Naturalization Certificate of Eligibility). You will need the I-20 Form in order to receive an F-1 student visa at the U.S. Consulate/Embassy in your country. Do NOT come to the U.S. on a tourist visa and plan to study unless you have it appropriately marked "B-2 Prospective Student."



## Arrival

Plan to arrive no earlier than two days prior to the first day of the session you plan to attend, unless you have made special living arrangements. Dormitories are not open.

## Late Arrival

Any student who arrives after the registration day for the Intensive English Language Program must pay a late registration fee of \$50 to cover testing and orientation. It is highly advantageous for you to begin the program on time.

## Registration Day

IELP registration day includes: check-in, payment of instructional and health insurance fees, passport information check, testing and orientation. The day begins at about 8:30 a.m. and lasts until about 2:30 p.m. including a break for lunch.

## University Study

For information on admission to regular undergraduate and graduate programs at University at Albany, State University of New York, please write to:

Mr. George Mitchell  
Undergraduate Admissions Office  
University at Albany  
State University of New York  
Albany, New York 12222  
U.S.A.

or

Mr. Christopher Mickle  
Office of Graduate Admissions  
University at Albany  
State University of New York  
Albany, New York 12222  
U.S.A.

## Faculty and Staff

The IELP faculty are well-trained and experienced ESL instructors, and are creative in their approaches to teaching language and culture. Actively involved in professional organizations such as NYSTESOL, International TESOL, and NAFSA, they continually update materials and methods to be current with pedagogically sound language teaching.

Barbara Berkun, M.S., Foreign Language Education; M.S., TESL; former foreign language secondary school teacher.

Fan Lanying, M.S., TESL; Administrative Assistant; former instructor, Inner Mongolia Teachers' College, Beijing Institute of Computing Technology, Peking University of Forestry, People's Republic of China.

Linda B. Leary, M.S., Reading; Reading Consultant; Assistant Director, IELP.

Susan B. Levey, M.S., TESL; former ESL teacher in San Jose, Costa Rica and Scottsdale, Arizona.

Mary Kay Sawyer, M.S., TESL; Director, IELP; former instructor, Syracuse University, Rochester Institute of Technology and Institut Teknologi Mara, Malaysia.

Lewis Scialdone, M.S., TESL; former teacher-advisor, and materials writer; Time-Life English Schools, Japan.

Gail R. Schonbeck, M.S., TESL; former instructor, RPI and University of Bridgeport; international student advisor, Southern Vermont College; French language teacher, Buxton School.

Marcia Schultz, M.S., TESL; former ESL instructor, RPI, BOCES, and Cornell.

Jeannie Steigler, M.S., TESL; former private ESL tutor.

TESL - Teaching English as a Second Language



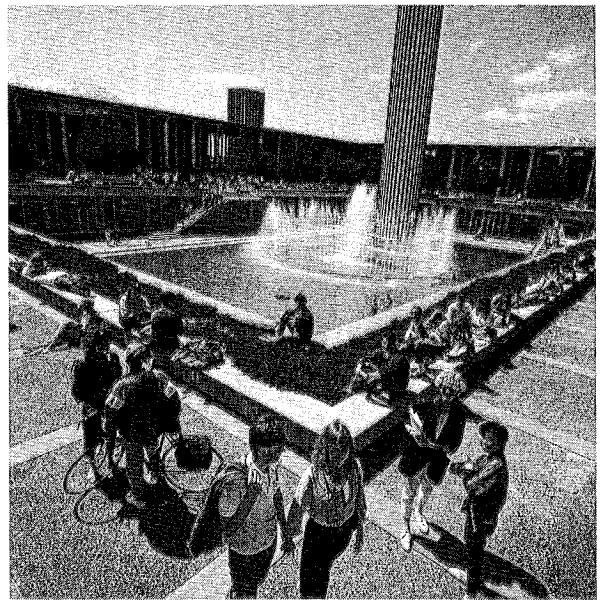
## Certificate of Attendance

A Certificate of Attendance will be issued at the end of each IELP session to students who attend 90% of all classes and complete all of the testing program. In addition, a written evaluation of progress is provided to the student at the end of each period of study.

It should be noted that completion of the program does not provide university credit, nor does it assure automatic acceptance into a university program of academic study. However, a returning student enrolled in the IELP who also successfully completes a regular university course during the academic semester can receive appropriate credit for that course.

## English Only Policy

This policy requires you to use only English in your classes. English is strongly encouraged in situations outside of class also. Experience has shown that students who use English more frequently make the best progress.



## The University

The University at Albany, State University of New York is the senior campus of the largest centrally-managed system of public higher education in the United States, and is one of the four university centers in the 64-member SUNY system.

Founded in 1844 as the state's first school for the training of teachers, the University at Albany today is a modern university with approximately 16,000 undergraduate and graduate students enrolled in ten degree-granting schools and colleges offering more than 100 academic programs at the bachelor's, master's and doctoral degree levels. Nationally and internationally-renowned scholars are among the more than 700 full-time faculty members who are committed to maintaining the high academic standards which have characterized the university since its founding.

