Ohio Program of Intensive English

Student Handbook

2016-2017

155 Gordy Hall
Athens, OH 45701 USA
Telephone: 740-593-4575
Fax: 740-593-4577
E-mail: opie@ohio.edu
Mission Statement of the Ohio Program of Intensive English

The principle mission of OPIE is to raise the English language proficiency level and intercultural fluency of non-native speakers who will use English for academic study at institutions of higher education and/or for professional purposes. The OPIE mission consists of five core components: Teaching, Testing, Orientation/Cross-cultural Support, Program Development, and the Training and Supervision of Teaching Associates.

Table of Contents

1. Welcome / What is OPIE? 1
2. OPIE Levels 2
3. Part-time Options / Advising 3
4. Faculty/Staff List 4
5. Placement Policy 5-6
6. Testing 7-8
7. Placement 9
8. Writing Rubric 10
9. Policies 11-15
10. Email / IDs 15
11. Evaluations 16
12. Academic Registration 16-18
13. Academic Misconduct / Probation 19
14. Administration / Student Life 20-22
15. Health Services / Insurance 23-25
16. FAQs 26-32
17. Tips for Success 33
18. Important Dates 34

Photo Credits: University Communications and Marketing & Eddie McGee

Note: Policies and procedures in this handbook are subject to change.
Welcome to OPIE!

We are very happy that you are here in Athens, Ohio, and we wish you success in your language studies and life here! We know that most of you have traveled long distances and many hours to come to Ohio University. Most of what you see and feel—the food, climate, music, fashion, and, of course, the language—is probably unfamiliar. Sometimes you will discover that you really enjoy these differences. Other times you will miss what you left behind in your country. These feelings are very natural for people who go to another country to live, study, or work. You have shown courage by leaving your homes, your families, and your friends to come here to study. We hope this handbook helps you to understand studying in OPIE.

What is OPIE?

OPIE stands for the Ohio Program of Intensive English. OPIE, the oldest university English program in the state of Ohio, was founded in 1967, and its official mission is to raise the proficiency level and intercultural fluency of non-native speakers of English to meet their language, academic and professional needs. To achieve this goal, OPIE provides high quality language and cultural instruction, and assessment or testing services.

Thus, in OPIE you can expect to learn English for academic purposes in order to live and study in the USA. In OPIE you will gain confidence in using American English and have a deeper understanding of American culture. OPIE instructors are experienced and qualified language teachers who have studied other languages, earned graduate degrees in the field of teaching English as a second or foreign language, and have lived outside the USA.
**OPIE Levels**

**Full-time English Program (Three Levels)**

1. **Foundations/Elementary**  
   (20 hours per week + 4 hours of labs and activities on Wednesdays)  
   • grammar/communication situations (12 hours/week)  
   • listening/speaking (4 hours/week)  
   • reading/writing (4 hours/week)

2. **Intermediate/High-intermediate**  
   (20 hours per week + 4 hours of labs and activities on Wednesdays)  
   • grammar/writing (12 hours/week)  
   • listening/speaking (4 hours/week)  
   • reading/vocabulary (4 hours/week)

3. **Advanced/Pre-academic**  
   (20 hours per week + 4 hours of labs and activities on Wednesdays)  
   • grammar/writing/reading (12 hours/week)  
   • listening/note-taking/speaking (4 hours/week)  
   • academic reading skills (4 hours/week)

**Bridge Levels for Admitted Undergraduate Students (Two Levels of Academics and English)**

4. **Twelve-hour OPIE Bridge Course: Academic Core Skills 1/2** (+ 6* academic credit hours)  
   • 8-hour combined skills course** + 4-hour course*** (total: 12 hours/week)

5. **Eight-hour OPIE Bridge Course: Academic Core Skills 2/3** (+ 9* academic credit hours)  
   • 8-hour combined skills course**

**Bridge Level Notes:**  
*During an undergraduate’s first semester in any Bridge Level, a 1 credit hour UC 1900 “Learning Communities Seminar” is required.  
**Eight-hour combined skill courses prepare students for success in American university classes by developing needed language, study, and academic performance skills through a variety of reading, writing, listening, speaking, thinking, and problem solving activities.  
***Students take a four-hour course such as academic reading skills, grammar, composition, and academic listening and speaking or an elective such as Exploring American Culture or Reading and Writing about Literature.  
-Students admitted to Ohio University for **undergraduate** study may register for an academic class either on the basis of test scores or on the basis of OPIE class grades.  
-Students who **have not yet received admission** to Ohio University for academic study, must enroll in 16 hours of English study at the Bridge Level. Also, students will attend 2 or more hours of program activities (e.g., pronunciation/reading/writing labs, Wednesday discussions) per week.  
-Students admitted to Ohio University for graduate study may register for an academic class only on the basis of test scores if this is permitted by the student’s academic department.
Other Part-time Study Options

NEW Information: Business Bridge Track

In cooperation with the College of Business, OPIE has developed a Business Bridge Track for students majoring in business, economics, and related fields at the 12-hour and 8-hour Bridge Levels. This track is required by the College of Business and the College of Arts & Sciences for all College of Business majors and all economics majors who study in the College of Arts & Sciences. In the Business Bridge Track, students will take two consecutive semesters of English with a business focus. The Business Bridge Track will prepare students for academic studies in business, economics, and related fields. Note: The English proficiency requirements remain different between the College of Arts and Sciences and the College of Business. See page 6 for more details.

Engineering Bridge Track

OPIE is in the process of developing an Engineering Bridge Track for engineering majors. Currently, in the Engineering Bridge Track, engineering majors will take an “engineering content-based” 8-hour Academic Core Skills 1 course to help better prepare them for study in their field.

Academic English Composition

A four-hour composition class is offered for undergraduate students who do not qualify for English D160 or graduate students who do not qualify for graduate writing courses. This course is called D805A.

OPIE Advising

If you need advice or help with an academic problem (applying to the University, registering for classes, etc.), or a personal problem (housing, homesickness, culture shock, etc.) please talk to your instructor or visit Gordy 155 to make an appointment with an OPIE advisor (see below). OPIE advisors are assigned on a semester basis, so each semester, you may be assigned a different advisor. You will be informed of your advisor’s name each semester through the OPIE Zone. This information will also be posted in the OPIE Office, next to Kim’s desk (Gordy 155). Additionally, OPIE advisors meet individually with all new students at the beginning of semester to ensure their comfortable transition, and to answer the student’s questions regarding OPIE and Ohio University. If we are unable to help, we can put you in contact with someone who can help you.

Advisors

Ms. Tetyana Dovbnya dovbnya@ohio.edu
Ms. Linn Forhan forhan@ohio.edu
Ms. Kathryn Hille streeter@ohio.edu

