



PORTLAND ENGLISH LANGUAGE ACADEMY

Student Handbook

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PELA MISSION STATEMENT

The Portland English Language Academy (PELA) provides high-quality English language instruction tailored to the diverse language needs of students from multiple cultural backgrounds. We provide opportunities for students to explore, discover, and learn English in all its uses, building the skills it takes to communicate effectively. We teach living English as it is actually used in a changing world.

Our mission is to create great English communicators through 100% dedication to our students.

Building Hours of Operation

Monday - Friday 8:30 a.m. to 5:30 p.m.
Saturday & Sunday Closed

Building Facilities

PELA Student Lounge

The lounge is available for students anytime PELA is open. Students are welcome to socialize with friends and to eat and drink here.

A refrigerator and microwave are available for students in the Student Lounge. Students may also enjoy a game of foosball or play board games. For students who want a quiet study area, please use the Study Lab.

Study Lab

The Study Lab is open Monday through Friday from 8:30 a.m. to 5:30 p.m. The study room is a quiet area. If students want to talk with each other, they should leave the study room and go to the Student Lounge. All lab materials and equipment must stay in the lab at all times. Please do not remove any materials from the lab without permission from school staff.

Computer Lab

The computer lab is open Monday through Friday from 8:30 a.m. to 5:30 p.m. The printer for the computer lab is located in the main office. Please do not save files or download programs on to the lab computers. Computer desktops are cleared of saved files and downloaded programs periodically without prior warning to lab users. Email personal documents to yourself or save them on a flash drive. If you save them on the computer, you risk losing them.

Lockers

Student lockers are located near the PELA office. Lockers are first come, first serve. You must use your own lock. There is no fee to use a locker.

PELA recommends that you not leave your bag or possessions unattended at school.

PELA is not responsible for lost or stolen items anywhere on school property.

If you lock your bike on the street, make sure that you use a strong U-Lock and not leave anything on the bike which can be removed.

School Calendar & Holidays

The following table shows the first day and last day of upcoming terms as well as the tuition due date for each term.

Tuition Due Date First Day — Last Day

02/27/15	*03/02/15 - 04/03/15
04/03/15	04/06/15 - 05/01/15
05/01/15	05/04/15 - 05/29/15
05/29/15	06/01/15 - 06/26/15
06/26/15	*06/29/15 - 07/31/15
07/31/15	08/03/15 - 08/28/15
08/28/15	08/31/15 - 09/25/15
09/25/15	09/28/15 - 10/23/15
10/23/15	10/26/15 - 11/20/15
11/20/15	11/23/15 - 12/18/15
12/18/15	01/04/15 - 01/29/16
01/29/16	02/01/15 - 02/26/15

Important Notes

Each term is 4 weeks long.

Terms with a " * " include a one-week holiday:

- Spring Holiday: 03/21/2015 to 03/29/2015
- Summer Holiday: 07/18/2015 to 07/26/2015
- Winter Holiday: 12/19/2015 - 01/03/2016

PELA is closed (no school) on all national holidays except Veteran's Day in November.

Inclement Weather Policy

PELA may close due to bad weather like ice and snow.

On bad weather days, all local TV and radio stations announce school closings. If you hear that PELA is closed on that day, then there will be no school.

You can check online at:

<http://www.oregonlive.com/closures/>
www.flashalert.net.

If PELA is closed, a message will be left on our main phone number saying that the school is closed that day. If you hear no special message that day, then the school is open. Our phone number is 503-226-1656.

Where to go if you have questions

For questions about **IMMIGRATION, PROGRAMS, or CLASSES** please see **PHILIP RIGBY** or **LUKE JENKINS** at the front desk Monday through Friday between 8:30 am - 5:30 pm.

For questions about the **VOLUNTEER** program email **LUKE JENKINS** or come to the front desk during school hours.

For questions about **CONVERSATION PARTNERS/GROUPS** see **PHILIP RIGBY** or **LUKE JENKINS** at the front desk during school hours.

- Email Philip Rigby at philip@portlandenglish.edu
- Email Luke Jenkins at luke@portlandenglish.edu

For questions about **HOMESTAYS or STUDENT HOUSE** please see **CHRIS QUINN** in the PELA office.

- Email Chris Quinn at housing@portlandenglish.edu

School Contact Information

Portland English Language Academy
425 SW Washington St. 2nd Floor
Portland, Oregon 97204
Phone: 503-226-1656
Fax: 503-226-1244
Website: www.portlandenglish.edu
Email: apply@portlandenglish.edu

Student Documents & ID Cards

Student ID Cards

All PELA students receive a PELA student I.D. card. Please visit the PELA office in order to receive your student I.D. card.

Passports and I-20 Documents

Please do not carry these important documents with you. Leave them at home, in a safe place. You should be able to quickly locate these documents at any time.

State ID Cards

Many PELA students want to get a State of Oregon Identification (I.D.) card. The cards are an excellent way to carry ID without needing to carry your passport every day. To get a State of Oregon Photo I.D. card, visit the DMV (Department of Motor Vehicles) office in downtown Portland on 6th Ave. & Clay St.

Safety

While Portland is generally a safe city with low crime, students are still encouraged to be cautious.

To avoid crime:

- Keep your book bag or purse with you at all times.
- Lock your bicycle with a strong U-lock.
- If you are walking around downtown Portland at night, go with a friend. Please don't be afraid to go downtown at night. Portland is an interesting city. Feel free to enjoy it, day and night. Take a buddy and be aware of your surroundings.
- If you have an **emergency** and need police or fire service, dial **911** on the telephone. Be ready to say your location and your problem. You do not need money to dial 911 from a public phone. The 911 number is for emergencies only.
- Don't carry or show a lot of cash with you. Use personal checks or credit cards.
- Use common sense. If you don't feel comfortable talking with someone, just walk away!

English Programs

Intensive English

The Intensive English program focuses on building individual English language skills and overall English communication skills in focused language and communication classes. This program prepares students for using English at work and in a university environment. This program requires an F-1 Student Visa.

Minimum Study Period: **4 weeks**

REQUIRED Weekly Activities:

- 10 hours of **Focused English Skills**
- 10 hours of **Communication Skills**

REQUIRED HOURS = 20 per week

OPTIONAL Weekly Activities:

- 2+ hours of **Conversation Group**
- 1 hour of **Conversation Partner**

TOTAL OF 20-23 HOURS PER WEEK

<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min
Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min
Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min

Intensive English + Volunteer

Study English as you do Volunteer activities in the local community. This program combines English instruction with a unique opportunity to practice what you learn. This program requires an F-1 Student Visa.

Minimum Study Period: **4 weeks**

REQUIRED Weekly Activities:

- 10 hours of **Focused English Skills**
- 10 hours of **English Communication Skills**
- 1 hour **Volunteer & American Culture Class**
- 4+ hours of **Volunteer Activities**

REQUIRED HOURS = 25 per week

OPTIONAL Weekly Activities:

- 2+ hours of **Conversation Group**
- 1 hour of **Conversation Partner**

TOTAL OF 25-28 HOURS PER WEEK

<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min
Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min
Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min
	Volunteer & Culture Class 50 min			

English Programs *(continued)*

Semi-Intensive English

The Semi-Intensive English program focuses on building individual English language skills and overall English communication skills in focused language and communication classes. This program prepares students for using English at work and in a university environment. This program is for non F1 students.

