



## Ohio Program of Intensive English

### Student Handbook

**2023-2024**

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## Mission Statement of the Ohio Program of Intensive English

The principal 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 Teacher Development.

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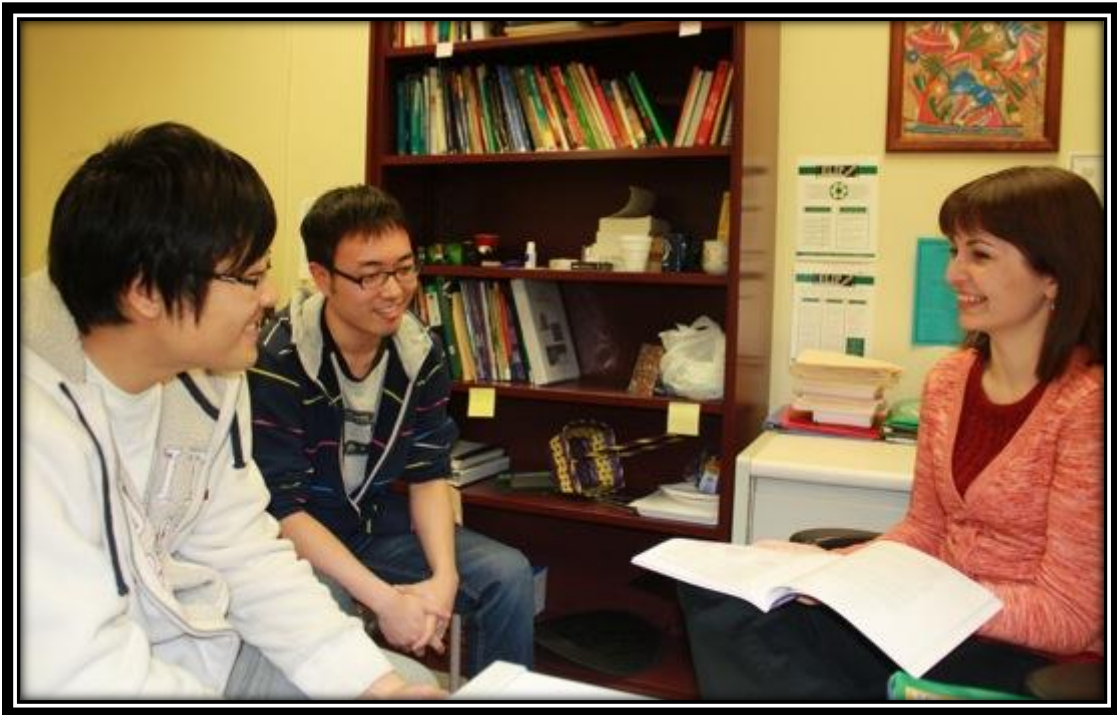
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**Note:** Policies and procedures in this handbook are subject to change.

## 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.

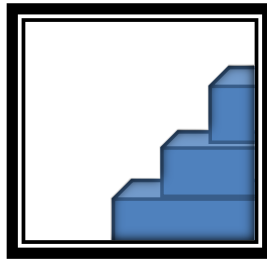


## What is OPIE?

OPIE stands for the **O**hio **P**rogram of **I**ntensive **E**nglish. 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 professors 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)**

*Depending on student enrollment, levels may sometimes be combined or divided into a higher course and a lower course.*

#### **1. Elementary**

(20 hours per week + 4 hours of labs and activities)

- grammar/communication situations (12 hours/week)
- listening/speaking (4 hours/week)
- reading/writing (4 hours/week)

#### **2. Intermediate**

(20 hours per week + 4 hours of labs and activities)

- grammar/writing (12 hours/week)
- listening/speaking (4 hours/week)
- reading/vocabulary (4 hours/week)

#### **3. Advanced**

(20 hours per week + 4 hours of labs and activities)

- grammar/writing/reading (12 hours/week)
- listening/note-taking/speaking (4 hours/week)
- academic reading skills (4 hours/week)

### **Pathway Levels for Undergraduate Students (Two Levels of Academics and English)**

#### **4. Pathway Level 1**

- 8-hour combined skills course\* + 4-hour grammar course\*\*\* (total: 12 hours/week)
- General-education academic course, taken with Pathway classmates (3-4 credits)
- Learning community seminar\*\* (1 credit)
- One additional academic course, selected in consultation with an academic advisor (math recommended)

#### **5. Pathway Level 2\*\*\***

- 8-hour combined skills course\* (total: 8 hours/week)
- General-education academic course, taken with Pathway classmates (3-4 credits)
- Two additional courses, selected in consultation with an academic advisor (math recommended)

#### **Pathway Level Notes:**

\*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.