As a part of the OPIE and University advising initiative, all admitted Ohio University undergraduate students at the Advanced Level are required to attend a series of academic success workshops that aim to enhance the understanding of academic concepts, and make the transition from OPIE to full-time academic study easier and more successful. The workshops cover the following topics: basics of the U.S. higher education system and its academic culture, vital academic resources on Ohio University campus, understanding DARS - Degree Audit Reporting System, meeting academic advisors, and the process of choosing and registering for academic classes. All other OPIE students are welcome to attend the workshops, based on availability. For more information or for an invitation to attend, contact Tetyana Dovbnya (dovbnya@ohio.edu).
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Office</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyle</td>
<td>Butler</td>
<td>Convo 186a</td>
<td>(740) 597-3126</td>
<td><a href="mailto:butlerk@ohio.edu">butlerk@ohio.edu</a></td>
</tr>
<tr>
<td>Rebecca</td>
<td>Challenger</td>
<td>Gordy 149</td>
<td>(740) 597-4322</td>
<td><a href="mailto:challeng@ohio.edu">challeng@ohio.edu</a></td>
</tr>
<tr>
<td>Ella</td>
<td>Datsenko</td>
<td>Scott 022a</td>
<td>(740) 597-3189</td>
<td><a href="mailto:datsenko@ohio.edu">datsenko@ohio.edu</a></td>
</tr>
<tr>
<td>Tetyana</td>
<td>Dovbnya</td>
<td>Gordy 162/Wilson 104</td>
<td>(740) 593-4586/7-1543</td>
<td><a href="mailto:dovbnya@ohio.edu">dovbnya@ohio.edu</a></td>
</tr>
<tr>
<td>Kiril</td>
<td>Dragiev</td>
<td>Convo 187</td>
<td>(740) 597-3142</td>
<td><a href="mailto:dragiev@ohio.edu">dragiev@ohio.edu</a></td>
</tr>
<tr>
<td>Linn</td>
<td>Forhan</td>
<td>Gordy 155c</td>
<td>(740) 593-4584</td>
<td><a href="mailto:forhan@ohio.edu">forhan@ohio.edu</a></td>
</tr>
<tr>
<td>Ronald</td>
<td>Gray</td>
<td>Convo 180</td>
<td>(740) 597-3234</td>
<td><a href="mailto:grayr1@ohio.edu">grayr1@ohio.edu</a></td>
</tr>
<tr>
<td>Kristina</td>
<td>Guyton</td>
<td>Scott 022a</td>
<td>(740) 597-3189</td>
<td><a href="mailto:jetter@ohio.edu">jetter@ohio.edu</a></td>
</tr>
<tr>
<td>Sally</td>
<td>Hatfield</td>
<td>Gordy 107</td>
<td>(740) 597-3270</td>
<td><a href="mailto:behrenwa@ohio.edu">behrenwa@ohio.edu</a></td>
</tr>
<tr>
<td>Jessica</td>
<td>Hill</td>
<td>Scott 022a</td>
<td>(740) 597-3124</td>
<td><a href="mailto:hillj7@ohio.edu">hillj7@ohio.edu</a></td>
</tr>
<tr>
<td>Aaron</td>
<td>Hille</td>
<td>Gordy 151</td>
<td>(740) 597-3125</td>
<td><a href="mailto:hillea@ohio.edu">hillea@ohio.edu</a></td>
</tr>
<tr>
<td>Kathryn</td>
<td>Hille</td>
<td>Gordy 155d</td>
<td>(740) 593-4585</td>
<td><a href="mailto:streeter@ohio.edu">streeter@ohio.edu</a></td>
</tr>
<tr>
<td>Alison</td>
<td>Hounshell</td>
<td>Gordy 153</td>
<td>(740) 597-1526</td>
<td><a href="mailto:hounshenna@ohio.edu">hounshenna@ohio.edu</a></td>
</tr>
<tr>
<td>Kevin</td>
<td>Jambor</td>
<td>Convo 187</td>
<td>(740) 597-3142</td>
<td><a href="mailto:jambor@ohio.edu">jambor@ohio.edu</a></td>
</tr>
<tr>
<td>Andrea</td>
<td>Johannes</td>
<td>Gordy 155a</td>
<td>(740) 593-2746</td>
<td><a href="mailto:johannes@ohio.edu">johannes@ohio.edu</a></td>
</tr>
<tr>
<td>Christina</td>
<td>Jones</td>
<td>Convo 187a</td>
<td>(740) 597-3129</td>
<td><a href="mailto:jonesc2@ohio.edu">jonesc2@ohio.edu</a></td>
</tr>
<tr>
<td>Irina</td>
<td>Konstantinova</td>
<td>Convo 190</td>
<td>(740) 597-3138</td>
<td><a href="mailto:konstant@ohio.edu">konstant@ohio.edu</a></td>
</tr>
<tr>
<td>Gerry</td>
<td>Krzic</td>
<td>Gordy 155e</td>
<td>(740) 593-4578</td>
<td><a href="mailto:krzic@ohio.edu">krzic@ohio.edu</a></td>
</tr>
<tr>
<td>Cecily</td>
<td>Long</td>
<td>Gordy 153</td>
<td>(740) 597-1526</td>
<td><a href="mailto:longc1@ohio.edu">longc1@ohio.edu</a></td>
</tr>
<tr>
<td>Sandy</td>
<td>Nesbitt</td>
<td>Gordy 147</td>
<td>(740) 593-4579</td>
<td><a href="mailto:nesbitts@ohio.edu">nesbitts@ohio.edu</a></td>
</tr>
<tr>
<td>Rena</td>
<td>Peters</td>
<td>Gordy 155b</td>
<td>(740) 597-2999</td>
<td><a href="mailto:petersr@ohio.edu">petersr@ohio.edu</a></td>
</tr>
<tr>
<td>Abe</td>
<td>Reshad</td>
<td>Gordy 143</td>
<td>(740) 593-4565</td>
<td><a href="mailto:reshada@ohio.edu">reshada@ohio.edu</a></td>
</tr>
<tr>
<td>Karen</td>
<td>Schmitt</td>
<td>RTEC 318e</td>
<td>(740) 597-5848</td>
<td><a href="mailto:schmittk@ohio.edu">schmittk@ohio.edu</a></td>
</tr>
<tr>
<td>Aaron</td>
<td>Schwartz</td>
<td>Convo 172a</td>
<td>(740) 597-3104</td>
<td><a href="mailto:schwara1@ohio.edu">schwara1@ohio.edu</a></td>
</tr>
<tr>
<td>Mark</td>
<td>Sunderman</td>
<td>Scott 022a</td>
<td>(740) 597-3189</td>
<td><a href="mailto:sunderma@ohio.edu">sunderma@ohio.edu</a></td>
</tr>
<tr>
<td>Nikki</td>
<td>Tata</td>
<td>Convo 173</td>
<td>(740) 597-3124</td>
<td><a href="mailto:tata@ohio.edu">tata@ohio.edu</a></td>
</tr>
<tr>
<td>David</td>
<td>Telega</td>
<td>Gordy 107</td>
<td>(740) 593-4428</td>
<td><a href="mailto:telega@ohio.edu">telega@ohio.edu</a></td>
</tr>
<tr>
<td>Kimberly</td>
<td>Young</td>
<td>Gordy 155</td>
<td>(740) 593-4575</td>
<td><a href="mailto:youngk2@ohio.edu">youngk2@ohio.edu</a></td>
</tr>
<tr>
<td>Mykhaylo</td>
<td>Zakryzhevskyy</td>
<td>Gordy 107</td>
<td>(740) 593-4428</td>
<td><a href="mailto:zakryzhe@ohio.edu">zakryzhe@ohio.edu</a></td>
</tr>
</tbody>
</table>
**OPIE Grade-Based Placement (Full-time)**

- **Foundations**
  - Lowest grade F → Repeat Foundations
  - Lowest grade D- → Progress to Elementary
  - Lowest grade B- → Advance to Intermediate

- **Elementary**
  - Lowest grade D+ or lower → Repeat Elementary
  - Lowest grade C- → Advance to Intermediate
  - Lowest grade A- → Advance to High-intermediate

- **Intermediate**
  - Lowest grade F → Repeat Intermediate
  - Lowest grade D- → Progress to High-intermediate
  - Lowest grade C- → Advance to Advanced
  - Lowest grade A- → Advance to Pre-academic

- **High-intermediate**
  - Lowest grade D+ or lower → Repeat High-intermediate
  - Lowest grade C- → Advance to Advanced
  - Lowest grade A- → Advance to Pre-academic

- **Advanced**
  - Lowest grade F → Repeat Advanced
  - Lowest grade D- → Progress to Pre-academic
  - Lowest grade C- → Advance to 12-Hour Bridge (see next page)

- **Pre-academic**
  - Lowest grade D+ or lower → Repeat Pre-Academic
  - Lowest grade C- → Advance to 12-Hour Bridge (see next page)

**Grading Scale:**
- A+ → 97-100%
- A → 93-96%
- A- → 90-92%
- B+ → 87-89%
- B → 83-86%
- B- → 80-82%
- C+ → 77-79%
- C(3.0) → 73-76%
- C → 70-72%
- D → 60-69%
- F → 0-59%

**OPIE Test-Based Placement (Full-time)**

Students can also advance levels within OPIE based on language proficiency scores from 2 tests (English Placement Test/TOEFL ITP & Composition).

<table>
<thead>
<tr>
<th>TOEFL ITP</th>
<th>English Placement Test</th>
<th>OPIE Composition Test</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50 and below</td>
<td>1A/1B</td>
<td>Foundations/Elementary</td>
</tr>
<tr>
<td></td>
<td>51-64</td>
<td>2A/2B</td>
<td>Intermediate/High-intermediate</td>
</tr>
<tr>
<td>450-499</td>
<td>65+</td>
<td>3A/3B</td>
<td>Advanced/Pre-academic</td>
</tr>
</tbody>
</table>

OPIE Handbook 9/8/16
**OPIE Grade-Based Placement (Bridge Level Undergraduates)**

12-Hour Bridge

- Business Undergraduates: Lowest grade C → Advance to 8-Hour Bridge B
- Non-Business Undergraduates: Lowest grade C → Advance to 8-Hour Bridge B

8-Hour Bridge A

- Business Undergraduates: Lowest grade A→ Full-time Academic
- Non-Business Undergraduates: Lowest grade B→ Full-time Academic
- Business Undergraduates: Grades B+ through C → 8-Hour Bridge B
- Non-Business Undergraduates: Grades C+, C, or C→ 8-Hour Bridge B

8-Hour Bridge B

- Business Undergraduates: Lowest grade A→ Full-time Academic
- Non-Business Undergraduates: Lowest grade C (2.0) → Full-time Academic
- Business Undergraduates: Lowest grade C (2.0) & TOEFL ITP subscores 52, 50, 50 + comp 5 on one test date → Full-time Academic
- Business Undergraduates: Grades B+ through F → Repeat 8-Hour Bridge B
- Non-Business Undergraduates: Grades C-, D, or F→ Repeat 8-Hour Bridge B

Grading Scale: A+→97-100%  A→93-96%  A→ 90-92%  B+→87-89%  B(3.0)→83-86%  B→80-82%  C+→77-79%  C(2.0)→73-76%  C→70-72%  D→60-69%  F→0-59%

**OPIE Test-Based Placement (Bridge Level Undergraduates)**

Students can also advance levels within OPIE based on language proficiency scores from 2 tests (TOEFL ITP* & Comp).

<table>
<thead>
<tr>
<th>TOEFL (ITP*)</th>
<th>OPIE Comp</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-512 ITP* (Non-Business) 500-524 ITP* (Business)</td>
<td>4</td>
<td>12-hour placement</td>
</tr>
<tr>
<td>513-524 ITP* (Non-Business) 525-549 ITP* (Business)</td>
<td>5</td>
<td>8-hour placement</td>
</tr>
<tr>
<td>525 ITP* OR 71 IBT** (17 in writing) OR 6.0 IELTS*** (all subscores 6.0 +)</td>
<td>5+</td>
<td>Full-time academic admission in non-business Colleges</td>
</tr>
<tr>
<td>550 ITP* (all subscores 52+) NO TOEFL IBT or IELTS scores accepted.</td>
<td>5+</td>
<td>Full-time academic admission into College of Business</td>
</tr>
</tbody>
</table>

Note: Students who receive a qualifying TOEFL score [non-business: 525 or Business students: C52 C (2.0) & subscores of 52, 50, 50] but miss the 5 composition score need to earn a B (3.0) in a four-hour writing course called Composition D805A (or subsequently score a 5 on the composition.)

**OPIE Test-Based Placement (Bridge Level Graduate Students)**

<table>
<thead>
<tr>
<th>TOEFL ITP</th>
<th>OPIE Comp</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-524</td>
<td>Under 4</td>
<td>12-hour placement</td>
</tr>
<tr>
<td>500-524</td>
<td>4+</td>
<td>ELIP</td>
</tr>
<tr>
<td>525-549</td>
<td>Under 3B</td>
<td>8-hour placement</td>
</tr>
<tr>
<td>525-549</td>
<td>3B+</td>
<td>ELIP</td>
</tr>
<tr>
<td>550+</td>
<td>- - -</td>
<td>Full-time academic graduate studies</td>
</tr>
</tbody>
</table>

*TOEFL ITP: The Test of English as Foreign Language Institutional Testing Program is paper-based and has 3 sub-tests: listening, grammar, reading.

**TOEFL iBT: The Test of English as a Foreign Language Internet-based test has 4 sub-tests: reading, listening, speaking, writing.