Minimum Study Period: **4 weeks**

REQUIRED Weekly Activities:

- 6-7 hours of **Focused English Skills***
- 10 hours of **English Communication Skills**

REQUIRED HOURS = 17 per week

OPTIONAL Weekly Activities:

- 2+ hours of **Conversation Group**
- 1 hour of **Conversation Partner**

TOTAL OF 16-19 HOURS PER WEEK

<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min
Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min
Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min

** For Semi-Intensive Programs, students choose 1 to 5 of the Focused English Skills or Communication classes in a Program. The number of classes you choose is determined by the Program. This will bring the total weekly classroom hours to under 18 hours, as required for students not studying with an F-1 student visa. The skills taught in the classes you drop will be covered in other classes. Students choose which classes to take after they arrive at PELA.*

Semi-Intensive English + Volunteer

Study English as you do Volunteer activities in the local community. This program combines English instruction with a unique opportunity to practice what you learn. This program is open to all non F-1 students.

Minimum Study Period: **4 weeks**

REQUIRED Weekly Activities:

- 6 hours of **Focused English Skills***
- 10 hours of **English Communication Skills**
- 1 hour **Volunteer & American Culture Class**
- 4 hours of **Volunteer Activities**

REQUIRED HOURS = 17-21 per week

OPTIONAL Weekly Activities:

- 2+ hours of **Conversation Group**
- 1 hour of **Conversation Partner**

TOTAL OF 16-22 HOURS PER WEEK

<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min	Reading/ Vocabulary 50 min	Listening/ Speaking 50 min
Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min	Pronunciation 50 min	Writing/ Grammar 50 min
Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min	Grammar For Communication 100 min	Integrated Skills 100 min
	Volunteer & Culture Class 50 min			

** For Semi-Intensive Programs, students choose 1 to 5 of the Focused English Skills or Communication classes in a Program. The number of classes you choose is determined by the Program. This will bring the total weekly classroom hours to under 18 hours, as required for students not studying with an F-1 student visa. The skills taught in the classes you drop will be covered in other classes. Students choose which classes to take after they arrive at PELA.*

Academic Preparation

If you plan on attending an American University or College and want to know what to expect, this is the class for you. You will learn to analyze university-level texts in a variety of academic subjects. You will learn how to prepare for and do well on university exams. You will increase your academic vocabulary. You will learn about university-level essays and how to write them. This is a class for serious students who aren't afraid of homework and who are willing to push themselves.

Minimum Study Period: **4 weeks**

REQUIRED Weekly Activities:

- 10 hours of **Speaking and Reading**
- 10 hours of **Writing and Grammar**

REQUIRED HOURS = 20 per week

OPTIONAL Weekly Activities:

- 2+ hours of **Conversation Group**
- 1 hour of **Conversation Partner**

TOTAL OF 20-23 HOURS PER WEEK

<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Speaking and Reading 100 min	Speaking and Reading 100 min	Speaking and Reading 100 min	Speaking and Reading 100 min	Speaking and Reading 100 min
Writing and Grammar 100 min	Writing and Grammar 100 min	Writing and Grammar 100 min	Writing and Grammar 100 min	Writing and Grammar 100 min

Add a Test Preparation Class to any English Program

TOEFL Preparation

Earn the score you want on the TOEFL iBT test after studying in our Intensive TOEFL Test Preparation programs.

Studying English in the Intensive TOEFL Program also means focusing on focused language skills. This program is open to all students.

This class meets every Monday-Friday for one hour each day.

Minimum Study Period: **4 weeks**

IELTS Preparation

Earn the score you want on the IELTS test after studying in our Intensive IELTS Preparation programs.

Studying English in the Intensive IELTS Program also means focusing on communication skills. This program is open to all students.

This is an evening class. This class meets Tuesdays and Thursdays from 5:00PM-7:30PM.

Minimum Study Period: **4 weeks**

TOEIC Preparation

Earn the score you want on the TOEIC test after studying in our Intensive TOEFL Test Preparation programs.

Studying English in the Intensive TOEFL Program also means focusing on focused language skills. This program is open to all non F-1 students.

This class meets every Monday-Friday for one hour each day.

Minimum Study Period: **4 weeks**

Program Requirements

Please read the rules carefully.
If you don't understand, please ask the PELA office.

1. INTENSIVE ENGLISH PROGRAM
2. INTENSIVE ENGLISH + VOLUNTEER
3. INTENSIVE ENGLISH + TOEFL/IELTS/TOEIC
4. ACADEMIC PREPARATION
5. ACADEMIC PREPARATION + TOEFL/IELTS/TOEIC
6. SEMI-INTENSIVE ENGLISH
7. SEMI-INTENSIVE ENGLISH + VOLUNTEER
8. SEMI-INTENSIVE ENGLISH + TOEFL/IELTS/TOEIC

If you are in the **Intensive English Program**, you will have 20 hours of classroom instruction and 3+ hours of additional study hours (optional). The minimum study period for this program is 4 weeks. This program is for F-1 visa students and permanent residents.

If you are in the **Semi-Intensive English Program**, you will have 17 hours of classroom instruction and 3+ hours of additional study hours (optional). The minimum study period for this program is 4 weeks. This program is for non F-1 visa students.

If you are in the **Academic Preparation Program**, you will have 20 hours of classroom instruction and 3+ hours of additional study hours (optional). The minimum study period for this program is 4 weeks. This program is for F-1 visa students and permanent residents.

If you are in the **Semi-Intensive English + Volunteer Program**, you will have 14-16 hours of classroom instruction, 4 hours of volunteer work, a 1 hour Volunteer & American Culture Class, and 6+ hours of additional study hours (optional). This program is for non F-1 visa students.

If you are in the **Intensive English + Volunteer Program**, you will have 20 hours of classroom instruction, 4 hours of volunteer work, a 1 hour Volunteer & American Culture Class, and 6+ hours of additional study hours (optional). This program is for F-1 Visa students and permanent residents. The minimum study period for the English+Volunteer program is 4 weeks.

If you add the **IELTS, TOEIC, or TOEFL Test Preparation** class to your program, you will have an *additional* 5 hours per week of in-class instruction. These classes can be added to any Intensive, Semi-Intensive, or Academic Preparation program.

English Tutoring and Writing Center

Individual and group tutor sessions are available for all PELA students. There is no cost to attend a tutor session.

Writing Lab

Writing Lab tutor sessions are one-on-one writing skills development appointments. You will need to schedule your session with the front office. All Writing Lab tutor sessions are for 15 minutes. If you are late, another student can take your session so please be on time.

- When: Tuesdays & Thursdays from 11:00am - 3:00pm
- Where: Study Lab
- What to Bring: Bring an assignment you're working on or one that has already been graded.

Tutoring Center

The Tutoring Center is able to help with any questions you have or with general conversation. No appointments are needed and students are able to come in groups.

- When: Wednesdays from 11:00am - 3:00pm
- Where: Study Lab
- What to Bring: Bring assignments you have questions about or just bring yourself!

Conversation Groups

PELA students can participate in our *free Conversation Groups* each day. During these Conversation Groups, students speak with local Americans and practice and improve their English in a relaxed environment. Students get to use their English, learn about Portland life and culture, and make new friends. This free service is open to *all* PELA students every day of the week.

The Conversation Group schedule is located next to the PELA office on the 3rd floor.

