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# **LINCOLN MEMORIAL UNIVERSITY**

## **ENGLISH LANGUAGE INSTITUTE**

### **Student Handbook**

**Academic Year**

**2019-2020**

## English Language Institute Tuition and Fees

Fall 2019 and Spring 2020 Semesters

	Fall 2019 (15 Weeks)	Spring 2020 (15 Weeks)
Application Fee (nonrefundable)	\$50	\$50
Tuition	\$ 3,600	\$3,600
Health Insurance (6 months – estimate*)	\$800	\$800
Room and Board (double occupancy** & meal plan)	\$4,125	\$4,125
Books, Supplies, and Testing	\$300	\$300
Technology and Transportation	\$265	\$265
Comprehensive Fee	\$270	\$270
Total:	\$9,410	\$9,410

\*For specific insurance information go to: <http://www.visitinsurance.com/>

\*\*Cost may be higher if other room and board accommodations are desired.

Payment methods can be found [here](#).

The Lincoln Memorial University (LMU) English Language Institute (ELI) Student Handbook provides an overview of ELI requirements, the LMU campus, the responsibilities of international students, and services available to international students.

Admission to undergraduate programs at Lincoln Memorial University (LMU) requires a minimum TOEFL score of 61 (internet-based) or 500 (paper-based). International students who do not meet the University admission requirement may enroll in LMU's English Language Institute (ELI) before matriculating into the University.

Through its English Language Institute, Lincoln Memorial University offers classes in English as a Second Language (ESL) to all international students who need to improve their reading, writing, speaking, listening, and grammar skills. There are 20 hours of weekly instruction.

The mission of the ELI is to provide international students with instruction in ESL and to prepare them for academic and professional success. The goals are:

- to build knowledge among international students of the history and culture of the United States;
- to provide information regarding academic programs offered at LMU;
- to prepare international students with language and academic skills for admission into LMU undergraduate or graduate studies;
- to recruit international students to build a more diverse student population at LMU;
- to provide opportunities for rich intercultural communication both on campus and in the surrounding communities; and
- to encourage all LMU students to become global citizens who seek to understand and the cultures of other countries.

The ELI will grant acceptance to students who have a TOEFL score of 41-60 (internet-based), 437-499 (paper-based test), 4.5-5.5 IELTS, or equivalent. An ELI placement test determines the level in which students begin the program. LMU will

accept successful completion of the LMU ELI as certification of the English proficiency requirement for admission to the University. In order to matriculate to LMU, students must meet all other requirements for admission to the University. Students may be required to enroll in ESL 101/102 at the discretion of the instructor/Director of International Programs (refer to the LMU [Undergraduate Catalog](#) for information on ESL 101/102)

## **ELI COURSES AND COURSE DESCRIPTIONS**

**ELI 033**– This is a four-skills course in which students develop speaking and listening skills necessary for participating in classroom discussions. Emphasis is on vocabulary building, seeking clarification through paraphrasing and asking questions. Students write simple 3-paragraph essays.

**ELI 043**– Students continue to develop speaking and listening in the context of guided discourse on personal topics. There is continued practice in writing at the essay level, with emphasis on Western rhetoric and the mechanics of composition.

**ELI 053**–This first level of English for Academic Purposes course is designed to assist students in developing academic English skills in speaking, listening, reading and writing. Emphasis is on improving control of grammatical structures, understanding and applying basic principles of Western rhetoric, and developing critical thinking skills.

**ELI 063**– This second and final course of English for Academic Purposes is designed to assist students in developing academic English skills in reading, and writing, with an emphasis on improving control of grammatical structures, developing academic vocabulary, and applying critical thinking to both written and oral contexts. Additional emphasis is placed on research and the development of thesis questions.

**TOEFL Preparation** – This course prepares students with the skills necessary to take the TOEFL test. In addition to a variety of reading, writing, speaking and listening activities, students will take a TOEFL practice test.

## **ELI CLASS SCHEDULES**

Students enrolled in the ELI are required to take 20 hours of weekly ESL classroom instruction per semester.