***IELTS: The International English Language Testing System test has 4 sub-tests: listening, reading, writing, speaking.
Standardized English Proficiency Tests:

All new OPIE students are required to test at the beginning of the semester.

1. OPIE offers the TOEFL (Institutional Testing Program-ITP) during the beginning of a semester and once at the end of a semester.

The TOEFL ITP is a 115-minute test and consists of:

- 50 listening comprehension questions
- 40 structure and written expression questions
- 50 reading comprehension questions

To view sample questions, see https://www.ets.org/toefl_itp/content/sample_questions/ (Level 1).

2. Along with the TOEFL ITP, students will also be required to take a 35-minute OPIE Composition Test. On the next page is the composition rubric used to rate your writing.

3. The regularly-scheduled Beginning-of-Semester (BOS) TOEFL, is offered during orientation week, usually the Tuesday before the start of the first week of classes. The BOS TOEFL (ITP) is not administered after the first week of classes.

4. At the end of the semester (EOS), OPIE offers the TOEFL on the Saturday after the last week of classes.

5. OPIE also offers the English Placement Test during the beginning of a semester and once at the end of a semester. This test, formerly known as the Michigan, is for students who score below a 500 on the TOEFL ITP or who are studying in the two lower levels of OPIE. This test provides OPIE with more accurate placement information for lower level students.

The English Placement Test is a multiple choice test that lasts 60 minutes and has 80 multiple choice items covering:
- listening comprehension of questions and short conversations.
- grammar in conversational contexts.
- selection of vocabulary to fit the context of single sentences.
- reading comprehension of sentences and texts.


6. Note: During the TOEFL (ITP) test or the English Placement Test, mobile phones and smart watches are not allowed; they cannot be carried in pockets, in bags, or at the testing seat. If bags, smart watches, or phones are brought to the test, a proctor will collect them and keep them for the duration of the test. Belongings will be returned to you when you finish the test.

7. Students who arrive at the end of week 1 or later will be placed based on existing test results or grades.

Reminder: A student cannot retake the same BOS or EOS TOEFL because it is the same test. This is against Educational Testing Service (ETS) policy.
The Internet Based TOEFL (TOEFL iBT) at Ohio University

There is also a small testing center on the OU campus in Bromley Hall (Lower Level) at 42 West Union St. (597-1537). Website: https://www.ohio.edu/ecampus/testingservices/. They have nine computers for students to take the Internet-based TOEFL (i.e., the iBT).

Notes:
- Interested students should register for the test at http://www.ets.org/toefl.
- When registering, you must use exactly the same name that appears on the primary identification document you will present at the test center. Primary identification for testing is your passport.
- Make sure to provide your entire first (given name) and entire surname (family name). DO NOT register under a nickname. If the name shown on your primary identification does not match the name you’re registered under, you will not be permitted to test.
- An examinee can take the TOEFL iBT test only once within a 12-day period.
- Test takers with special needs should phone 1-866-387-8602 for registration.
- On test day, arrive at least 30 minutes prior to the test time for check-in. If you are late for your appointment, you may not be admitted for testing. You will be required to read and sign forms, a confidentiality form, and an information form.
- Scores are posted to your account online 10 business days after the test date. Ohio University admissions offices, as well as OPIE, DO NOT accept these scores. You must select Ohio University as a score recipient.
- Examinees may select up to 4 score recipients during registration; score recipients can be added up until 10 PM on the day prior to the test date.
- Test scores are retained in a database for 2 years. Undergraduate Admissions at Ohio University accepts scores taken within 1 year of the test date. The Ohio University Graduate College accepts scores taken within 2 years of the test date.
- Please notify OPIE that your iBT scores are on the way. OPIE does not automatically receive them.
- Official score reports are mailed approximately 13 days after your test date. Allow 7–10 days after that date for mail delivery in the United States, and more time for mail delivery to other locations. The Educational Testing Center has no control over mail delivery (http://www.ets.org/toefl/ibt/scores/get/).
- To use TOEFL iBT scores for placement in OPIE, your official scores must be available in the University database by the end of the first week of the semester.
- The test takes about 4.5 hours and there is a mandatory 10-minute break.
- Note paper is provided and must be returned at the end of the test.
- Cell phones and other devices are not permitted during the test or during breaks.

To see sample iBT test items, see https://www.ets.org/toefl/ibt/prepare/sample_questions.
**Placement:**

**All students:** Your placement within the next level of OPIE is determined by performance in class, reflected by the strength of your grades. Additionally, you can advance levels based on language proficiency scores on tests such as the TOEFL ITP. A student will never be placed lower than his or her accepted test scores (i.e., TOEFL ITP, Michigan Placement Test, or OPIE Composition Test) or grades indicate.

Since Fall 2013, TOEFL iBT and IELTS scores no longer affect OPIE placement decisions for undergraduate students who have not met their Colleges’ minimum requirements for full-time academic study. OPIE students will need to take the TOEFL ITP (paper TOEFL) test administered by OPIE.

**College of Business undergraduates:** You must meet your English proficiency requirements within 6 semesters of study or you will be asked to change your major from the College of Business. Additionally, if you are not showing progress towards achieving the requirements after 3 semesters of study, you will be advised to change your major.

**Graduate students:** Conditionally admitted graduate students may use TOEFL iBT and IELTS scores to affect their placement in OPIE. Scores must be officially reported by the end of the first week of the semester. Course changes will not be considered after the first week of the semester. To complete your language proficiency requirements and to be unconditionally admitted as a graduate student, you must meet the requirements of your academic department.

- See [http://www.ohio.edu/graduate/programs/](http://www.ohio.edu/graduate/programs/) for specific program details.

Note: Conditionally admitted students are not eligible for University financial aid until they have been cleared for full-time academic study. Therefore, University funds cannot be used for any part of the financial guarantee required to issue a Certificate of Eligibility (I-20 or DS-2019). For more information, see [http://www.ohio.edu/graduate/englishproficiency.cfm](http://www.ohio.edu/graduate/englishproficiency.cfm)

**Note:** Placement and placement changes should be completed by Friday of the first week of the semester. Exceptions may be granted if

A. There are extenuating circumstances

B. There are revised placement recommendations from teachers with approval by the Director.
Find the category that is the best fit for the composition. Not all descriptors need to match exactly.

<table>
<thead>
<tr>
<th>Category</th>
<th>Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary Level</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 1A (Foundations) | - Sentences not related to each other and/or not related to topic  
- Serious difficulties with basic spelling and the formation of letters  
- Blank page or language copied directly from the topic sheet  
- Unintelligible phrases |
| 1B (Elementary) | - Sentences do relate to the topic in some way  
- Lacks mastery of simple sentence patterns (SVO with S-V agreement)  
- Repetition of very simple vocabulary  
- Sentences ungrammatical but somewhat intelligible |
| **Intermediate Level** | |
| 2A (Intermediate) | - Topic not successfully divided into non-overlapping sub-points  
- Lacks overall successful paragraph structure  
- A number of different ideas relating to the topic  
- Some attempt at sentence complexity (connected clauses, multi-word phrases) |
| 2B (High Intermediate) | - Topic somewhat successfully divided into non-overlapping sub-points  
- Several elements of successful paragraph structure present  
- At least a small degree of grammatical accuracy and sentence complexity |
| **Advanced Level** | |
| 3A (Advanced) | - One or more meaningful paragraphs containing main points and limited relevant support  
- Attempt at various types of sentence complexity  
- Some precise vocabulary  
- Significant grammar errors still obstruct readability to some degree |
| 3B* (Pre-Academic) | - A clear objective with main points and limited relevant support  
- Some control of sophisticated grammatical structures and sentence complexity  
- Some successful transitional words and phrases  
- Significant grammar errors still obstruct readability to some degree |
| **Bridge Levels** | |
| 4* (12-hour Bridge) | - Clear objective with well-organized main points and multiple supporting details  
- Sufficient control of complex grammatical structures  
- Some academic vocabulary  
- Local errors, such as word form and verb form, detract from readability |
| 5* (8-hour Bridge) | - Use of correct academic register with occasional lapses  
- Maintains consistent time frames through appropriate use of verb tenses  
- Complex, sophisticated development of ideas  
- Occasional language difficulties still a distraction |
| 6* (Full-time Academic) | - Ideas may still need development, but language itself not a significant hindrance  
- Content is clear and is not obstructed by language difficulties  
- Accurate, effective use of academic vocabulary and complex sentence structures  
- Occasional surface errors come as a surprise amid otherwise smooth writing |

* **Graduate students** who earn a Composition score of at least 3B and a TOEFL score of 525-549, or a Composition score of at least 4 and a TOEFL score of 500-524, are eligible to advance to ELIP. **Undergraduate students** who earn a Composition score of 5 and a TOEFL score of at least 525 (or 550 for Business majors) have completed their English language proficiency requirements and are eligible for ENG D160. **Undergraduate students** who earn a Composition score of 6 and a TOEFL score of at least 525 (or 550 for Business majors) have completed their English language proficiency requirements and are eligible for ENG 1610.
Classroom Conduct Policy

OPIE students are expected to further the educational mission of both OPIE and Ohio University, following community standards. In order to promote and facilitate learning, students need to act in a courteous, respectful, and mature manner towards their instructors and peers.

Students who violate the following offenses will be subject to a sanction or reprimand or disciplinary probation. Two of the most common offenses are:

- **Disturbing the Peace** - Disturbing the peace and good order of the university (including classrooms) and surrounding communities.
- **Failure to Comply** - Failure to comply with legitimate directives of university officials (includes instructors).

Credit/No-Credit Policy

The following policy, which applies to all students enrolled in OPIE courses, has been adopted because consistent attendance and practice is important for effective language learning. Students who skip classes or don’t prepare for class not only slow their own language progress but also disrupt the learning of their classmates. Group and pair work is important for quicker language development, so your class participation each and every day is necessary!