School Discipline

The following behavior will lead to a warning from the school administration:

- Disrupting the teacher's ability to teach class
- Disturbing other students' ability to participate in class or study on school property
- Arguing with teachers, school staff, or other students
- Possessing or being under the influence of alcohol on or near school property
- Engaging in inappropriate behavior anywhere on or near school property

Receiving two warnings is grounds for expulsion (being kicked out) from school.

The following behavior will lead to expulsion from school without prior warning:

- Fighting
- Confronting teachers, staff, or other students in an excessively aggressive manner
- Possession of weapons on or near school property
- Possession or being under the influence illegal drugs on or near school property
- Engaging in any illegal activity on or near school property

PELA reserves the right to refuse service, expel from school, and/or exclude from property any person not following school rules or otherwise failing to practice appropriate behavior.

Attendance Policy

Due to the short 4-week terms and intensive nature of PELA's programs, attendance in all classes is required. There are no excused absences.

You will get a grade for attendance. Your attendance grade is worth 10% of your total grade. Every class you attend raises your attendance grade. Every class you miss lowers your attendance grade.

Due to the short 4-week terms and intensive nature of PELA's programs, there is no time to give make-up tests, quizzes, or assignments.

The best way to improve your English is to attend class every day, on time and prepared for the day's lesson.

Classroom Rules

Speak only English

At our school, only English is spoken at all times during class and outside class. Helping each other and practicing with each other is a great way to improve your English. You will have the chance to make more international friends if you use English instead of your own language. You must choose to speak only English at our school.

Breaks

No break is given for a 50-minute class. Your teacher may or may not give a 10-minute break during a 100-minute class. If you must leave the classroom outside of break time, you must do so according to the following rules:

1. All breaks must be restroom breaks or water breaks only. Breaks are not allowed for phone calls, smoking, coffee, food, etc.
2. Breaks must be no longer than 10 minutes. If you are gone longer than 10 minutes, the teacher has the right to deny re-entry into the classroom.
3. If you take more than two breaks during a single class, the teacher has the right to deny re-entry into the classroom.

Late for Class

Students will be marked absent if they are more than 5 minutes late to class.

Classroom Behavior

Please follow these rules during class:

1. **ENGLISH ONLY.** Do not speak your native language during class.
2. **TURN OFF CELL PHONES.** Do not talk on the phone or text message during class.
3. **NO TALKING** unless it is part of the class activity.
4. **NO EATING.** But drinks are okay.
5. **NO OTHER ACTIVITIES** including doing another teacher's homework or preparing for another teacher's class.

Attendance & F-1 Student Visa Status

Students with an F-1 student visa must enroll in a full-time course of study. For a student attending a non-credit English language school such as PELA, this means enrolling in a program that includes at least 18 classroom hours of study per week. At PELA, our Intensive English, Intensive TOEFL, and Intensive IELTS programs are available to students with F-1 student visas. These programs are also available to permanent residents in the U.S.

According to US immigration rules, F-1 visa students must make “normal progress” in their studies to maintain their F-1 visa status. “Normal progress” means earning at least a 2.0 grade point average (GPA) for a 4-week term of study. To keep your student visa status, you must earn at least a 2.0 GPA for your 4-week term of study. See the academic warning/probation section below for what happens if you earn lower than a 2.0 GPA.

If you are an F-1 visa student, it is your responsibility to maintain your F-1 student visa status. It is your responsibility to attend class and do your homework. It is your responsibility to make normal progress at school and to obey all the rules and regulations for holding an F-1 student visa.

Academic Warnings & F-1 Student Visa Status

If a student tests into level 2 or below in their integrated skills class, they will be given two terms to adapt to American teaching styles and will be allowed to fall below a 2.0 term GPA.

After the initial two terms of enrollment at a level 2 or below in integrated skills, a student will be expected to maintain a 2.0 term GPA or greater. If a student fails to do so, they will adhere to the following academic progress rules:

If a student earns an overall grade point average (GPA) of less than 2.0 for one term, the student will be put on academic warning.

If a student earns an overall GPA of less than 2.0 for 2 terms in a row, the student will be put on academic probation.

If a student earns an overall GPA of less than 2.0 for 3 terms in a row, the student will be placed on termination notice.

If a student on termination notice fails to earn a 2.0 term GPA in their termination notice term, their form I-20 will be terminated.

The office will notify students who are placed on academic warning or academic probation.

If a student earns at least a 2.0 GPA while on academic warning their warning will be taken off of their record. If a student is placed on termination notice, they will never be able to fall below academic probation, for the duration of their studies. For F-1 visa students, once off of academic warning, students are considered to be making reasonable progress in respect to their F-1 student visa status.

Please refer to “Determining Grades” on Page 11 for information on to convert grade and grade percentages into grade points.

Additional Immigration Rules

Travel Outside the U.S.

If you plan to travel outside the U.S. during school breaks or because you are returning to your home country for a brief time, then you must have the PELA office sign the back of your I-20 before you leave. If you forget to do this, you will not be able to re-enter the U.S. using your I-20 from PELA. This includes trips to Canada and Mexico. PELA will only sign the back of I-20s for students who are returning to the U.S. in order to continue studying at PELA.

Vacation Term

After studying for 9 months in a row, you can take one term off, stay in the United States during the term off, and return to PELA the next term. If you have not yet studied for 9 months in a row, then you cannot take a term off and stay in the United States during the term off. You can count time spent at different schools toward this 9 month requirement.

Change of Address

All F-1 students must keep a current address on file in the PELA office. If you change your address, you must notify the PELA office.

F-1 Student Responsibilities

*Please remember that it is **your** responsibility to maintain your visa status.* It is your responsibility to obey all the rules and regulations for holding an F-1 student visa. There are many immigration rules that we do not explain in this book. If you have questions about Immigration rules, please ask. We will help you as much as we can.

Student Visa Seminar

To help students understand and follow visa and immigration rules, PELA requires all new F-1 students to attend a Student Visa Information Session on the Friday of orientation. Students will have the opportunity to ask questions about visas and studying in the United States.

PELA Level Descriptions

Below is a description of each of PELA's 7 levels of English classes.

Entry Level—Pre-Beginner

A student who successfully completes this level:

- knows the alphabet and the counting system in English.
- can introduce him/herself
- can follow basic commands related to classroom study.
- can use “be” and selected high frequency verbs in the simple present in statements, negatives, and interrogatives
- can form plural nouns
- can spell, recognize, and use a select set of nouns, adjectives, adverbs, and prepositions taken from the General Service, Dolch, and Sutton high-frequency word lists

Level 1: Beginner

Students who test into this level will gain the initial vocabulary and grammatical structures needed to function in an English as a second language (ESL) classroom. In a slower-paced and highly structured classroom environment, they learn to follow basic academic directions and ask for clarification. They acquire the basic skills for reading classroom handouts and beginning academic texts. They are also introduced to the survival vocabulary necessary to function in an English-only environment outside of the classroom. They learn to introduce themselves and discuss basic everyday objects, places, needs, and activities both orally and in writing.

A student who successfully completes this level:

- can negotiate time and money in English.
- can express basic needs in the classroom, in a store, and in the home.
- can greet, take leave of, and thank someone in a socially-appropriate way.
- can construct and recognize, both verbally and in writing, simple statements and interrogatives in the simple present and present continuous.
- can orient written materials properly.
- can punctuate a sentence and a question correctly
- can read and comprehend simple sentences in English.
- can recognize (if not yet construct) statements and interrogatives in the simple past and in the future.