Sample class schedule-

### **Monday – Thursday Schedule**

9:00 - 11:00am            Reading and Writing

11:00am – 12:30pm      *Lunch*

12:30 – 2:30pm            Speaking and listening

### **Friday Schedule**

9:00-11:00am            Reading and Writing

11:00-12:00pm          *Lunch*

12:15-2:15pm            Speaking and Listening

## **PLACEMENT PROCEDURES**

Reading, writing, listening, speaking and grammar will be assessed by a combination of formal and informal evaluations. Placement tests and/or interviews will be used to place students at the appropriate level. Periodic TOEFL iBT testing may also be utilized, particularly when students are being promoted to the next course level. Prior to the end of their ELI Program, students are given an exit exam. Students must take and pass a final exam in order to matriculate into the University.

## **REGISTRATION AND PAYMENT**

After receiving results of placement tests, students must make an appointment to attend a New Student Registration Day at the ELI. Following this initial orientation, students will:

- meet with an ELI advisor for assistance and approval of the student's schedule
- receive a signed Registration Form, which he/she will take to a

representative from the LMU Registrar's Office. Appropriate tuition and fees are assessed on the form

- pay the fees and tuition at Student Accounts
- take the stamped registration receipt to a designated area where students will:
  - obtain parking stickers
  - sign a form for the LMU ELI Student Handbook
  - receive a student ID
  - obtain an LMU Post Office box

Students who are returning to the ELI, will meet with an ELI advisor for assistance and final approval of the student's schedule. The student will receive a signed Registration Form, and must deliver it to the Registrar's Office. Appropriate tuition and fees are assessed on the Registration Form and the student will pay the fees and tuition at Student Accounts.

## LEARNING OUTCOMES

The following chart indicates projected student learning outcomes for each of the courses offered by the LMU English Language Institute:

<b><u>ELI 033</u></b>	<b><u>ELI 043</u></b>	<b><u>ELI 053</u></b>	<b><u>ELI 063</u></b>
<ul style="list-style-type: none"> <li>• Develop pre-reading strategies</li> <li>• Skim to determine topic and general information</li> <li>• Skim to activate prior knowledge</li> <li>• Scan/listen for specific information</li> <li>• Identify topic sentences, main ideas and supporting details in writings and speech</li> <li>• Summarize main ideas and supporting details of a simple text or conversation</li> </ul>	<ul style="list-style-type: none"> <li>• Use pre-reading strategies</li> <li>• Identify thesis statement, topic sentences, main ideas and supporting details in writings and speech</li> <li>• Summarize main ideas and supporting details of a reading or speech</li> <li>• Use contextual clues to gain meaning in writings and speech</li> <li>• Read actively to engage with content</li> <li>• Make predictions</li> <li>• Make inferences</li> </ul>	<ul style="list-style-type: none"> <li>• Use pre-reading strategies</li> <li>• Identify thesis statement, topic sentences, main ideas and supporting details in writings and speech</li> <li>• Summarize main ideas and supporting details of a reading or speech</li> <li>• Use contextual clues to gain meaning in writings and speech</li> <li>• Read actively to engage with content</li> <li>• Think critically</li> </ul>	<ul style="list-style-type: none"> <li>• Use pre-reading strategies</li> <li>• Identify thesis statement, topic sentences, main ideas and supporting details in writings and speech</li> <li>• Summarize main ideas and supporting details of a reading or speech</li> <li>• Use contextual clues to gain meaning in writings and speech</li> <li>• Read actively to engage with content</li> <li>• Think critically</li> </ul>