1. The official grades for an OPIE course are Credit (CR) and No Credit (NC).
2. A grade of ‘Credit’ is reported for a student who has
   a) attended and actively and positively participated* in class at least 90% of the time
   AND
   b) completed at least 90% of out-of-class assignments on time.
3. A grade of ‘No Credit’ is reported for a student who has failed to
   a) attend and participate in at least 90% of all scheduled classes
   OR
   b) complete at least 90% of out-of-class assignments on time.
4. If a student earns one ‘Credit’ (e.g. in attendance) and one ‘No Credit’ (e.g. in homework), the ‘No Credit’ will be reported.
5. Students who receive ‘No Credit’ (NC) at the end of the semester will be placed on Academic Probation and the ‘No Credit’ grade will appear on students’ permanent Ohio University academic transcripts.
6. **Students who have already received one semester/quarter of ‘No Credit’ should not make travel plans to leave the United States at the end of each following semester until they officially know that they will not be receiving ‘No Credit’ for a second time.** The end-of-semester proficiency report will provide a link to a document that states this information.
7. Any student who receives ‘No-Credit’ for any two semesters/quarters will be dismissed from OPIE and Ohio University.
8. Dismissed students can
   a) transfer to another academic institution
   OR
   b) return to their home country.
9. Note: Ohio University and OPIE classes begin during the first week of the semester, so your should arrive and get settled prior to the first day of classes.

Students who have transferred to another academic institution may re-apply to Ohio University after completing a minimum of 20 semester hours of classes and demonstrating a minimum 2.75 grade point average.

10. **Late Homework**
    All students are expected to submit homework on the assigned date and time. Students submitting late homework should not expect to receive credit for that particular assignment unless they have made prior arrangements with their instructor or have other extenuating circumstances (acceptable reasons). Late homework
may be graded to determine student's English proficiency even though credit is not given.

A teacher may accept late homework if a student is tardy for class and has a good reason. However, if a student is consistently tardy for class (more than three times), the teacher is not required to give a student full credit for the assignment.

If a student has a problem with a homework assignment, she/he should contact the instructor before the assignment is due. Appropriate and timely communication with your instructor is important in all cases. *Students who are active and positive participants are awake and are engaged with their instructors and their peers. This means that they are actively participating in whole class and group discussions. They work cooperatively with fellow classmates in pair work. During class time, they are concentrating on the subject matter of the class. Additionally, their homework is completed in a thoughtful manner, well before the start of class.

Examples of “inactive” behavior are sleeping in class, checking a cellphone during class, not interacting with peers and the instructor, and trying to complete homework just before the start of the class. These actions do not help students improve their English.

**In-Class Cell Phone Policy**

Use of cell phones (or other interactive technology such as iPads, laptops, etc.) is not allowed during class time unless permitted by your instructor. If you have a special situation, please consult your instructor before class. Students who disregard this policy will receive a written warning. Three warnings will equal one hour of unexcused absence. The purpose of this policy is to provide a classroom atmosphere that promotes language learning without disruptions for both students and teachers.

**Lateness Policy**

Students are expected to arrive to all classes on time. For example, for an 8:35 a.m. class, a student should be in class and ready to study at 8:35. A tardy is defined as being five minutes late for class. Three tardies equal one unexcused absence. If a student attends less than 40 minutes of a 55-minute period, he or she will be counted absent for that hour.

**OPIE Excused Absence Policy**

Ohio University and OPIE expect students to attend their classes. Attending 90% of your classes is an OPIE requirement to obtain Credit for the semester. If you miss classes beyond the 90% requirement, it can only be for legitimate (excused) reasons by the University. We call these “excused” absences.

These “excused” absences include illness, death in the immediate family, religious observances, and involvement in University-sponsored activities. Excused absences will be accepted and will NOT count towards “No Credit.”

However, due to immigration regulations and the intensive nature of your English courses, these excused absences cannot be for more than 3 days. For medical absences longer than 3 days, you are strongly advised to meet with your OPIE advisor. For extended or frequent absences due to health issues or special circumstances, please consult with your OPIE advisor about your situation.

Medical Leave forms are available from International Student and Faculty Services Office.

Here are some important things to remember about being absent from class:

1. You are required to notify your instructor as soon as possible and provide evidence (e.g. a doctor’s note, a note from your OU sports coach) to support the legitimacy of your absence. For more information, see the “Class Attendance Policy” section in the OU Undergraduate Catalog: [http://www.catalogs.ohio.edu/content.php?catoid=27&navoid=1424#enro_info](http://www.catalogs.ohio.edu/content.php?catoid=27&navoid=1424#enro_info)
2. For ALL absences, you are expected to complete as much of your missed **homework** as possible in a timely manner. Please discuss each late homework situation with your teacher. If multiple days of work have been missed, we advise you to meet with your instructor to arrange modified due dates. In the event that you do not make up the homework in the specified amount of time and in an acceptable manner, you will receive “no credit” for those assignments.

3. If you miss a test or a quiz due to an absence, instructors will not permit you to take the quiz or test. Missing tests and quizzes will lower your grade.

4. Ohio University and OPIE assume that, whenever possible, you will visit Campus Care or another doctor **without missing class**.

5. Absences for reasons similar to these will **NOT** be excused:
   a) attending or spending additional time studying for another course.
   b) seeing an advisor, changing registration, or taking the TOEFL iBT.
   c) going to the bank, paying bills, taking a driving test, or meeting someone at the airport.

### Lack of Progress and Dismissal

Students in OPIE are expected to make satisfactory progress in the development of their language skills. At the end of each semester, students are expected to advance to the next level in the program (e.g., Intermediate to Advanced) or at least progress to a higher component course in the same level (e.g., Intermediate to High Intermediate). In the event that a student fails to progress or advance and has to repeat the same course at the same level, he/she will be allowed to do so only one time. If the student fails to progress within a level (e.g., Intermediate to High Intermediate) or to advance to a higher level (e.g., Intermediate to Advanced) after taking a course for the second time, he/she will be dismissed from OPIE and Ohio University.

For students in Bridge studies, passing any class counts as making progress for the semester, even if the student fails and must repeat other classes taken that semester. **NEW INFORMATION:** However, students will not be permitted to take any class more than three times. A student who fails the same Bridge class three times will be dismissed from OPIE and Ohio University unless he/she has valid test scores that qualify him/her to advance.

Students who receive notice that they will be dismissed according to this policy may appeal the decision by submitting a Dismissal Appeal Form for Lack of Progress to the OPIE office within ten calendar days from the date that the dismissal notice is sent. This Statement of Appeal should describe any unusual circumstances that contributed to the student’s lack of progress. An OPIE/Linguistics committee will review the appeal and render a decision within three business days. An Appeal Form is available at [http://linguistics.ohio.edu/opie/?page_id=1937](http://linguistics.ohio.edu/opie/?page_id=1937). See your OPIE Advisor with any questions.

College of Business (COB) students should complete their OPIE English studies within 6 semesters of study or they will need to change their major from the College of Business.

### Student Problems, Concerns, and Complaints

Do you have a problem or complaint about a situation or experience within OPIE that has a negative effect on your dignity (self-esteem), learning, or opportunity to make progress? If so, OPIE would like to know about your problem or complaint and help to resolve it so that you can continue to learn in the best environment possible.

a. You may take the concern or complaint to an OPIE advisor. (If you do not know who your advisor is, you may seek help from the office staff in Gordy 155.) Your advisor will help you fill out the Student Grievance Report Form.

b. You may complete the Student Grievance Report Form, located on the OPIE website. (See: Student Services > Student Forms.)
Once your complaint has been officially recorded, the OPIE Director will investigate*. The Director may talk with you and may also talk with any people involved in your complaint. The OPIE Director will make a decision (a resolution) about your complaint. You will receive a written copy of the resolution. The OPIE Director will keep a copy of the Student Grievance Report Form and the resolution.

*Note: If your complaint is about a problem that is important to you but does not directly relate to your ability to learn and make progress in your English studies (e.g., you don't like getting up early; you don't like walking to the Convo), then your advisor will meet with you to discuss strategies to help you resolve your problem.

**Textbooks**

OPIE textbooks should be purchased at two bookstores in Athens:
- University Bookstore - 63 South Court Street
- The College Book Store - 50 South Court Street

Note: OPIE students must buy NEW, CLEAN (with no writing) textbooks and workbooks. OPIE strongly discourages (some instructors may prohibit) students from buying their textbooks online for 3 reasons:
1. Students need their textbooks for the first day of classes. Online orders usually do not come quickly enough, and you will begin to fall behind in your work and learning.
2. It is important that you buy the correct edition so that the page numbers are the same. This is difficult to do online.
3. Often our textbooks come in a bundle, or with a workbook, CDs, and an Internet access code—items you will need for the first week. Online purchases may not come bundled.

**NEW INFORMATION: Smoking Ban & The Tobacco Free Initiative**

To encourage wellness and make Ohio University a healthy and productive environment, effective August 1, 2015, Ohio University requires that all students (and employees) use no tobacco products (including cigarettes, e-cigarettes, cigars, hookahs/shishas, chew, etc.).
If students smoke or use tobacco products in

- campus buildings
- outside of all campus buildings
- in campus parking lots (on foot or in cars)
- on sidewalks or roads adjacent (next to) campus buildings

you will be warned that you are in violation of (breaking) the rules. If students choose to continue smoking, you will be charged with non-compliance (not following) the Student Code of Conduct. In other words, there will be official consequences from the Office of Community Standards and Student Responsibility.

Ohio University understands nicotine/tobacco addiction (habits) and offers help to users who choose to quit. Go to https://www.ohio.edu/tobacco-free/resources.cfm or talk to your OPIE advisor or OPIE instructor to find out more information.

Catmail Email

To start your Ohio University email account, go to the Ohio Information Technology (OIT) website (http://www.ohio.edu/oit/), and click on “activate your OHIO ID.” You will need to know your OHIO ID and password. To check your email, go to: catmail.ohio.edu. **Check your OHIO email daily.** Use it as a primary email for communication with your instructors, advisors, and administrators at Ohio University. To avoid losing important messages in Spam or Junk folders, please, do not forward your Catmail to another email account that you may have. It is your responsibility to keep track of important information and notices that you receive through Catmail.

OHIO ID Card

You can get your OHIO identification card (ID card) at the Tech Depot, located on the bottom floor of Baker University Center. It is very important that you get this as soon as possible.