Level 2: High-Beginner

Students at this level continue to build their academic vocabulary. They are introduced to a range of note-taking and study skills that will help them be effective language learners. They are given a strong foundation in the basic tenses that will allow them to discuss events in the present, past, and future. They are trained to write well-organized English paragraphs using simple and compound sentence structures, and to read simple multiple-paragraph essays. They gain the vocabulary necessary to negotiate basic transactions in shops, clinics, and the home, and to broaden their social contacts.

Can perform the skills of the previous level(s) and...

- has the basic vocabulary necessary to describe self, others, and his/her environment
- ask for clarification of meaning and pronunciation.
- ask a follow-up question to elicit more information during a conversation
- recognize, form, and use the present perfect
- express future plans using “be going to”
- negotiate simple transactions in a store, a health clinic, or a situation related to tourism.
- give and follow spatial directions.
- make a simple phone call and leave a message.
- express agreement and disagreement using “me too/me neither.”
- form comparatives
- read and comprehend a level-appropriate text in English.
- organize vocabulary in terms of synonyms and antonyms
- write multiple sentences related to a topic.

PELA Level Descriptions (*continued*)

Level 3: Low Intermediate

Students at this level gain increasing familiarity with their learning styles, to be better able to study independently. While reviewing material covered at earlier levels, they flesh out their understanding of English verb tenses and learn about gerunds and infinitives, relative clauses, and modals of advice, necessity, and probability. They build their writing skills by adding the complex sentence structures of relative and adverb clauses. They practice writing paragraphs of description, argumentation, and causality. They broaden their vocabulary to include words related to work, money, and leisure. They add to their competence in social settings as they learn to initiate, guide, and end conversations, and gain confidence by role-playing a variety of social situations.

Can perform the skills of the previous level(s) and...

- initiate and guide a conversation on an everyday topic
- qualify a response by using “It depends”
- complain, ask for grant, and refuse a favor, can ask for and give advice, and make a suggestion using “Let’s”
- has requisite vocabulary to speak about hobbies, work, and money
- recognize and use modals of advice, necessity, and probability
- form relative clauses
- recognize basic verbs that take gerunds/infinitives
- write an organized and correctly-formatted paragraph
- recognize and use coordinating and subordinating conjunctions
- guess words from context
- separate fact from opinion
- analyze and discuss a level-appropriate reading text

Level 4: Intermediate

Students at this level are being prepared to transition from materials modified for English language learners to materials designed for native English speakers. Intermediate students move from writing single paragraphs to producing essays of multiple paragraphs. Along with a review of grammatical forms covered in previous levels, they add the conditional tenses, the passive voice, and noun clauses. They initiate the study of the prefixes, suffixes, and stems necessary for understanding longer and more sophisticated texts. They broaden their vocabularies to include words related to romance, relationships, and family. They gain confidence navigating real-world situations through continued role-playing activities, and through honing their use of intonation and awareness of levels of diction.

Can perform the skills of the previous level(s) and...

- has requisite vocabulary to speak about family, friend, and romantic relationships
- plan, organize, and write multi-paragraph essays of description, argument, and causality
- form word families and identify and use each word form (N, V, ADJ, ADV) accurately
- navigate a dictionary entry in English with multiple definitions
- construct noun clauses
- recognize and use conditionals I, II, and III
- form the passive and use participial adjectives
- make an excuse, break a social engagement, and interrupt politely
- express, agree, and disagreeing with an opinion in an extended manner
- construct generalizations using “most people, typically, usually, etc.”
- give an impromptu speech about a current event

PELA Level Descriptions (*continued*)

Level 5: High Intermediate

Students at this level increase their confidence in working with materials created predominately for native English language speakers. They delve more deeply into the rich vocabulary of English, strengthening their understanding of prefixes, suffixes, and stems, while exploring shades of meaning between synonyms. They are trained to give presentations, argue opinions, and clarify their positions. Students add finesse to their vocabulary through discussions of complex topics, such as crime, creativity, and happiness. They continue to develop their writing skills by working on introductory, body, and concluding paragraphs. They are expected to interact with native English speakers outside of the classroom, in the context of oral interviews.

Can perform the skills of the previous level(s) and...

- has the requisite vocabulary to speak about crime & law, trends in fashion & technology, and happiness
- express personal opinions and discuss current events at a high degree of complexity
- soften the truth, evaluate something, clarify a position, and negotiate a desirable outcome to a conflict
- construct, both in speaking and in writing, sentences of a variety of types: simple, compound, and complex
- recognize preposition equivalents for coordinating/subordinating conjunctions
- conduct an interview or lead a discussion with native-speakers
- read and comprehend level-appropriate fiction
- learn vocabulary by means of collocations
- write multi-paragraph essays of a variety of academic types: definition & description, causal, and argumentative
- use appropriate structure words to organize his/her essays

Level 6: Advanced

Students at this level are polishing and refining their English language skills. They are prepared to segue from the controlled learning environment of the ESL classroom to a national work setting or an undergraduate or graduate program at a United States university. They refine the arts of presenting, evaluating, and paraphrasing. In their writing, they learn to include and respond to short quotations. They work with materials that expose them to college-level vocabulary and themes, such as culture, gender, the professional world, and navigating difficult social situations. They interact with native English speakers through interviews.

Can perform the skills of the previous level(s) and...

- has the skills necessary to function in an educational or work setting with native speakers.
- makes only minor grammatical errors of a type that do not usually interfere with meaning.
- summarize, paraphrase, and interpret spoken and written English at a high degree of subtlety and complexity.
- is able to use the twelve verb tenses in English with a high degree of accuracy and understands clause formation, use of adverbials, and other grammatical subtleties of the English language.
- has a large working vocabulary that includes idioms, phrasal verbs, and collocations and can speak comfortably about both practical and abstract topics.
- recognize and navigate different social registers comfortably
- evaluate and analyze options and express the criteria by which s/he did so.
- give a five-minute presentation in English comfortably.
- write a college-level multi-paragraph essay in English.
- write an essay with an introduction, body and conclusion under a time-control

Initial Level Placement

Placement Test

When a student first arrives at PELA, he or she takes a placement test. This test covers listening, grammar, reading, vocabulary, and writing. All new students take this together. The test takes about 1 hour. The test is used to decide the student's class levels for his or her first term. It is possible to study in one level in one class and a different level in another class.

Please do not worry about your score on the placement test. There is no good score. There is no bad score. There is only your score on that day. You, your teachers, and your classmates will not be told your placement test score. Your scores are used only to decide your level of classes for your first term at PELA.

Determining Grades

Grades

At the end of each term, your teachers will give you the grade that you earned based on your performance and attendance in your classes. At the end of each term, you can request a grade report that will show you the grades you earned in your classes.

PELA Method for Determining Grades

Grades are calculated using the following criteria each term:

- **80% of your grade** is based on assessment (tests, quizzes, et al.)
- **10% of your grade** is based on your participation in class
- **10% of your grade** is based on your attendance in class.

Calculating the Final Grade

The following equation will be used to calculate a student's final grade:

$$(.80)(\text{assessment score}) + (.10)(\text{participation score}) + (.10)(\text{attendance score}) = \text{final grade}$$

For example: $(.70)(80\%) + (.10)(80\%) + (.10)(100\%) = 74\%$

Assessment: 80% of Grade

Each class will have at least two assessments per term. Examples of assessments include end-of-term tests, mid-term tests, pop quizzes, vocabulary quizzes, presentations, writing samples, dictations, and other forms of assessment. Some teachers count homework toward assessment. Please see the next page for how much each individual class is weighed in order to determine a Final Grade.