Both the old and the new are reflected in the two campuses at the University at Albany. The downtown campus displays the stability and charm of much of the architecture seen in and around historic Albany. Only minutes away is the uptown campus. Continuous university bus service between campuses provides easy access to any facility required by students and faculty alike. Frequent concerts, films, plays, and lectures are held on campus. Athletic facilities include a modern gymnasium with an indoor heated pool, soccer fields, and numerous handball and tennis courts.

## University Services

University services that will be useful to you during your English studies with the IELP include:

Bookstore	Foreign Student Services
Bus Service	Health Center
Campus Center	Libraries
Campus Security	Post Office
Chapel House	Sports and Recreation
Counseling Center	Student Organizations
Food Service	Theater

## Living in Albany

Albany, the capital of New York State, houses the largest state government in the nation, and is located 150 miles from New York City. It is a vibrant city of over 100,000 people at the heart of a Capital District of almost one million residents. The Capital District enjoys four distinct seasons throughout the year and offers much to see and do - from museums and theaters to hiking and skiing.

There are many schools, colleges and universities in the area offering specializations from business and technology, to engineering, medicine and law. Extensive facilities are available through the State Education Library, the surrounding campuses, and professional schools.

Entertainment and cultural events are readily accessible; the Rockefeller Empire State Plaza is minutes from the downtown campus. A short distance away is Saratoga, home of the oldest thoroughbred race track in the country and summer home of the New York City Ballet. The Adirondack, Berkshire and Catskill Mountains are nearby. Boston, Massachusetts, New York City, and Montreal, Canada are all within a half-day's drive.

**Conversation** Conversation class offers students intensive practice in speaking English, focusing on conversation for interpersonal communication, problem-solving, debating, and other needs at different levels. Correct grammar, vocabulary, and pronunciation are stressed and practiced in many contexts, and attention is given to the appropriate manner of expressing oneself in varied situations.

**Electives** These classes, meeting once per week, offer further English studies that are content-specific and task-oriented. Examples include "Practice for the TOEFL Exam," "Pronunciation," and "Idiomatic English."

**An Activity/Speaker Program** is planned and offered to help students learn English and to learn about and experience American culture. Examples include picnics, team sports, visits to places of interest; a police officer speaking about safety, or a lecture by our Foreign Student Advisor on Immigration Regulations.

**A Conversation Partner Program** enables students to meet and converse on an informal basis with an American. (Only offered during Spring and Fall semesters.)



# Courses (Classes meet 23 hours per week.)

The philosophy of the IELP is that English is best learned when all skills, written and oral, are combined in that effort. The following courses are taught with that in mind, and incorporate as much cultural content as possible. Thus, the student is learning not only the skills needed to achieve the goal of mastering English well, but also the appropriate context in which to use them while living in the United States.

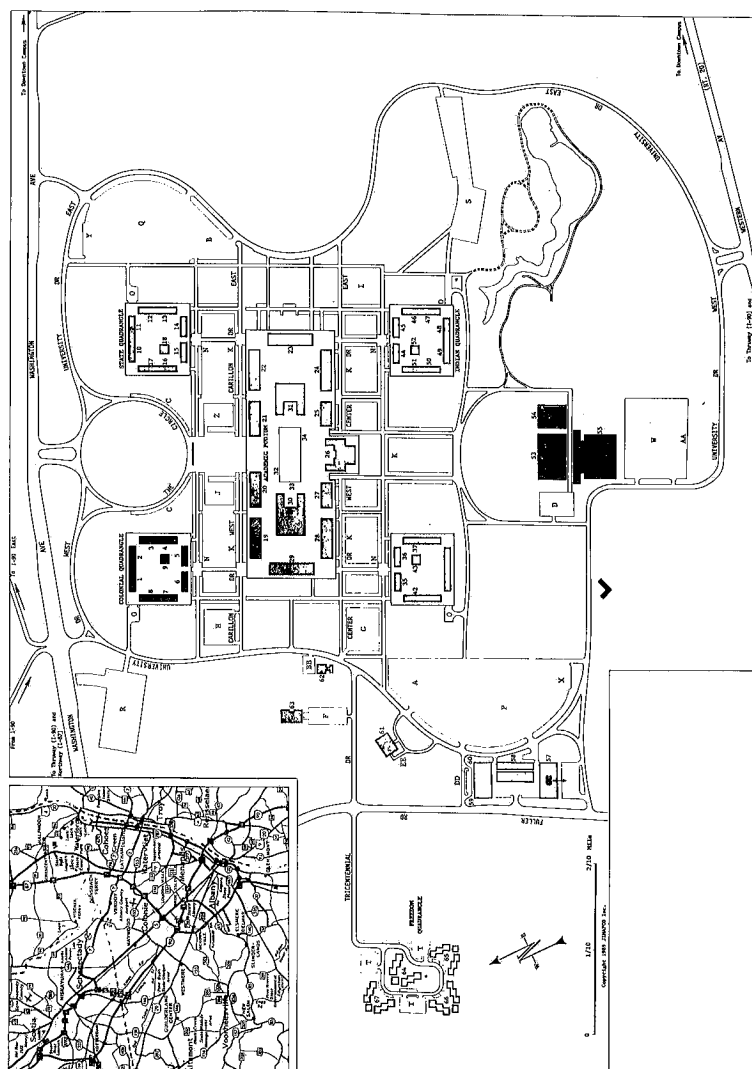
**Grammar** This class provides a study of appropriate grammatical structures needed for oral and written communication. At the beginning level, the class builds from basic forms and meanings, emphasizing grammar rules. In every class, a variety of classroom and homework exercises and activities are included to clarify and reinforce each structure as it is learned. At the more advanced levels, more attention is given to the rules of usage (from colloquial to formal) and idiomatic forms.