\*\*During an undergraduate's first semester in any Pathway Level, a 1 credit hour learning community seminar (e.g. UC 1900) is required.

\*\*\*For most students, Pathway 2 is the final level. Students who need additional time to study English may be placed in Pathway Level 3. In this level, students will take 4-8 hours of English in addition to academic classes. Pathway 3 students work with OPIE and their academic advisors to create a schedule that best meets their needs.

-Students who do not register for academic classes, 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., writing lab, lecture series, conversation hour, etc.) per week.

## Bridge Level for Graduate and English-Only Students

### 6. 16-hour Bridge

- 8-hour combined skills course\* + two 4-hour courses\*\* (total 16 hours/week)

#### Bridge Level Notes:

\*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.

-Also, students will attend 2 or more hours of program activities (e.g., writing lab, lecture series, conversation hour, etc.) per week.

### English Proficiency Scores & Estimated Duration of Time Before Beginning Full-Time Academic Studies for Undergraduate Students at Ohio University

Entry Point	OPIE, Pathway & Academic Levels	TOEFL ITP (given at Ohio University)	TOEFL IBT Internet	IELTS	Avg. Number of Terms before Beginning Academic Classes in Pathways
Full-Time English Program	Elementary†	< 399	20-31	< 3	3
	Intermediate†	400-439	32-41	3.5-4	2
	Advanced†	440-479	42-55	4.5-5	1
University Success (U.S.) Pathway Program	Pathway 1*	480-499	56-61	5.5	0
	Pathway 2*	500-519	62-67	5.5	0
Full-Time Academic Studies	Full-Time Academic^	520	68	6.0	0

† Students scoring less than 480 on the TOEFL ITP, less than 56 on the IBT, or less than 5.5 on the IELTS, will be given an OPIE English Placement and the OPIE Composition test upon arrival. The purpose of this test is to refine accurate placement in the Full-Time English Program.

\* At University Success (U.S.) Pathway levels, students take a combination of credit-bearing academic classes and English classes.

- For TOEFL ITP, Pathway students will also take the OPIE Composition test. Pathway 1 students must achieve a score of 4; Pathway 2 students must achieve a score of 5. Click [here](#) for a sample composition topic and OPIE Composition scoring rubric.
- For TOEFL IBT, University Success (U.S.) Pathway 1 students must achieve section scores of at least 13; University Success (U.S.) Pathway 2 students must achieve section scores of 14.
- For IELTS, University Success (U.S.) Pathway 1 students must achieve a total score of 5.5; University Success (U.S.) Pathway 2 students must achieve a minimum score of 5.5 in all bands.

^ OPIE Composition score must be at least 5. TOEFL IBT writing section score must be at least 17. All IELTS bands must be 5.5 or higher.

## OPIE Advising

If you need advice or help with an academic problem (applying to the University, registering for classes, attendance, etc.), or a personal problem (housing, insurance, homesickness, culture shock, etc.) please talk to your professor or e-mail an advisor to make a virtual or in-person appointment with an OPIE advisor (see below). 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.