Participation: 10% of Grade

Students earn their participation grade based on the amount of effort they demonstrate and by contributing to a positive classroom environment. Examples of what teachers look for include: being on time for class, being prepared for class and class activities, being focused in class, participating in activities, asking and answering questions, being on time, not doing homework during class, not using cell phone in class, not leaving class or taking long breaks, not disrupting class. Some teachers count homework toward assessment.

Attendance: 10% of the Grade

Student attendance is based on the number of classes a student was present for during the term.

Comparing Grades, Grade Percentages, and Grade Points

Grades are calculated using the following chart:

<u>Grade</u>	<u>Grade Percentage</u>	<u>Grade Point</u>
A	89.5% to 100%	4.00
B+.....	86.5% to 89%	3.67
B	82.5% to 86%	3.33
B-	79.5% to 82%	3.00
C+.....	76.5% to 79%	2.67
C.....	72.5% to 76%	2.33
C-	69.5% to 72%	2.00
D+	66.5% to 69%	1.67
D	62.5% to 66%	1.33
D-	59.5% to 62%	1.00
F	0.0% to 59%.....	0.00

You can request an **Academic Transcript** in the PELA office, which will show your grades and Grade Point Average (GPA) for each class, as well as your GPA for the entire term.

Calculating Grade Point Average

The grade you receive in all your classes determine your grade point average GPA. The table below shows the percentage that each class affects your (GPA).

Intensive English	Weekly Hours	% of GPA
Listening & Speaking	3 Hours	15%
Writing	3 Hours	15%
Reading & Vocabulary	2 Hours	10%
Pronunciation	2 Hours	10%
Integrated Skills	6 Hours	30%
Grammar for Communication	4 Hours	20%

Intensive TOEFL	Weekly Hours	% of GPA
Listening & Speaking	3 Hours	15%
Writing	3 Hours	15%
Reading & Vocabulary	2 Hours	10%
Pronunciation	2 Hours	10%
TOEFL	10 Hours	50%

Intensive IELTS	Weekly Hours	% of GPA
Integrated Skills	6 Hours	30%
Grammar for Communication	4 Hours	20%
IELTS	10 Hours	50%

Academic Preparation	Weekly Hours	% of GPA
Speaking and Reading	10 Hours	50%
Writing and Grammar	10 Hours	50%

Semi-Intensive English Programs

There is more than one combination of classes that a Semi-Intensive student can take. The percentage that each class affects your GPA depends on which classes a student chooses. Please ask the office if you want to know the percentage for each class on your schedule.

Moving up a Level

There are 3 ways to move up a level:

1. At the end of each term (every 4 weeks), you can take the *level up* test. If you test into a higher level, then you will be placed in a higher level.
2. At the end of 2 terms (8 weeks) in the same level, if you earned an average grade of 80% over the 2 terms, then you will move up a level in that class.
3. At the end of 3 terms (12 weeks) in the same level, if you earned an average grade of 70% over the 3 terms, then you will move up a level in that class.

What does this mean?

If you want to move up a level after only one term, then you need follow #1 above.

If you want to move up a level after two terms, you can either follow #1 or #2 above.

If you want to move up a level after three terms, you can follow #1, #2, or #3 above.

When is the level up test?

The *level up* test will be held on the last Friday of each term. If you miss the *level up test*, you cannot take it again until the end of the next term. The test will start on time. If you miss any part of the test you cannot make it up.

Complaints Regarding Levels

The level a student is placed in is decided solely by one of the three ways listed above. PELA feels that any one of these three ways gives the serious student a fair chance to move up a level each term. Failure to earn the required grade or the required score on the *level up* test indicates that a student should continue in the same level they were in the previous term.

The PELA office will listen to student complaints regarding their level and will offer advice on how to improve their classroom performance. However, beyond the three ways listed above, there is no additional step that can be taken to move a student up a level.

Choosing your Study Time

Morning Class vs. Afternoon Class

PELA offers classes in two blocks of study time per day:

- Morning classes, or AM classes, are held from 9:00 AM – 12:50 PM.
- Afternoon classes, or PM classes, are held from 1:00 PM – 4:50 PM.

Choosing Your Study Time

Near the end of each term, all students are invited to tell us which study time (morning class or afternoon class) they prefer. Students will receive an email asking for their study time preference. At any time, a student can visit or email the office to say their preference.

Study time preferences are granted whenever possible, but study time cannot be guaranteed. It depends on class size and what levels are offered at what time.

Students need to make their request for study time each term. Students who do not tell us their preference for study time, will be placed in the study time that has the smallest classes even if it means a change from morning classes to afternoon classes or vice versa.

It is common for new students to study in the afternoon for their first term and then move to the morning for their next term if they tell the office their wish to do so.

Deadline for Changing Class, Level, or Study Time

Any request to change your study time, your level, your class, or your program must be made no later than the end of the third day of class.

Schedule changes will not be made after the third day of the new term. After the third day of class, classes are set and cannot be changed until after the term is finished.

Paying School Tuition

Tuition for each 4-week term must be paid no later than the Friday before a new term begins. Students who have not paid tuition will not receive a schedule and will not be able to attend classes until tuition is received.

You can pay fees by credit card, cash, check, traveler's checks or money order. If you would like to make payments by bank-wire transfer, please ask the PELA office for the school's bank details.

Students must enroll for full 4-week terms. Students can enroll for less than a full 4-week term only if the student is returning to his or her home country before the 4-week term is completed.

Tuition is non-transferable.

5% Discount

If you pay for 2 terms or more (8 study-weeks or more) at one time, you will receive a 5% discount on the total tuition fee.

Late Fee

There is a \$50 late fee if you pay your tuition during the first week after the term begins for current students.

New students do not pay a \$50 late fee if they pay tuition during the first week of their first term at PELA. However, new students will be charged a late fee if tuition is paid after the 1st week of the term.

Failure to Pay Tuition or Fees

Students who fail to pay their tuition will not be enrolled in classes for the term. Failure to be enrolled in full-time classes will result in F-1 students being out of status and may lead to termination of the student's I-20.

If an F-1 student fails to pay any tuition or fee that is owed, a note will be added to their I-20 record of '*failure to fulfill financial obligation to school.*' This message will be permanently added to student's I-20 record and will be visible to any U.S. embassy or customs official and any future school the student may apply to.

Tuition Refund Policy

No refund is given for a term that has already begun.

Refunds of a student's unused tuition are granted, per the following rules:

- If enrollment is canceled before the first day of the student's first term – 100% refund of all tuition.
- If enrollment is canceled during the student's first term (4 weeks of enrollment) – 85% of unused tuition refunded.
- If enrollment is canceled after student's first term (4 weeks of enrollment) – 70% of unused tuition refunded.

"Unused tuition" means tuition for terms that have **not yet begun**.

Refunds are paid by check only and are given on the student's last day of enrollment.

Refunds for Change in Program

If you have already paid for a term but wish to change to a program with lower tuition, the difference in tuition between the programs will be 100% refunded. You must inform the office of any program change **no later than the third day of the term**.

Deferring Tuition

A student can defer 100% of unused tuition to a later term. This means a student can choose to use 100% of unused tuition to study in a later term.

Choosing to defer tuition means that a student is giving up his or her right to any refund of the unused tuition. However, the student will be able to use it to study with when he/she decides to return.