OPIE Websites

Check out these OPIE websites for interesting information and fun language learning ideas and activities:

- **OPIE Webpage**: http://ohio.edu/opie
- **Twitter**: https://twitter.com/opieohio
- **Facebook**: http://www.facebook.com/OPIEOhio

Communication with Students

Information is shared with students through a variety of avenues (i.e. OPIE website, Facebook page, and Twitter feed, newsletters (OPIE Zone), bulletin boards, course management tools (Moodle, Blackboard), and e-mail...). All students are expected to check the Ohio student e-mail regularly and respond to such communication in a timely manner.
Evaluations

During each semester, you will receive two evaluations from each instructor.

Mid-Semester Evaluation

The mid-semester evaluation will give you information about the work you have done during the first part (usually five or six weeks) of the semester so that you can continue to do as well or better during the remaining weeks. Your instructor will meet with you to go over this information.

End-of-Semester Evaluation

In the final student evaluation, your instructor(s) will give you a letter grade (A, B, C, etc.), will make comments indicating your readiness for advancement, and will report your attendance and completion of out-of-class assignments. Your letter grade will indicate your mastery of the language objectives of the course and level of OPIE that you are attending. Your attendance and completion of homework are used to determine your official Ohio University grade of ‘Credit’ or ‘No Credit’.

Teacher Evaluations

At the end of the semester, you will be asked to evaluate your instructors, textbooks, and courses. We appreciate your honest feedback because it helps us to improve our program. Your responses are anonymous (nameless) and will not be given to the instructor until your final grade has been posted.

OPIE Course Registration

After you begin attending courses and before the end of the 2nd week of the semester, the OPIE Office (Rena Peters) will register you for your OPIE courses.

Sometimes a hold will be placed on your account by another campus office. A hold prevents course registration. Holds are placed for a variety of reasons (e.g., a balance at the Bursar’s Office, an incomplete housing contract, an unreturned library book, failure to meet with your academic advisor, failure to take the TB test at Campus Care, etc.). You cannot be registered until your holds are removed. Your CORE teacher will give you purple and red slips notifying you to take care of holds. You can also see holds on your My OHIO Web portal: https://my.ohio.edu/uPortal

Once you are registered, you will be charged for a full-semester’s tuition. If you would like to withdraw and receive some money back, you must officially withdraw before the end of the second week of the semester.

Check the Ohio University Academic Calendar to see more information about registration deadlines, tuition refunds, and housing/dining refunds. https://www.ohio.edu/registrar/calendar.cfm

Academic Registration

Undergraduates in the Advanced/Pre-academic, 12-hour, or 8-hour Levels can pre-register for part-time academic studies. Undergraduates in the Advanced/Pre-academic Level will be invited to a special session of Academic Orientation, generally held on Wednesdays, mid-way through the semester. The goal of the Orientation is to familiarize students with the academic requirements at Ohio University specific to various colleges, to prepare students for meeting their faculty advisors, and to facilitate registration for classes.

Attendance is required by Ohio University; if you do not attend the university will place a ‘hold’ on your account. If you miss due to sickness, you must arrange to attend Bobcat Student Orientation http://www.ohio.edu/orientation/.

Students will fill out a priority registration form during each or semester in order to register for academic classes for the
subsequent semester. On this form, students will list each academic course according to a numerical ranking (1= most important class; 4= least important class).

If students are placed into OPIE for further English language study for the following semester, they may need to change their registration online so that they will not be registered for too many hours. This change must be made by **Friday, 5 PM, of the first week of classes.** If a student does not adjust his/her registration appropriately by this deadline, OPIE will adjust the schedule as necessary. Therefore, it is essential that students mark the importance of each class so that OPIE knows which class or classes to drop. If students have not indicated a priority, classes will be dropped based on the time each class meets.

**IMPORTANT:** Students taking **8 hours** of English language study at the 8-hour Bridge Level are permitted to have a maximum of **9 credit hours of academic classes.** Please note that all students in this category will be charged full-time Ohio University tuition because they are now taking academic classes in addition to OPIE classes.

**IMPORTANT:** Students taking **12 hours** of English language study at the 12-hour Bridge Level may have a maximum of **6 credit hours of academic classes.** Please note that all students in this category will be charged full-time Ohio University tuition because they are now taking academic classes in addition to OPIE classes.

**IMPORTANT:** All undergraduate students in their first semester at any Bridge Level must take the 1-credit hour University College (UC) 1900 class entitled “Learning Community Seminar.”

**IMPORTANT:** If your placement is at the Bridge Levels AND you are an undergraduate AND if sponsored, your sponsor gives permission, you are expected to take both OPIE and academic classes. Please note that you will not receive the reduced OPIE program tuition fee since you have successfully completed full-time OPIE courses and are now eligible to take academic classes. Even if you drop your academic classes, your tuition will not change.

**Full-time students** (taking 20 hours of English language study) **may not** take any academic classes without special permission.

**Online Registration**
For video instructions on registration, visit: [https://youtu.be/BRwXnfhh8Gc](https://youtu.be/BRwXnfhh8Gc)

Please contact Tetyana Dovbnya ([dovbnya@ohio.edu](mailto:dovbnya@ohio.edu)) for further clarifications on academic registration.
Can I Register for Academic Classes?

Start Here

Have you been admitted to OU as a graduate student?
- Yes
  - Is your TOEFL score at least 500 (paper), 61 (iBT), or 6 (IELTS)?
    - Yes
      - Check with your department. You may or may not be able to register for academic classes.
    - No
      - I am a graduate student.

- No
  - What is your status at Ohio University?
    - I am an OPIE major. My I-20 says “Language Training.”
    - You cannot register for any academic classes.
    - I am an OPIE major for now, but I hope to be admitted to my academic degree program soon.
    - I am an OPIE major for now, but I hope to be admitted to my academic degree program soon.

Have you been admitted to an academic degree program at OU?
- Yes
  - You can register for academic classes for next semester!
- No
  - Are you currently taking Advanced, Pre-Academic, or Bridge Level courses in OPIE?
Academic Misconduct

OPIE follows the Ohio University’s policies on Academic Misconduct. For more details and examples, see http://www.ohio.edu/communitystandards/academic/students.cfm.

Academic misconduct includes (but is not limited to) the following:

- Being dishonest in fulfilling academic requirements.
- Cheating (i.e., answering questions on a test, quiz, or assignment by means other than your own knowledge—e.g., using notes or cell phones; talking to others, looking at another student’s paper.)
- Plagiarizing (i.e., using the ideas or writing of someone else as your own).
- Un-permitted collaboration (e.g., having someone else rewrite your work for you).
- Fabrication (e.g., using invented or made up information).
- Using advantages not approved by the instructor (e.g., looking at a copy of an exam ahead of time).
- Knowingly permitting another student to plagiarize or cheat from one’s work.
- Submitting the same assignment in different courses without consent of the instructor.
- Changing material on a graded exam or quiz and then requesting a re-grading of the exam.

Consequences:

1. The first time a student commits an act of academic misconduct, he/she will need to meet with his/her OPIE instructor to discuss the situation. If necessary, the instructor can require the student to meet with the OPIE director or an administrator. At this time, the student will receive a verbal warning not to commit another act of academic misconduct. A grade penalty, such as an F, may be imposed on the assignment or test.

2. If the student commits a second act of academic misconduct, a written warning will be placed in his/her file describing the offense. The student will meet the OPIE director or an administrator. A grade penalty, such as an F, may be imposed on the assignment or test.

3. If the student commits a third act of academic misconduct, he/she will be referred to the Office of Community Standards and Student Responsibility for disciplinary action*.

All students should understand that the penalty for academic misconduct can range from a verbal or written reprimand** to expulsion***. Academic misconduct is an A-1 violation of the Ohio University Student Code of Conduct.

* disciplinary action means a punishment for doing something wrong
** reprimand means a warning for having done something wrong
***expulsion means that you are asked to leave the University

Academic Probation and Dismissal

At the end of each semester, every undergraduate student (part-time and full-time) taking academic classes must have earned at least a 2.0 minimum accumulative GPA or he/she will be placed on academic probation. To be removed from probation, the student’s accumulative GPA must reach at least 2.0. Failure to meet the minimum accumulative GPA can result in academic dismissal from Ohio University.
OPIE Administration

Office:
Gordy Hall 155
Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
Phone: (740) 593-4575

Administrative Specialist     Ms. Rena Peters (petersr@ohio.edu) Gordy 155B
Administrative Service Asst.   Ms. Kimberly Young (youngk2@ohio.edu) Gordy 155
Director                      Dr. Gerry Krzic (krzic@ohio.edu) Gordy 155E
Assistant Director            Ms. Linn Forhan (forhan@ohio.edu) Gordy 155C
Assistant Director            Ms. Kathryn Hille (streeter@ohio.edu) Gordy 155D
Assistant Director            Ms. Andrea Johannes (johannes@ohio.edu) Gordy 155A
Academic Coordinator          Ms. Becky Challenger (challeng@ohio.edu) Gordy 151
College of A&S Advisor        Ms. Tetyana Dovbnya (dovbnya@ohio.edu) Gordy 162/Wilson Admin. 104