OPIE Advisor	Contact Information	Advisees
*Mr. Kyle Butler	<a href="mailto:butlerk@ohio.edu">butlerk@ohio.edu</a>	<ul style="list-style-type: none"> <li>Undergraduate Pathway students</li> <li>OPIE Majors (undergrad) and F2 students planning to be undergraduate students</li> </ul>
Mr. Aaron Schwartz	<a href="mailto:schwara@ohio.edu">schwara@ohio.edu</a>	<ul style="list-style-type: none"> <li>OPIE Students intending Graduate Studies</li> </ul>
Ms. Becky Challenger	<a href="mailto:challeng@ohio.edu">challeng@ohio.edu</a>	<ul style="list-style-type: none"> <li>Any OPIE student with questions about housing, insurance, or other student services</li> <li>Special Programs</li> </ul>
Dr. Gerry Krzic	<a href="mailto:krzic@ohio.edu">krzic@ohio.edu</a>	<ul style="list-style-type: none"> <li>Special Programs</li> </ul>

\*Lead



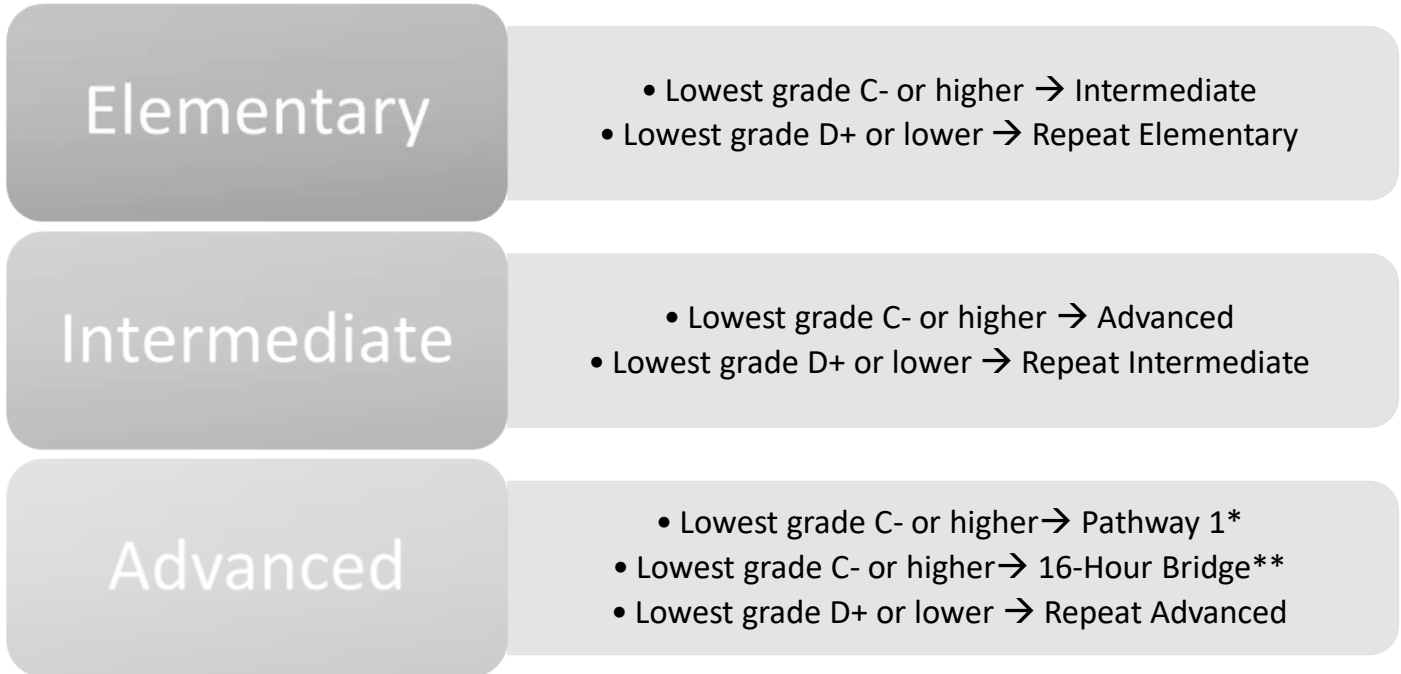
## OPIE Faculty and Staff List

First Name	Last Name	Title	Office	Office Phone	*Email
Gerry	Krzic	OPIE Director	Gordy 107	(740) 593-4578	krzic@ohio.edu
Rheanna	Harmon	Administrative Specialist	Bentley Annex 205	(740) 597-2999	rheanna@ohio.edu
Kyle	Butler	Associate Professor of Instruction; Pathway Coordinator	Gordy 127	(740)-593-4584	butlerk@ohio.edu
Rebecca	Challenger	Professor of Instruction; Assistant Director/ Academic Coordinator	Gordy 129	(740) 597-4322	challeng@ohio.edu
Aaron	Schwartz	Professor of Instruction; Technology Coordinator	Gordy 131	(740) 597-3104	schwara1@ohio.edu

*\* Note: All Faculty and Staff can be contacted through Microsoft Teams as well as e-mail.*

## OPIE Grade-Based Placement (Full-time)

Depending on student enrollment, levels may sometimes be combined or divided into a higher course and a lower course.