In order to defer tuition the following rules must be followed: 1) Deferral must be arranged before the beginning of the deferred term, 2) The student must leave the country or otherwise be eligible to take a vacation term, 3) Tuition is only divisible by weeks not by days, 4) Student must re-start no later than the next available start date after he/she returns to the U.S., 5) The student must be eligible to re-enroll according to immigration rules.

Tuition Refund in the Event of a Disaster or Emergency

In the extremely unlikely event of a disaster or other emergency for which the school must temporarily close, no refunds of any tuition will be given. All remaining tuition will be available for the student to use to continue studying when

the school reopens. "Disaster or other emergency" includes any event that affects the school but which is outside the school's ability to control including but not limited to inclement weather, natural disaster, domestic or international crisis, and/or domestic or international health or safety emergency.

Student Complaints

Constant Improvement

As our mission statement says, PELA's faculty and staff strives to demonstrate our 100% dedication to our students. However, we also believe in constant improvement of our school and its policies. Students are welcome to visit the PELA office or speak with an instructor if they recognize a way to improve our school.

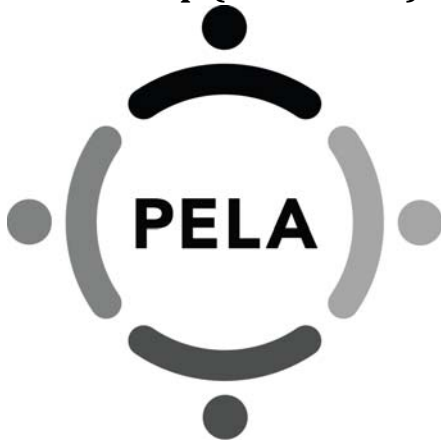
Student Complaint Form

If a student has a complaint about PELA, its policies, its programs, or its employees, any PELA staff or instructor is available to discuss it. If a student feels that their complaint is not being addressed, then they are welcome to submit in writing their complaint on the official student complaint form that is available in the PELA office. The school director will consider the complaint and possible responses. The student will receive the director's response to their complaint in writing.

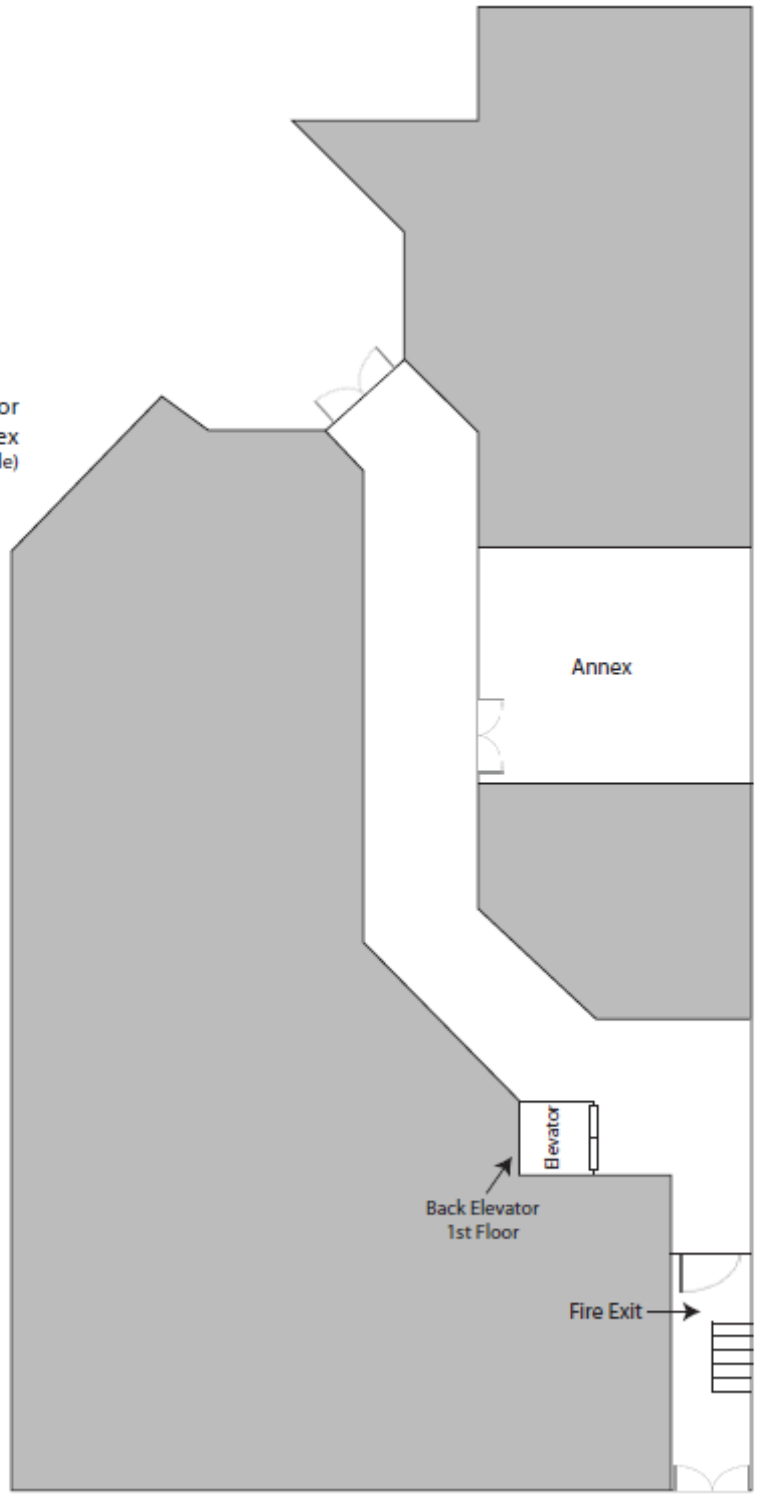
Petitioning a Complaint Response

If a student is unsatisfied with the response they receive to their *official complaint*. The student may petition to have their complaint reconsidered. The student will again submit their complaint and any additional arguments, in writing, to a 3 person anonymous panel. The school administration will also submit its complaint response and its rationale to the same panel. The decision of the panel will be considered final and must be accepted by both the school and the student. The anonymous panel will be made up of 2 PELA employees (but not the School Director, Admissions Director, or Academic Director) and 1 person who is independent of the school. The panel will confer with each other and make its recommendation. The recommendation will be received as one voice and the individual opinions and rationale of the panel members will remain a secret to the student and the school administration.