OPIE Student Life

OPIE has a vibrant socio-cultural life. On the next page are some OPIE activities in which you can participate. Watch the OPIE Zone for details. Note: OPIE’s summer term is 12 weeks (instead of 14); due to the shortened time period, OPIE classes are held daily and lab and socio-cultural offerings may be more limited than in Fall and Spring terms.
<table>
<thead>
<tr>
<th><strong>Conversation Partners Program</strong></th>
<th>Non-OPIE students attending Ohio University are invited to become conversation partners for all full-time OPIE students. Students spend at least one hour each week speaking English with their conversation partners.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Conversation Hour</strong></td>
<td>OPIE students get together with other people from Ohio University and practice their English skills in an informal fun atmosphere. The Conversation Hour is open to all Ohio University students. It is an excellent opportunity to make friends and enjoy talking to people about different topics.</td>
</tr>
<tr>
<td><strong>OPIE Lecture Series</strong></td>
<td>OPIE students gain a valuable experience of hearing academic lectures, practicing note-taking, and engaging in discussions through attending the Series. The lectures, given by university and community members, aim at helping the students adjust to university life, learn about activities and organizations in Ohio University and Athens, and become aware of some important issues in the community.</td>
</tr>
<tr>
<td><strong>OPIE Student Union (OPSU)</strong></td>
<td>The OPIE Student Union is an organization of students who represent OPIE for the purpose of improving their language learning experience and leadership skills. OPSU members represent OPIE at other Ohio University events, plan activities and projects for OPIE students, and communicate with many kinds of people from all over campus, both inside and outside of OPIE.</td>
</tr>
<tr>
<td><strong>Wednesday Activities</strong></td>
<td>Wednesday Activities give Foundations and Elementary students an opportunity to interact with native English speakers, learn about American culture, and have fun! Students discover things to do on campus, and in the Athens area.</td>
</tr>
<tr>
<td><strong>International Cultural Understanding Certificate (ICUC)</strong></td>
<td>The pursuit of this certificate broadens students' cultural experiences and helps them gain other important professional skills for the future. By participating in the activities associated with the ICUC, students have the chance to build upon their cultural competency, learn about different ways of life, and improve their ability to communicate with a variety of people.</td>
</tr>
<tr>
<td><strong>This certificate is open to all Ohio University students.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>International Student Book Club</strong></td>
<td>Students and faculty talk about great works of fiction with international students and Americans during regular meetings. The club participants get together regularly, choose the book they want to read, and discuss it in an engaging setting. Reading guides and discussion sheets are available to help students in their reading. This club is recommended for students in the High-Intermediate Course or above.</td>
</tr>
<tr>
<td><strong>Creative Arts Club</strong></td>
<td>This club is for art-loving students who like to see plays and other kinds of live performances and attractions. It is also for those who like to write stories, poetry, or essays. In addition to that, the club is open to those who draw, paint, take photographs, sing, dance, or make short videos or movies. The fellow club members review and edit each other’s work and collaborate on various interesting ideas, take ‘creative’ field trips together, and unite in appreciative art events.</td>
</tr>
<tr>
<td><strong>Baking Club</strong></td>
<td>This club invites OPIE students who like baking and want to share their favorite recipes, as well as to learn some new ones. They practice English while baking with their fellow OPIE students and instructors. During the club meetings, students learn how to bake American desserts such as cookies, cupcakes, brownies, pies, and more.</td>
</tr>
</tbody>
</table>
International Week

Each year the Office of International Student and Faculty services coordinates International Week. This is a week-long spring celebration ending with a street fair on Court Street. OPIE encourages all students to become involved in these activities, as it is a good opportunity for cross-cultural understanding. Visit the International Office for more information.

OPIE Zone Newsletter

OPIE offers both an online and weekly printed newsletter containing useful and practical information concerning American culture and the Athens and Ohio University communities. Read it and enjoy it! In addition, a bulletin board located across from Gordy 113 has information to help you.

Trips and Activities

Each semester, several fun trips and events are planned. Past trips and events have included the Columbus Zoo, Jeffersonville shopping, Hocking Hills, bowling nights, and picnics and boating at Strouds Run. Look for trip details in the OPIE Zone or contact our Assistant Director for Student Services, Andrea Johannes, Gordy 155A, johannes@ohio.edu

International Student and Faculty Services (ISFS)

Walter International Education Center
15 Park Place (next to Baker University Center)
(740) 593-4330

Dr. Krista McCallum Beatty, Director
Ms. Jennifer Nisevich, Assistant Director
Ms. Annie Dievendorf, International Student Advisor
Ms. Kira Lawrence, International Student Advisor

The International Student Services Office will help you with immigration, passports, visas, travel papers, etc. They can also help with employment, transferring to another university, and health insurance.
Language Resource Center

Gordy Hall, lower level

Gordy Hall features the Language Resource Center with computer and audio laboratories to help students learn English more quickly and efficiently on their own. It is located on the lower level of Gordy Hall. Computers are also available in the open lab in Gordy 115, Alden Library, and other computer labs around campus.

Moodle

From http://call.ohio.edu/moodle20, you can connect to many OPIE Moodles, course management systems that OPIE instructors use to give assignments, collect assignments, share content and resources, and even administer quizzes.

OPIE-Alden Library Leisure Reading Collection

This is a collection of interesting and fun books designed for learners of English. It is located on the 1st floor of Alden Library.

Health Services

Visiting the Doctor:

All Ohio University students can use Campus Care, which is located on the first and second floors of Hudson Hall (building 35 on the campus map). For Campus Care hours, see http://www.oucom.ohiou.edu/campuscare/ or call 740-593-1660.

If you need to see a doctor when Campus Care is closed, consult the chart on the next page.

Your husband or wife and children are not allowed to go to Campus Care unless they are students. However, they can visit any of the above clinics (UMA, O’Bleness, Holzer) or consult any other doctor in town. In the case of a true emergency, then go to O’Bleness Hospital.
OH NO, I’M SICK!
Where Should I Go?

What kind of health insurance do I have?

I have my parent’s insurance, or my own private policy

You may seek treatment at Campus Care or you may choose to seek treatment at a local urgent care facility listed below. It is always a good idea to find out if the medical facility is in-Network with your insurance.

Where is Campus Care?

Campus Care Location
  • Hudson Hall
  • North Green between Voigt Hall and the Art and Music Buildings
  • 2 Health Center Drive
  • #35 on the Campus Map

NO APPOINTMENT NECESSARY
Hours while school is in session:
  M-F 8a.m. - 6p.m.
  Sun 1p.m. - 5p.m.

Hours during school breaks:
  M-F 9a.m. - 5p.m.

Call (740) 593-1660
www.ocum.ohio.edu/campuscare

What if Campus Care is CLOSED?

You must seek treatment at Campus Care FIRST!

You may choose to seek treatment from a local In-Network Urgent Care Center listed below. By doing so, you will have out of pocket expenses!

Holzer Clinic Athens
2131 East State Street
Urgent Care
Open M-F 9a.m. - 9p.m.
(740) 589-3100

Holzer Clinic in Walmart
929 East State Street
M-F 10a.m. - 8p.m.
Sat 9a.m. - 7p.m.
Sun 12p.m. - 5p.m.
(740) 593-3594

O’Bleness Hospital
55 Hospital Drive
Emergency Room Open 24 HR
(740) 593-5551

UMA Express Care
265 West Union Street, Suite A
M-F 9a.m. - 6p.m.
Sat-Sun 10a.m. - 6p.m.
(740) 594-2456

Questions about student health insurance? Call the Student Insurance Administrator at (740) 593-1931

*Only seek treatment at the hospital in the event of a TRUE emergency! The cost for treatment at this facility can be VERY expensive!
Ohio University Student Health Insurance

Health insurance is very important in America; it probably works differently here than in your home country.

Since medical care is quite expensive in the United States, OHIO requires that all international students enroll in the International Student Health Insurance plan. You are automatically enrolled in the insurance plan, and the insurance fee will be charged each semester to your school account.

If you have brought your family with you, you must visit the Student Health Insurance Administrator located in Campus Care, the campus health clinic, and purchase health insurance for them, too. Important: You must purchase insurance coverage for your dependents before you register for classes each semester.

Each time you visit a health care facility (e.g., Campus Care, doctor's office, hospital, urgent care, etc.), you are expected to show your health insurance card. Your Ohio University health insurance card should look similar to this:

![UnitedHealthcare Insurance Card]

Here are some frequently asked questions about insurance and insurance cards.

Q1: How do I get Ohio University health insurance?
A: As an international student, you are automatically enrolled in the Ohio University health insurance program upon registration.

Q2: How do I get my health insurance card?
A: After you are enrolled into OU’s health insurance program, you will receive an email from United Healthcare Student Resources approximately (1) week after the posted waiver deadline. ID Cards will not be available prior to receiving this email. (Check your Bobcat account for this email. If you forward your Bobcat mail to another address, check your spam or junk folders as well.) This email will give you instructions on how to set up your online account. Once your online account is set up, you can print your health insurance ID card, upload a digital copy to a smartphone or tablet, or request a permanent card to be sent to you by the insurance company. (Cards are no longer automatically mailed to you.) If you need assistance printing your ID card, you can make an appointment to see Ohio University Health Insurance Administrator, Anna Casteel, at Hudson Health Center, Room 227 or write to studentinsurance@ohio.edu. If you need assistance regarding the setup of your online account, call United Healthcare Student Resources at 1-800-767-0700.

Q3: I am a scholarship student and my government already provides health insurance for me. Do I still have to purchase Ohio University's insurance?
A: If your government sponsors you and provides health insurance, you may not be required to purchase Ohio University health insurance. However, you must get permission from the Office of International Students and Faculty Services at the Walter International Education Center by the semester deadline. In order to get permission, complete a waiver form at the reception desk at the International Student and Faculty Services Office (Walter International Education Center). You must provide proof of insurance with your waiver form. Approved waivers are valid for 1 academic year (3 sessions in total, 2 or 1 if a student begins in a Spring or Summer session). The deadline to submit a waiver for Fall Semester is 9/9/2016. The deadline for Spring Semester is 1/27/2017. The deadline for Summer Semester is 5/26/2017. Waivers must be renewed each academic year prior to the Fall Semester deadline. For specific questions and concerns, speak to an ISFS staff member at the front desk of Walter International Education Center.

If you have any other questions about your health insurance, we encourage you to schedule an appointment with your OPIE advisor in Gordy 155.
Lost & Found

If you leave something in your classroom, it might be taken to the OPIE office in Gordy 155.

Emergency Phone Numbers

Emergency: 911 (off-campus)
Emergency: 3-1911 (on-campus)
Campus Safety: (740) 593-1911 and (740) 592-3313 (non-emergency)
Athens Police Department: (740) 593-6606 (emergency)
Athens Fire Department: (740) 592-6624

Frequently Asked Questions

Q: How do I pay for my English studies?
A: To see your charges, login to http://my.ohio.edu. Click on the ‘Accounts’ tab, and the ‘My OHIO Student Center’ link. Login again. You can also pay charges at the Office of the Bursar in Chubb Hall.

Q: Why is full-time OPIE tuition different from university tuition?
A: Full-time OPIE tuition is different from Ohio University tuition because students are not yet taking academic classes. Once students reach the Bridge Levels and are eligible to take academic classes, they are charged Ohio University tuition.