<b><u>ELI 033</u></b>	<b><u>ELI 043</u></b>	<b><u>ELI 053</u></b>	<b><u>ELI 063</u></b>
<ul style="list-style-type: none"> <li>• Use contextual clues to gain meaning in writings and speech</li> <li>• Read actively to engage with content</li> <li>• Make predictions</li> <li>• Make inferences</li> <li>• Identify writer's or speaker's purpose</li> <li>• Sequence events in writings and speech</li> <li>• Identify cause and effect</li> <li>• Identify and differentiate facts and opinions</li> <li>• State and explain opinions</li> <li>• Request clarification</li> <li>• Use correct grammar to effect clear oral and written communication</li> <li>• Use correct pronunciation to effect clear oral communication</li> <li>• Construct clear thesis for a writing and/or speech</li> <li>• Develop topic sentences for supporting details, based on thesis statement</li> <li>• Write composition with introduction, body and conclusion of 350-400 words (2-3 pages).</li> </ul>	<ul style="list-style-type: none"> <li>• Distinguish facts from opinions</li> <li>• Request clarification</li> <li>• Identify cause and effect</li> <li>• Interpret literal and figurative meanings of words</li> <li>• Distinguish contextual connotations</li> <li>• Interrupt a speaker politely</li> <li>• Contradict politely</li> <li>• Express approval and disapproval</li> <li>• Give a short oral report</li> <li>• Give an impromptu speech</li> <li>• Use correct grammar to effect clear oral and written communication</li> <li>• Use correct pronunciation to effect clear oral communication</li> <li>• Research a topic, using multiple sources</li> <li>• Synthesize information from multiple sources</li> <li>• Construct clear thesis for writing and/or speech</li> <li>• Develop topic sentences for supporting details, based on thesis statement</li> <li>• Write composition of five paragraphs with introduction, body and conclusion of 600-</li> </ul>	<ul style="list-style-type: none"> <li>• Make predictions</li> <li>• Make inferences</li> <li>• Distinguish facts from opinions</li> <li>• Request clarification</li> <li>• Identify cause and effect</li> <li>• Apply interpretive reading skills</li> <li>• Compare and contrast concepts, information, data</li> <li>• Give an oral report</li> <li>• Give an impromptu speech</li> <li>• Evaluate oral presentations</li> <li>• Use correct grammar to effect clear oral and written communication</li> <li>• Use correct pronunciation to effect clear oral communication</li> <li>• Research a topic, using multiple sources</li> <li>• Synthesize information from multiple sources</li> <li>• Construct clear thesis for writing and/or speech</li> <li>• Develop topic sentences for supporting details, based on thesis statement</li> <li>• Acknowledged borrowed ideas and text accurately to avoid plagiarism</li> <li>• Write composition of five paragraphs with introduction, body and</li> </ul>	<ul style="list-style-type: none"> <li>• Make predictions</li> <li>• Make inferences</li> <li>• Distinguish facts from opinions</li> <li>• Request clarification</li> <li>• Identify cause and effect</li> <li>• Apply interpretive reading skills</li> <li>• Compare and contrast concepts, information, data</li> <li>• Make extended oral presentations</li> <li>• Evaluate oral presentations</li> <li>• Use correct grammar to effect clear oral and written communication</li> <li>• Use correct pronunciation to effect clear oral communication</li> <li>• Research a topic, using multiple sources</li> <li>• Synthesize information from multiple sources</li> <li>• Construct clear thesis for writing and/or speech</li> <li>• Develop topic sentences for supporting details, based on thesis statement</li> <li>• Acknowledged borrowed ideas and text accurately to avoid plagiarism</li> <li>• Write composition of five paragraphs with introduction, body and conclusion of 1000-</li> </ul>

<u>ELI 033</u>	<u>ELI 043</u>	<u>ELI 053</u>	<u>ELI 063</u>
	750 words (4-5 pages).	conclusion of 750-1000 words (5-6 pages).	1250 words (7-8 pages).

### **ELI OFFICE CONTACT INFORMATION**

Office: Carnegie Vincent Library, Room 108

Telephone: 423-869-6688; 908-380-3858; 423-869-7763

FAX: 423-869-6445

Email: [robin.antepara@lmunet.edu](mailto:robin.antepara@lmunet.edu); [joann.russell@lmunet.edu](mailto:joann.russell@lmunet.edu)

**For emergency contact during class sessions, ask family or friends to use the ELI Office telephone number.**

### **ADMINISTRATIVE STAFF AND FACULTY**

- Dr. Robin Antepara, Director of International Programs
- JoAnn Russell, Assistant Director of International Programs

**\*\* LMU IS A TOBACCO-FREE CAMPUS. \*\***

## **GRADING SYSTEM**

For each course, students will be evaluated based upon their completion of the following course requirements:

Assignments and quizzes	20%
Classroom participation	20%
Chapter tests	20%
Three papers, projects, and/or presentations	20%
Final Exam	20%

The standard grading system for each course follows:

A:	90-100%
B:	80-89%
C:	70-79%
D:	60-69%
F:	below 60%

## **FINAL GRADES**

Throughout the semester and prior to the posting of final grades, students are encouraged to meet with their ELI instructors to discuss their progress, and to receive additional instruction, feedback and/or suggestions.