School Map (First Floor)



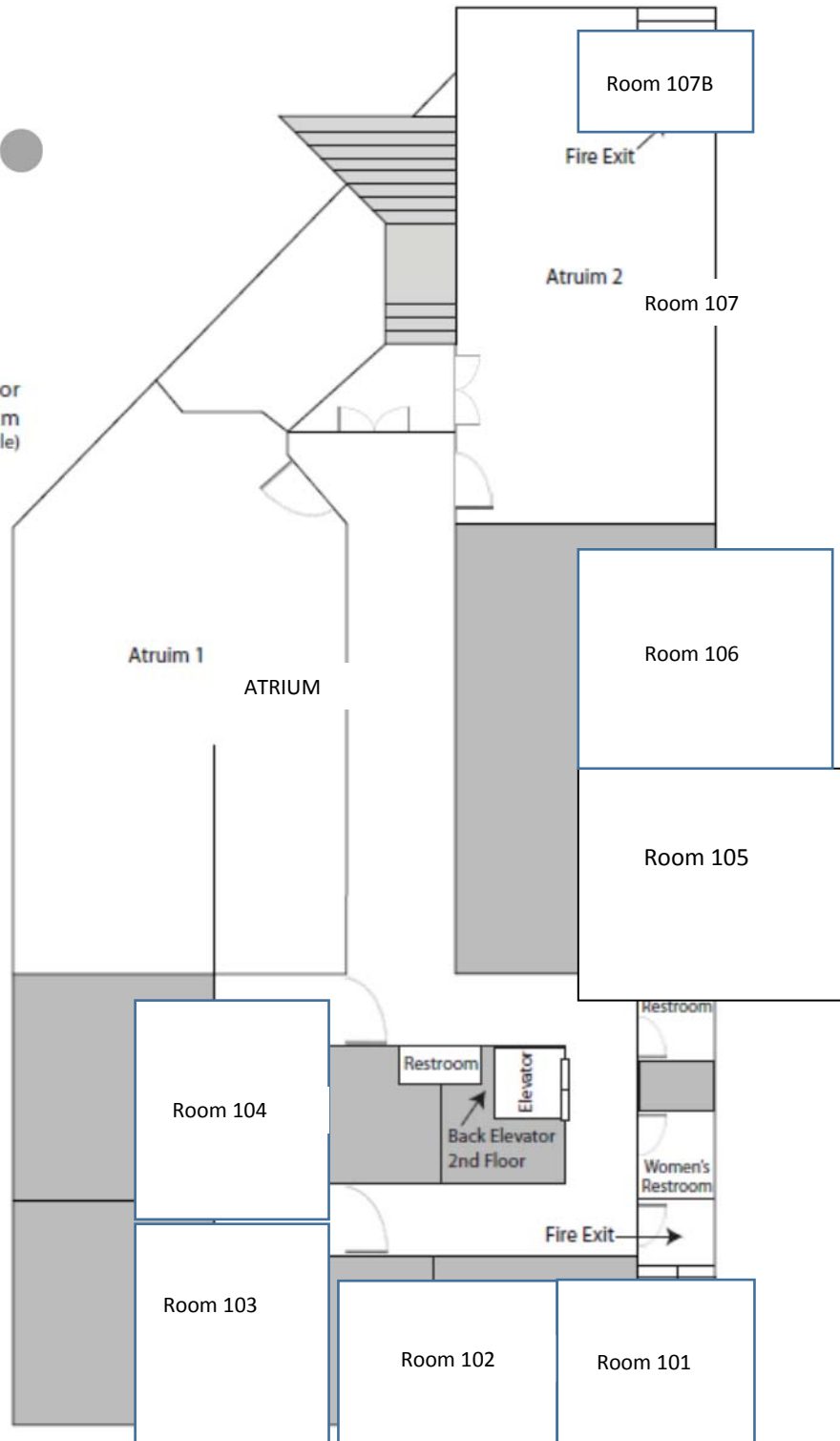
1st Floor
Annex
(Not to scale)



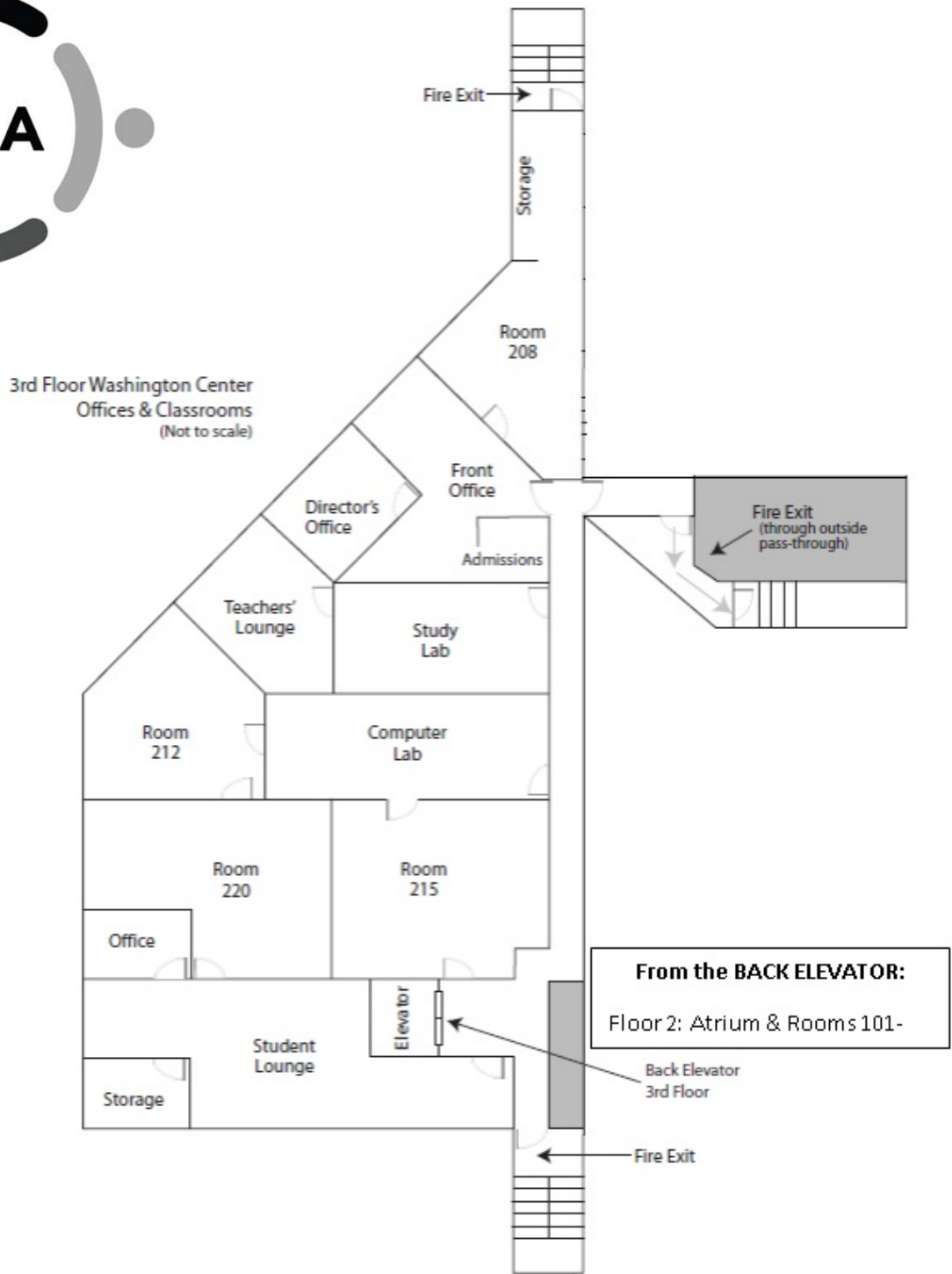
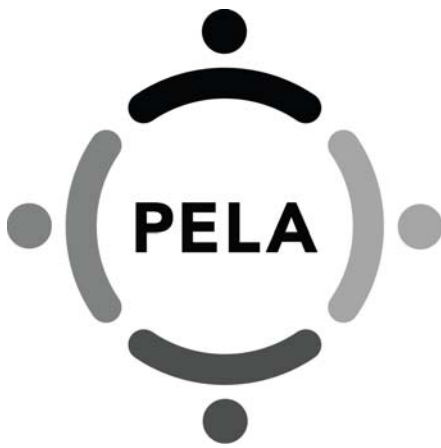
School Map (Second Floor)