Q: How long will I have to study English?
A: It depends on many different factors, such as the amount of English you already know and how much English you use while you are studying in OPIE.

Researcher Jim Cummins estimates that it can take up to five years for non-native speakers of English to “catch up” to native English speakers in academic language proficiency.\(^1\) We don’t want you to spend five years in OPIE, so we’ve designed our curriculum to speed up this process. In general, here are estimates for the time it would take a student to reach acceptable levels of academic English proficiency to begin full-time academic study based on entry-level placement scores:

Elementary Level: 5 - 6 semesters of study
Advanced Level: 3 - 4 semesters of study
8-Hour Bridge Level: 1 - 2 semesters of study
Intermediate Level: 4 - 5 semesters of study
12-Hour Bridge Level: 2 - 3 semesters of study
4-hour Composition class: 1 semester of study

Please note that these estimates are based on the assumption that a successful student will progress in OPIE.

Q: How many levels are there in OPIE?
A: There are 3 full-time levels and 2 part-time levels. However, not all students will complete all five levels. Some students will be placed into higher levels. Also, sometimes students may skip levels or test out of the program, not having to complete the final level.

Q: How many hours of English do I have to study?
A: It depends. If the educational level listed on your I-20 or DS-2019 is English Training, then you must have at least 18 “clock” hours of English per week. In OPIE, this will include class hours, lab hours, and discussion sessions. OPIE will

---

register you for the correct number of hours. If your educational level is undergraduate or graduate, then the number of hours of English will depend on your English proficiency level in OPIE. See your OPIE advisor for more information.

If you are studying on an F2 visa, you are permitted to study part-time, 4-11 credit hours. F2 visa holders studying English should not be preparing for admission to Ohio University. It is not possible to complete or exit the OPIE program based on part-time English study as an F2 visa holder.

**Q: Will my placement change if my visa status changes (e.g., from F2 to F1 or from F1 to F2)?**
A: Yes, though the change in visa status must be before noon on Friday, of week 2. The change of status must be approved in SEVIS before any OPIE placement is changed.

**Q: How do I advance to different levels in the program?**
A: You can advance to the next level on the basis of grades or your TOEFL ITP/English Placement Test and composition score. Remember that your performance determines your grades. For more specific information, see pages 5-6.

**Q: Can I look at my TOEFL and composition tests?**
A: TOEFL ITP exams are sent to Educational Testing Services (ETS) for security reasons soon after the test is taken. Therefore, they are not available. You may request to look at your composition test in the presence of an OPIE administrator but you cannot take a picture of it or take it with you.

**Q: How do I complete my language proficiency requirements?**
A: You can either complete the program by achieving acceptable test scores, or successfully completing the 8-hour Bridge Level. For more specific information, see pages 5-6.

**Q: Can I still study in OPIE if I don’t intend to study for an academic degree at Ohio University?**
A: Yes, students not intending to study for an academic degree can still take OPIE classes.

**Q: What if I am unhappy with my placement?**
A: You should attend class for the first week of the semester and demonstrate that your English proficiency is higher than the level you in which you have been placed. After the first week of classes, your teachers will meet as a group to discuss whether you have been misplaced. All of your instructors must unanimously agree to recommend a change in placement; they will then communicate their recommendation to the Director, who will make the final decision. If you do not understand your placement, please make an appointment to meet with your OPIE advisor (see page 3).

**Q: How do I take the TOEFL iBT?**
A: The Ohio University Educational Testing Center [http://www.ohio.edu/oit/testing/etctests.cfm](http://www.ohio.edu/oit/testing/etctests.cfm) offers iBT testing on-campus. You have to register for the test on Educational Testing Service (ETS) website: [http://www.ets.org/toefl/](http://www.ets.org/toefl/).

When you register, you should make sure that your scores are sent to Ohio University (Ohio University's TOEFL institution code is 1593). It can take up to one month for OPIE to receive your scores. Scores must be visible in the University database (PeopleSoft) by the end of the first week of the current semester to be considered eligible for placement into full-time academic study.

**IMPORTANT NOTE:** Beginning Fall 2013, TOEFL iBT and IELTS scores will no longer affect OPIE placement decisions for undergraduate students who have not met their Colleges’ minimum requirements for full-time academic study. OPIE students will need to take the TOEFL ITP (paper TOEFL) test.

**Q: Can I use scores from different tests (example: TOEFL iBT total score + OPIE composition test score) to meet my English proficiency requirement?**
A: No. Your scores should be from the same test.

**Q: Can I use a composition or TOEFL score from a previous session to meet my English proficiency requirement or for placement in OPIE?**
Q: Do I have to submit a minimum TOEFL score to begin my English studies?
A: No, you don’t have to have a minimum TOEFL score. An OPIE writing task and the paper-based TOEFL (and possibly another placement test) are given when you arrive so that we can properly place you.

Q: When can I take academic classes?
A: First, qualify for at least the OPIE 12 or 8-hour Bridge Levels by having a TOEFL score between 500 and 524 or by being placed into the levels after studying in the full-time program. If you are placed into the 12-hour Bridge Level English (TOEFL 500-512), you can take 6 credit hours of academic classes; if you are placed into the 8-hour Bridge Level English (TOEFL 513-524), you can take 9 credit hours of academic classes. All undergraduate students in their first semester at any Bridge Level must take the 1-credit hour University College (UC) 1900 class entitled “Learning Community Seminar.”

Q: What do I do if I want to change my major?
A: On average, undergraduate students change their minds about a major three times! It’s OK to explore other majors besides your original choice. If you are interested in changing your major, visit the college where the major program is offered. Note: We advise you to contact Tetyana Dovbnya (dovbnya@ohio.edu) to discuss your change of major prior to going to the College of the intended major. She will guide you through the process and refer you to OPIE liaisons. You will also need to gain approval from the Office of International Student and Faculty Services. Your major change must be processed in PeopleSoft (the OU student database) by the end of the first week of the current semester in order for it to affect OPIE course placement. Resulting OPIE placement changes must also occur by the end of the first week of the semester. Please see the Ohio University academic handbook for more information about major changes.

Q: If I change my major from business (College of Business) to something else, can I eventually change it back or re-enter the College of Business?
A: Such a possibility should be discussed with an advisor in the College of Business and would be determined by fulfillment of the re-entrance requirements at the time of the change of major.

Q: Who will my academic advisor be?
A: When Advanced/Pre-academic Level students are getting ready to begin the Bridge (or part-time) Levels of our program, they are assigned academic advisors from the College or Department of the intended major during academic orientation based on their majors. Academic orientation usually occurs during the middle of each semester. New students placed into the Bridge Levels will attend Bobcat Student Orientation soon after they arrive. If you have a question about who your academic advisor is, visit your College’s Student Services Office.

Q: When/how do I register for academic classes?
A: Students typically register well in advance for their classes at Ohio University. Students can register online at http://www.ohio.edu/Registrar/info/redirections/webregistration.html.

Q: Where can I find halal food on campus?
A: You can find halal food at the West 82 food court in Baker Center. West 82 accepts cash, Flex Points (a portion of the Flex meal plans), Bobcat Cash, and credit/debit cards. For more information, contact Culinary Services http://www.ohio.edu/food/about/staff.cfm.

Q: What is UC 1900 (Learning Communities Seminar)?
A: UC 1900 is an academic class (not an OPIE class) that helps undergraduate students be successful in their studies and life at Ohio University. The class meets once a week, and students earn one credit hour and a letter grade (A, B, C, D, or F) for this course. Students are organized into classes according to major so that each class can focus on the most important information for students of that major. Classes are taught by academic faculty and staff at the University. Each class also has help and advice from a “peer mentor” who is a student at Ohio University.
Q: What is an OPIE elective or special studies course?

A: When you reach the Bridge Levels of English study in OPIE, you may have the opportunity to select or indicate a preference for the 4-hour class(es) that you will take with your Academic Core Skills class. Your CORE teacher will ask you to fill out a survey at the end of the semester to indicate your preferences. More details on the process are listed on the next page.

ADVANCED/ PRE-ACADEMIC STUDENTS:

- If you advance to the 12-hour Bridge level with grades of at least B- in all three classes, then you may choose your 4-hour class.
- If you advance to a 16-hour OPIE-only placement at any Bridge level, the same is true; if you have earned grades of at least B- in all three classes, then you may choose your 4-hour classes.
- If you have one or more grades lower than B- at the Advanced Level but still advance, then you may indicate your preferences for an elective or special studies class; however, your teacher will make the final decision, based on your weakest skill in English.
- NOTE: If you are a student in the College of Business, you are required to take the Oral Communication for Business elective during your first semester at the 12-hour Bridge level. If you do not pass this course then you are required to take the Oral Communication in University Classes elective.

BRIDGE LEVEL STUDENTS:

- If you are continuing to study 16 hours at any Bridge Level and earning B- or above in all classes, then you may continue to choose your 4-hour classes.
- If you have to repeat the 12-hour level, then you may indicate your preferences for an elective or special studies class, but your teacher will make the final decision, based on your weakest skill in English.

Q: What is a ‘hold’?

A: A hold is placed on your account when you do not do something like pay a bill or meet with an advisor. Sometimes, holds prevent students from registering. To have a hold released, you must contact the office that placed the hold and follow their instructions.

Q: What is a TB test?

A: TB stands for tuberculosis, which is a disease. International students new to the Athens campus or re-enrolling after an absence of two or more years must be evaluated for active tuberculosis. If a student does not complete this requirement, his or her university account will be placed on hold. The hold will prevent the student from registering for classes.

T-spot blood draws are administered at Campus Care Monday-Friday, 8:30 a.m.-1:00 p.m. during the Fall and Spring terms and 9:00 a.m. to 1:00 p.m. during the Summer.

Q: What if I have a disability or special needs?

A: Ohio University has an office on campus called Student Accessibility Services. It is located in Baker University Center, 348. The Office of Student Accessibility Services works to provide an academic environment accessible to all students. Since accommodations are provided on an individual basis, it is best to make an appointment at the office. www ohio.edu/uc/sas

Q: What is the OPIE attendance policy?