## **GRADE APPEALS**

If a student believes his or her final course grade is incorrect, he or she must meet with the ELI instructor. After this meeting, if the student is not satisfied, he or she may follow the grade appeal process. Please note that students must not communicate with other faculty, the ELI Director, Dean, or other school officials about the final grade for the course until he or she has met with the ELI instructor.

## **APPEALS PROCESS**

According to the LMU Student Handbook, grievances concerning any academic issues should first be taken to the instructor of the class. If a student feels he/she needs to take the matter further, the Department Chair in which the course falls should be consulted. The next appeal source is the School Dean and finally the Vice President for Academic Affairs. If the dispute involves an academic program,

the student should notify his/her Academic Advisor and Department Chair, as applicable.

## **ACADEMIC POLICIES**

### **Plagiarism and Academic Integrity**

It is the aim of the faculty of LMU to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present work as his/her own that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension.

LMU prohibits dishonesty of any kind on examinations or written assignments. Examples of cheating include: unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another person, assisting others to cheat, altering grade records, or entering any campus office without permission. Violations will subject the student to disciplinary action.

LMU prohibits offering the work of another as one's own without proper acknowledgement. Any student who fails to give credit for quotations on essentially identical material taken from books, magazines, encyclopedias, or other reference works, or from the themes, reports, or other writings of a fellow student has committed plagiarism.

### **Course Policy**

On the first or second day of class, students will receive a syllabus for that course from their instructor. This syllabus will include the name of the textbook that students will purchase for this course. The syllabus will also contain a description all of the work to be done in the class as well as the instructor's policies on grading, making up assignments or tests, etc. Cell phones are to be turned off at all times while classes are in session so as not to interrupt instruction and learning.

### **Attendance Policy**

Attendance is required in every class. Students need to be active in class to benefit from instruction. If you need to miss class for sickness, family emergencies, or other personal reasons, please email your teacher prior to the class. If it is an excused absence, give your teacher proof of the reason in writing (i.e., a doctor's note). However, students must attend 90% of their classes in order to maintain enrollment in the LMU English Language Institute. Students are

responsible for material covered in class during missed classes. Any classroom assignments, quizzes or tests missed must also be made up.

If a student misses too many classes, he/she will fail and/or lose F-1 visa status. If a student loses his/her F1 visa status, he/she must return to his/her home country immediately.

### **Dismissal**

Students must work hard to make good grades and to make progress in their studies. Failure to make satisfactory progress is a misuse of time and resources and is also a violation of the terms of the I-20.

## **ON CAMPUS RESOURCES**

### **Student Identification Card**

A picture identification card ("ID") will be made during the registration process. A \$10.00 fee will be charged for replacing lost IDs. The card should be retained throughout the student's enrollment at LMU. It is the student's responsibility to have the ID validated each semester with the Office of Residential Life, located at 318 Student Center. All registered students must carry their IDs with them at all times.

Valid ID's are used for

- Identification
- Accessing dormitories
- Dining Hall meals
- Checking out library books
- Admission to most campus activities and facilities

### **Airport Transportation**

The University will provide transportation to and from the McGhee-Tyson airport in Knoxville, Tennessee, at the beginning and end of each semester for LMU students. Please contact JoAnn Russell at [joann.russell@lmunet.edu](mailto:joann.russell@lmunet.edu) for dates and times.

### **Bookstore**

The campus bookstore is located in the Student Center. It is open Monday through Friday from 8:00am to 4:30pm. During the first week of classes, ELI instructors will tell students what books to buy. There will be new books and possibly used books available for purchase. Be sure to keep receipts in case there is a need to return books you have purchased.

### **Carnegie Vincent Library**

The library houses more than 283,895 volumes of books and other materials such as videos, microfiche and bound journals. The library subscribes to 7,000 full text electronic journals, 50 electronic databases, and maintains more than 42,000 electronic books that students may access either from home or from one of its 40 computers. Students use student identification cards to gain access to library resources materials at the Carnegie Vincent Library.