\* The U.S. Pathway Program is for undergraduate students with conditional admission to Ohio University.

\*\* Graduate students and all other OPIE students will advance to 16-Hour Bridge.

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

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

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

TOEFL ITP	English Placement Test	OPIE Composition Test	Level
---	40 and below	1A/1B	Elementary
---	41-64	2A/2B	Intermediate
440-479	65+	3A/3B	Advanced



## OPIE Grade-Based Placement (Pathway)

### Pathway 1

- C- or higher in Pathway Seminar → Pathway 2\*
- D+ or lower in Pathway Seminar → Repeat Pathway 1

### Pathway 2

- B- or higher in Pathway Seminar → Full-time academic\*\*
- (Business) A- or higher in Pathway Seminar → Full-time academic\*\*
- C+ to C- (B+ to C- for Business) in Pathway Seminar → Pathway 3
- D+ or lower in Pathway Seminar → Repeat Pathway 2

### Pathway 3

(optional level)\*\*\*

- C- or higher in Pathway Seminar → Full-time academic\*\*
- (Business) B- or higher in Pathway Seminar → Full-time academic\*\*
- D+ or lower in Pathway Seminar → Repeat Pathway 3
- (Business) C+ or lower in Pathway Seminar → Repeat Pathway 3

\*Pathway 1 students take Grammar for Writing. If students receive a D+ or lower in this class, they must repeat it. Students must earn a C- or higher to graduate to full-time academic study.

\*\*Pathway students must earn a 2.0 cumulative GPA (2.5 for business students) in their academic classes to graduate to full-time academic study.

\*\*\*Students can graduate to full-time academic study after Pathway 2. However, Pathway 3 is available for some students who need additional English study. This may be after taking Pathway 2 or because of test-based placement.

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

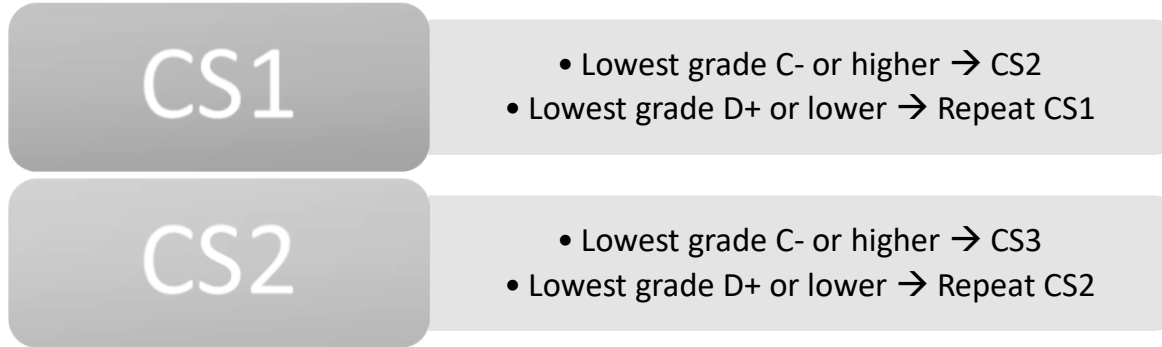
## OPIE Test-Based Placement (Pathway)

TOEFL ITP	OPIE Comp	Level
480-499	4	Pathway 1
500-519	5+	Pathway 2
520+	< 5	Pathway 3
520+	5+	Full-time academic

Ohio University may also accept other tests (e.g. TOEFL iBT, IELTS, Duolingo, etc.) for full-time academic study. You can find more information at this link: <https://www.ohio.edu/admissions/international/apply>

## OPIE Grade-Based Placement (16-Hour Bridge)

OPIE students intending to pursue a **graduate degree** (e.g. Masters, PhD) at Ohio University must earn a language test score (e.g. TOEFL ITP, TOEFL iBT, IELTS) to graduate from OPIE. Graduate students cannot graduate from OPIE based the grades in their OPIE classes.