A: You need to attend 90% of your classes. This policy has been created because your visa is granted for the purpose of study and participation in an academic program.

Q: If I’m sick, is my absence excused?
A: Yes, but you need to notify your instructor before class and later provide evidence in the form of a doctor’s note explaining that you were sick. Note: All OPIE students are limited to 3 excused absences per semester.

Q: What do I do if I get really sick and miss many days of class?
A: You should visit the ISFS office to discuss the possibility of getting permission for a ‘medical leave’

Q: What do I do if I get sick before or during the composition, English Placement Test, or TOEFL test at the end-of-the-semester?
A: If an ill student
   a. provides a doctor’s note either directly before or after the end of semester testing administration, OR
   b. is visibly sick and needs to leave the testing room during the end-of-semester administration of the English Placement Test, or TOEFL test,

the test(s) will not be scored, and the student will have the opportunity to retake the incomplete test(s) during the beginning-of-semester testing.

Q: How are class grades calculated?
A: Grades represent the mastery of the course language objectives and are calculated according to your demonstrated proficiency on classroom tests, quizzes, and writing and speaking tasks.

Q: How will I know how I’m doing in my English classes?
A: Your instructor should always be able to give you an idea of your current grade. During the middle of the semester, your instructor will present and discuss a report of your progress. At the end of the semester, course grades and credit status will not be available to you until you receive your final, official report. NEW: End of Semester Proficiency reports are now available online at https://webapps.ohio.edu/oasis. For complete instructions on accessing your report, go to www.ohio.edu/opie > Study with OPIE > End of Semester Reports.

Q: Can I take the summer off?
A: Students do not need to take classes full-time in the summer if they are eligible to take summer as a vacation. All students should talk with an advisor in International Student and Faculty Services (ISFS) about their summer study options. In order to maintain F-1 or J-1 visa status, students must enroll for full-time study in fall and spring semesters even if they take classes during their summer vacation.

Q: Can I take online classes?
A: Please check with your International Student Advisor at the Walter International Education Center and your OPIE advisor.

Note: Bridge Level students who take online academic classes during their summer vacation will still need to continue taking their assigned OPIE classes when they return to Ohio University in the fall. OPIE Bridge Level students must continue their studies in OPIE if they are on campus taking academic classes during the summer.

Q: Where can I go to get extra help with my writing, reading, or pronunciation?
A: Students in the Advanced/Pre-academic courses may visit the OPIE writing lab. Students in the 8 or 12-hour Levels may visit the Writing Center in Alden Library. OPIE provides support to all levels with Reading and Pronunciation Labs. Your CORE teachers will give you more information about how to sign up for labs. You can also contact Mykhaylo.
Zakryzhevskyy (zakryzhe@ohio.edu) for questions and comments about the Writing Lab; Christina Jones (jonesc2@ohio.edu) for questions and comments about the Reading Lab; Jessica Hill (hillj7@ohio.edu) for questions and comments about the Pronunciation Lab.

Q: **What do I do if I am having a problem in class?**

A: We encourage you to first speak directly with your instructor. Explain the problem and how you feel. If you still want to talk to someone else about the problem, you can come to the OPIE office and make an appointment to meet with an OPIE administrator.

Q: **What do I do if I am having a problem that is not class-related?**

A: You can talk with your instructor or make an appointment to speak with an OPIE administrator.

There are other non-OPIE resources available to you:

1) **International topics**: International Students and Faculty Services: [http://www.ohio.edu/isfs/](http://www.ohio.edu/isfs/)
2) **Academic topics**: Allen Student Help Center: [http://www.ohio.edu/helpcenter/](http://www.ohio.edu/helpcenter/)
3) **Counseling and Psychological Services**: [http://www.ohio.edu/counseling/index.cfm](http://www.ohio.edu/counseling/index.cfm)
4) **Health topics**: [http://www.oucom.ohiou.edu/CampusCare/](http://www.oucom.ohiou.edu/CampusCare/)
5) **Legal Services**: [http://www.studentlegalrights.org/](http://www.studentlegalrights.org/)
6) **Sexual harassment**: [http://www.ohio.edu/equity/](http://www.ohio.edu/equity/)
7) **Health Insurance**: studentinsurance@ohio.edu  [https://www.ohio.edu/finance/bursar/studenthealth.cfm](https://www.ohio.edu/finance/bursar/studenthealth.cfm)

Q: **Why do I have to leave my dorm room during breaks?**

A: It is impossible for Ohio University to find enough staff for all of the dormitories during breaks, so if you stay on campus during a break, you may need to move to temporary housing. Ask your RA or the Office of Residential Housing (contact Alvena Collins) about an extended housing contract (with lower rates) for international students. [http://www.ohio.edu/housing/index.cfm](http://www.ohio.edu/housing/index.cfm)

Q: **Is it possible to visit real academic classes for practice while I am a full-time OPIE student?**

A: At the Advanced/Pre-academic Level, students are encouraged to audit, or sit in on, academic lectures with special permission from the professor. This gives students a chance for further English practice in an academic setting without the worry of performance. See your Core instructor for more details and a permission form.

Q: **Can I apply for a social security number?**

A: Students are not permitted to obtain social security numbers unless they have a job on campus. For more information, contact the International Student and Faculty Services Office.

Q: **Can I record my instructor so that I can review class material at home?**

A. Recording of classroom activities by any electronic means, by students, other faculty, University administrators, or others, requires permission of the instructor. All students in a class must be informed if permission has been given for a class to be recorded. *(See Academic Policies, “Classroom Privacy,” [http://www.catalogs.ohio.edu/](http://www.catalogs.ohio.edu/).)*

Q: **Why are my OPIE classes in so many buildings?**

A: Ohio University, like most universities in the U.S., offers classes in many buildings. Students are expected to move from building to building for their classes. OPIE classes are usually located in Gordy, Scott, and the Convo.

Q: **How do I write an email to a professor or professional at Ohio University?**

A: We strongly advise you to read the following email tips, provided by World Education Services. [http://www.westudentadvisor.org/2014/10/email-etiquette-101-for-international.html](http://www.westudentadvisor.org/2014/10/email-etiquette-101-for-international.html)

Q: **Why is the TOEFL or IELTS required for graduate students?**

A: According to the Graduate College, this is a best practice across graduate programs in the country. Masters programs tend to be shorter than undergraduate programs; and, in that period of time, students are required to be engaged in
research and intensive study. A comprehensive evaluation of English language proficiency that includes test scores helps academic programs understand their student’s proficiency levels.

Q: How will OPIE English study help increase my TOEFL score?

A: While OPIE English courses are not TOEFL test preparation courses, they do directly and indirectly assist you with the TOEFL. Here is an example.

OPIE Advanced Reading Skills (OPIE D702) Course Outcome:

- Skim for topic, thesis, important ideas and rhetorical structure and scan for main ideas, implied main ideas, and pre and post reading questions

Sample TOEFL (ITP) Test Questions (after a given academic reading passage):

The main idea of this passage is that killer bees

1. have been in the news a lot recently
2. have been moving unexpectedly rapidly through the Americas
3. are not as aggressive as their reputation suggests
4. are a hybrid rather than a pure breed

It can be inferred from the passage that the killer bee

1. traveled from Brazil to Africa in 1955.
2. Was a predecessor of the African bee
3. Was carried from Africa to Brazil in 1955
4. Did not exist early in the twentieth century

Q: How can I improve my English and try to increase my TOEFL score?

1. Work hard on the homework assignments for your classes and participate actively in class. The amount of time you spend is not as important as how well you concentrate on your work. Be ready to answer every question and ask questions of your own when you don’t understand.

2. Use English outside of class to communicate with others. Try to work on the skills in which you are weak. If you are weaker in reading than in other areas, make sure you spend some time every day reading newspapers or magazines – read about something you are interested in. If you are weak in listening and speaking, find chances to talk to others about subjects you like.

3. Become familiar with the format of the TOEFL and test-taking strategies that can be helpful. As a service, OPIE offers a TOEFL preparation course for students at the Advanced and Bridge Levels. However, remember that studying only for the TOEFL can be harmful if it takes time away from study and activities that actually increase your academic language proficiency. After all, you use the English language to pass university academic classes; you don’t use a TOEFL test score.
Q: How can I be a successful language learner?

A: Learning to use a language is like learning to play a piano or learning to play tennis. You will not learn English simply by sitting in a classroom and watching others. You must be active in using and practicing English. While it is easy to remain shy and use the language you already know well, you will get the most benefit from your time in OPIE by using English as much as you can. This means using English not only in the classroom but outside the classroom as well: in the residence halls, in the cafeteria, and on the street. You will also benefit from listening to the radio, watching television, and reading newspapers, magazines, and books for pleasure.

Language learning is not always easy and, at times, not fun, but it is rewarding. You may sometimes be frustrated and feel as though you are not learning as quickly as you wish; you may feel that you do not want to continue to study. These feelings are common and quite normal. What is important is that you try to relax and not worry too much; being relaxed helps you to overcome these feelings and continue to learn.

Goals

You can help yourself as a language learner by setting learning goals for yourself. By setting specific goals for yourself, you can direct your learning energies more effectively toward those parts of English that will be most useful to you. Your OPIE instructors can help you set goals.

Ten Tips for Success in Your English Classes

1. Use only English in the classroom.
2. Attend all of your classes.
3. Bring all your materials and textbooks.
4. Listen to your instructors.
5. Ask questions when you don’t understand.
6. Be an active participant!
7. Do all homework assignments carefully and submit them on time.
8. Study in advance for quizzes and tests.
9. Try to learn from all of your mistakes.
10. Have fun!
2016-2017 Important OPIE Dates

Fall Semester 2016

Arrival/Orientation: August 15
First day of classes: August 22
Thanksgiving Break: November 23-27
End of OPIE term/TOEFL: December 3
End of academic semester: December 10

Spring Semester 2017

Arrival/Orientation: January 2
First day of classes: January 9
Spring Break: March 6-10
End of OPIE term/TOEFL: April 22
End of academic semester: April 29

Summer Semester 2017

Arrival/Orientation: May 1
First day of classes: May 8
Summer Holiday: July 3-4
End of OPIE term/TOEFL: July 29
End of academic semester: August 12