**Reading** Reading offers an opportunity to learn about a variety of topics, while the skills of skimming, identifying the main topic, finding supporting details, drawing inferences, and other important reading techniques are developed. Vocabulary is stressed at each level, as is the goal of increased reading speed. At the advanced level, materials which will help prepare a student for the kinds of assignments given in a university course are utilized.

**Composition** This class focuses on both the process of writing and the end result. The student spends a considerable amount of time writing in class and for assignments. Whereas beginning students focus on writing grammatically correct sentences and paragraphs, more advanced students are given the opportunity to explore and develop the techniques of using rhetorical structures most commonly used in academic writing. These include description, narration, persuasion, and analysis, among others.

**Listening Comprehension** The skills needed to readily understand English as it is spoken in public places, social situations, and the academic environment are the focus of this class. Students are exposed to a variety of materials in the language laboratory, and to everyday situations where their skills can be developed. Improving aural comprehension is accomplished through a variety of techniques, including taking notes while listening to a lecture.

<b>MAIN CAMPUS</b> <b>COLONIAL QUADRANGLE</b> 1. Zenger Hall 2. Paine Hall 3. Morris Hall 4. Johnson Hall 5. Berkimer Hall 6. Hamilton Hall 7. Delancey Hall 8. Clinton Hall 9. Livingston Tower	<b>DUTCH QUADRANGLE</b> 35. Ten Eyck Hall 36. Ten Broeck Hall 37. Bleeker Hall 38. Van Cortlandt Hall 39. Beverwyck Hall 40. Schuyler Hall 41. Van Rensselaer Hall 42. Ryckman Hall 43. Stuyvesant Tower	<b>INDIAN QUADRANGLE</b> 44. Montauk Hall 45. Mahican Hall 46. Cayuga Hall 47. Adirondack Hall 48. Tuscarora Hall 49. Seneca Hall 50. Oneida Hall 51. Onondaga Hall 52. Mohawk Tower	<b>OFF PODIUM</b> 53. Physical Education 54. Air Structure 55. Field House 56. Chapel House 57. Commissary 58. Power Plant 59. Motor Pool (VOC) 60. Plant Adm. (SSA) 61. Alumni Conference 62. Dept. of Public Safety and Traffic Division 63. University Health Center 64. Lazarus Hall 65. Truth Hall 66. Stanton Hall 67. Northrup Hall	
<b>STATE QUADRANGLE</b> 10. Tappan Hall 11. Whitman Hall 12. Anthony Hall 13. Cooper Hall 14. Fulton Hall 15. Irving Hall 16. Melville Hall 17. Steinmetz Hall 18. Eastman Tower	<b>ACADEMIC PODIUM</b> 19. Business Administration 20. Administration 21. Fine Arts 22. Earth and Atmospheric Sciences 23. Biology 24. Chemistry 25. Physics 26. Campus Center 27. Education 28. Humanities 29. Social Sciences 30. Library 31. Performing Arts Center	<b>BELOW PODIUM</b> 32. Computing Center 33. Ed. Computing Center 34. Lecture Centers		



## Academic Program

The Intensive English Language Program, (IELP), first opened its doors to students at the University at Albany, State University of New York, in 1978. Since that time, over 1300 students from approximately 60 countries throughout the world have studied English in the IELP's classrooms. It is a personalized program designed to improve the skills of those for whom English is a second language. It is intended especially for serious students who either want to seek admission to an American college or university, or wish to improve their English for business, personal or professional reasons.

The program is offered year-round. The fall and spring semesters are approximately 16 weeks; the summer session is 8 weeks. Students attend classes 5 hours every day Monday through Friday. Courses are taught at the beginning, intermediate and advanced levels, and are purposely kept small so that students can receive individualized attention according to their needs. In addition to classroom instruction, IELP students also engage in a variety of organized activities and cultural events to help ensure that they will experience the fullest possible use of the English language and increase their knowledge of the American culture.

Students may enroll for one or more consecutive semesters. More than one semester of study in the IELP is often needed for anyone seeking admission into the University at Albany, SUNY, except when a student enters the program with an already high level of English proficiency. Beginning and intermediate students take only English language skills courses. Advanced students who have already completed one semester of studies in the IELP may sometimes be able to either audit or pursue for credit a university course. This is possible in special situations, such as when an applicant has been conditionally accepted into a university program of study. The student must also be able to meet any other requirements for admission to that course that the instructor might request, such as a minimum TOEFL score.