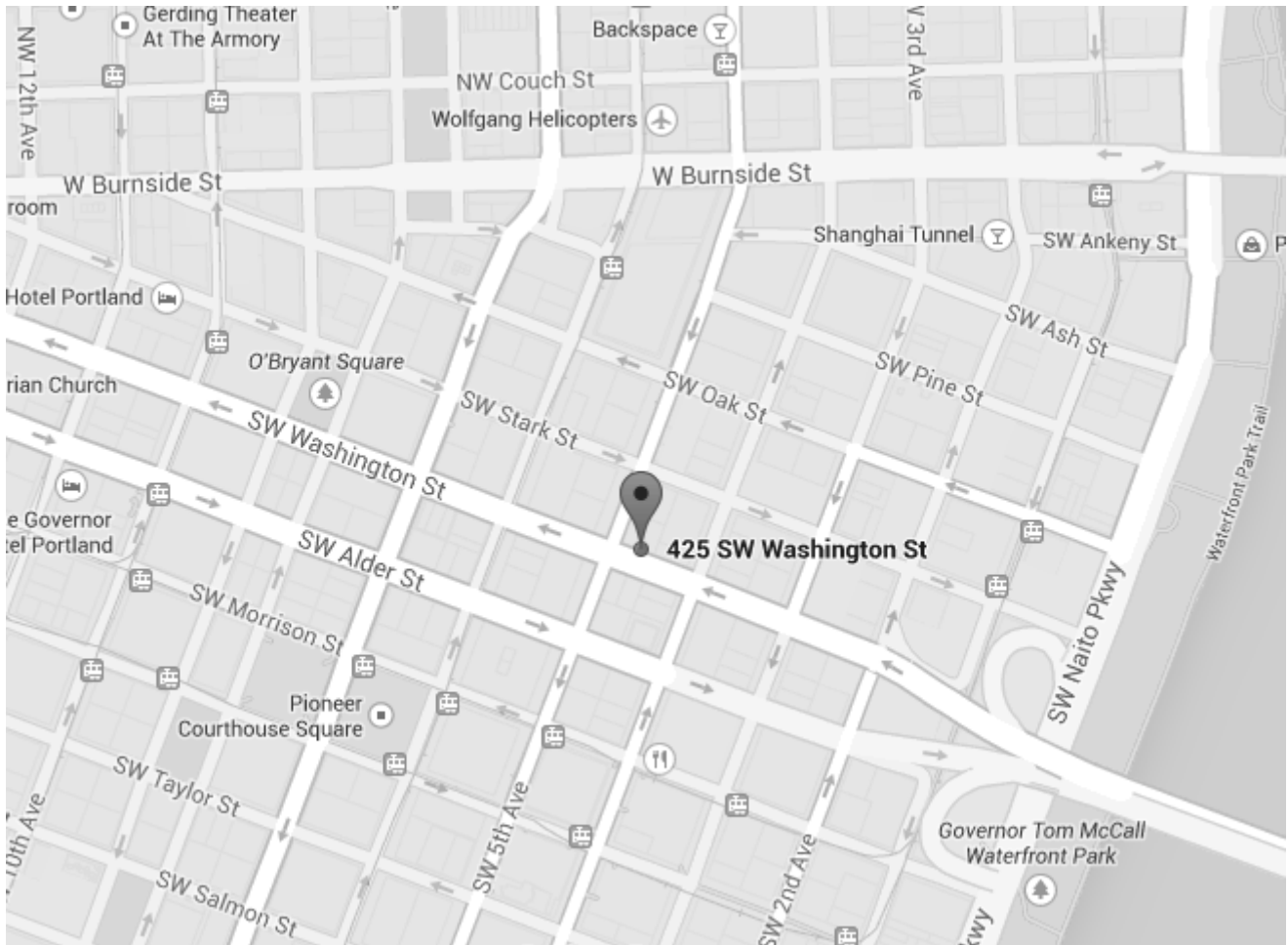
2nd Floor
Atrium
(Not to scale)



School Map (Third Floor)



Please ask in the PELA office if you have any questions about the information in this book.



PORTLAND ENGLISH LANGUAGE ACADEMY

425 SW Washington
Portland, OR 97204
U.S.A.

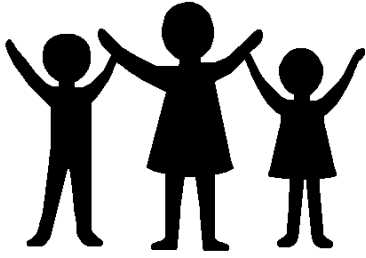
on the corner of Southwest 4th and
Southwest Washington Street

Phone: 503.226.1656
Fax: 503.226.1244

Email: [**Apply@PortlandEnglish.edu**](mailto:Apply@PortlandEnglish.edu)
Website: [**www.PortlandEnglish.edu**](http://www.PortlandEnglish.edu)

How to be a successful student at PELA!

- **Come to every class.** Come to school every day.
- **Take notes in class.** Write down everything your teacher writes on the board.
- **Review your class notes each day.**
- **If you do not understand something, ask for help.** Ask your teacher to review this point during the next class. Ask a student with better English than yours, ask your homestay family, or ask a tutor.
- **Ask questions in class.** Ask for examples in class.
- **Stay focused in class.** Turn your phone off during class.
- **Come to class on time.** If you have a class break, come back on time.
- **Participate in group activities in class.** Don't sit back and let your partner do the work. Write your examples down so your teacher can check them.
- **Use English outside of school.** Speak English as much as you can with any person that you can. Try to avoid using your own language. If you talk with your friends, talk to them in English even if it is difficult.
- **Try to correct your mistakes.** When a teacher corrects your grammar, immediately repeat the correct answer at least 3 times. Try to focus on that grammar/vocabulary point all week long until you "get it."
- **Practice and correct your spelling.** Spelling is important.
- **Study English online.** There are MANY free web sites for practicing English. Ask the PELA office for help in creating a free account at TellMeMore.com and English-Attack.com and use it for personalized self-study.
- **Learning English requires active work.** You will need to spend as much time outside of class as in class studying and practicing.



Health Insurance for International Students

Why is health insurance important? In your country, the government might pay for your health care. In the United States, you are responsible for paying your doctors. If you get injured or sick while staying in the U.S. and you do not have health insurance, this can result in medical bills that cost thousands of dollars. It is very important that you get health insurance for your stay in the U.S.

More information about international student health insurance can be found here: <http://www.internationalstudentinsurance.com/explained/>

Here are some recommendations to get an affordable health care plan*:

- Farmers Insurance Group
Agent: Mika Inoue Lee (Owner and former PELA student)
<http://www.farmersagent.com/mlee5>
- HCC Medical Insurance Services
Starting at \$1 per day
<http://www.hccmis.com/atlas-travel-insurance-quote/>
- Short Term Health Insurance
Affordable health care for anyone travelling outside of their home country
<http://www.short-termhealthinsurance.com/>
- United Health One
Health Insurance for International students
<http://www.goldenrule.com/international-medical-insurance/>
- Assurant Health
Average Cost: \$74.65 per month
<http://www.assuranthealth.com/corp/ah/AHHome.htm>

*The Portland English Language Academy does not endorse the quality of care administered at any of the businesses listed here. Other insurance providers can be found online.