### **Abraham Lincoln Museum**

Located at the front of campus, the Abraham Lincoln Museum contains one of the largest Civil War and Lincoln collections in the world. Hours are 10:00am to 5:00pm Monday - Friday, noon to 5:00pm on Saturday, and 1:00 to 5:00pm on Sunday. Admission to LMU students is free with ID card. Visit the museum website for upcoming events and additional information:

<https://www.lmunet.edu/academics/abraham-lincoln-library-and-museum>

### **Campus Bus Transportation**

LMU shuttle bus provides service every 15 minutes to strategic points on campus.

### **Safety, Police and Campus Security**

On campus security provides around-the-clock security and protection for students, faculty, staff and visitors. Campus security office is located on the main floor of the Tex Turner Area. For general question and inquiries, call 423-869-6911. **For Emergencies, call 911.**

**Change of Address, Phone Number or ID Number**-Immediately notify the ELI Office if a student moves and changes his or her mailing address. Should there be any changes concerning address, phone number, or student ID, inform the ELI office as soon as possible. Email: [joann.russell@lmunet.edu](mailto:joann.russell@lmunet.edu) and write "change of address" in the subject heading.

### **Health, Counseling and Psychological Services**

International health insurance can be found here: <http://www.visitinsurance.com/> LMU students are free to use the LMU Medical Clinic. The clinic is located at 165 Westmoreland Street in Harrogate, Tennessee. Hours of clinic operation: 8:00am to 5:00pm, Monday-Friday. Students must present a health insurance card and

pay a fee (insurance “co-pay”) upon receiving service. The clinic staff will bill the student’s insurance company once the co-pay has been received.

Psychological counseling is available to students. Information:  
<https://www.lmunet.edu/student-life/counseling/schedule-an-appointment>

### **Meal Plans**

All students living in campus residence halls are required to have a meal plans. Please refer to <https://new.dineoncampus.com/lmu/for-residents> Only married students or students with children living on campus are exempt.

### **Sports Events**

Most athletic events at LMU are free to LMU students. Students must show a valid ID card for admission to the event. Conference games, tournament games or matches may have an admission fee. "Away" games or matches have fees based on the host institution. The students, faculty, and staff of LMU expect all sports participants and spectators to show appropriate respect for players, coaches, fans and officials attending and participating in all home and away university sport functions. Any expression of a sexual, cultural, racial, or religious content is inappropriate and is in direct conflict with the mission and purpose of this institution.

## **OFF CAMPUS GENERAL INFORMATION**

### **Banks/ATMs**

Community Trust Bank  
1206 E. Cumberland Avenue  
Middlesboro, KY  
800.282.7762

Home Federal Bank  
6792 Cumberland Gap Parkway  
Harrogate, TN 37752  
423.869.1095

Commercial Bank  
6710 Cumberland Gap Pkwy  
Harrogate, TN  
423.869.5151

### **Bowling Alley**

Hillcrest Lanes

200 Cromwell  
Harrogate, TN  
(423) 869-4120

**Movie Theater**

Carmike Cinema 4  
Middlesboro Mall  
905 North 12th Street  
Middlesboro, KY 40965  
(606) 248-0426

**Parks**

Cumberland Gap National Historical Park  
91 Barlett Park Road  
Middlesboro, Kentucky 40965  
(606) 248-2817  
Website: [nps.gov](http://nps.gov)

Pine Mountain State Resort Park  
Pineville, Kentucky  
(606) 337-3066  
Website: [parks.ky.gov](http://parks.ky.gov)

Wilderness Road State Park  
Ewing, Virginia  
(276) 445-3065  
Website: [dcr.virginia.gov](http://dcr.virginia.gov)

Wilderness Trail Off-Road Park  
7526 U.S. 119  
Pineville, Kentucky  
(606) 302-1943  
Website: [wildernesstrailoffroadpark.net](http://wildernesstrailoffroadpark.net)

C.W.Gose Municipal Park  
New Tazewell, Tennessee  
On Facebook: CW-Gose-Municipal-Park

**Skating**

Skate World

2113 Cumberland Avenue  
Middlesboro, KY  
Telephone: (606) 248-0219