16-Hour Bridge students also take two elective classes (e.g. Grammar for Writing, Oral Communication for University Classes, etc.). If students earn less than a C- in these classes, they may be asked to repeat them.

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

## OPIE Test-Based Placement (Graduate Students)

TOEFL ITP	OPIE Comp	Other Section Scores	Placement
500-549	Under 4	Under 50	16-Hour Bridge
525+	4+	50+	OPIE Graduate Electives*
550+	5+	52+	Full-time academic graduate studies*

Note:

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.

\*Some graduate programs may have higher requirements than these university minimums for graduate students. Check with your department.

## Standardized English Proficiency Tests:

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

*(Special arrangements and adjustment for remote testing may be made as needed.)*

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



You can view [sample test questions here](#).

**No extra paper is provided during the test, and students may not write in the test booklet except during the listening comprehension section.**

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. This test is for students who score below a 480 on the TOEFL ITP. 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.

You can see [example test items here](#).

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). Click [here](#) to visit their website.

### Notes:

- Interested students should register for the test at <https://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.
- Please check with ETS and the testing center on how frequently you can take the TOEFL iBT test.
- 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 6 business days after the test date.
- TOEFL results should be sent electronically directly from the testing agency (school code 1593).
- 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 **within 11 days** after your test date. Delivery times vary based on local postal services (<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 3 hours to complete but you should plan for 3 ½ hours allowing 30 minutes for check-in (<https://www.ets.org/toefl/test-takers/ibt/about/content>).
- To see policies and requirements on test day, visit: <https://www.ets.org/toefl/test-takers/ibt/test-day/policies/checking-in-taking>

To see sample iBT test items, see [https://www.ets.org/toefl/ibt/prepare/sample\\_questions](https://www.ets.org/toefl/ibt/prepare/sample_questions).

## At a Glance

Section	Time Limit	Questions	Tasks
Reading	54–72 minutes	30–40 questions	Read passages and respond to questions
Listening	41–57 minutes	28–39 questions	Answer questions about brief lectures or classroom discussions
Break	10 minutes	—	—
Speaking	17 minutes	4 tasks	Talk about a familiar topic and discuss material you read and listened to
Writing	50 minutes	2 tasks	Read a passage, listen to a recording, type your response

## 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 may be re-placed within OPIE 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, English Placement Test, or OPIE Composition Test) or grades indicate.

TOEFL iBT and IELTS scores do not 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. However, the TOEFL iBT and IELTS can be used to enter the University Success (U.S.) Pathway Program (see page 3 Pathway eligible iBT and IELTS scores).

**Undergraduate Students:** When students graduate from OPIE and are placed into full-time academic undergraduate studies, their final proficiency report will indicate whether they should take English D160 or English 1610. Students who have achieved a score of 6 on the OPIE Composition Test, or a writing subscore of 24 on the iBT, may proceed directly to English 1610. All other students will need to successfully complete English D160 prior to taking English 1610. English 1610 meets the "Foundations: Written Communication" requirement for undergraduate students.

**Graduate students:** Graduate students can only meet their English Proficiency requirements to begin academic studies on the basis of test scores; OPIE grades may not be used for this purpose. TOEFL ITP with Composition Test, TOEFL iBT, and IELTS test scores are all accepted. To complete your language proficiency requirements and to be unconditionally admitted as a graduate student, you must meet the requirements of your academic department.

· For specific test score requirements, see <https://www.ohio.edu/graduate/prospective-students/international-students/englishproficiency>

· See <https://www.ohio.edu/graduate/degree-programs> for specific program details.

Note: Graduate students are not eligible for university financial aid until they have been cleared for full-time academic study and have been given "admission with eligibility for university funding." Until then, 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 <https://www.ohio.edu/graduate/prospective-students/international-students/englishproficiency>

**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.

## OPIE Composition Rubric

Find the category that is the best fit for the composition. Not all descriptors need to match exactly.

	Category	Descriptors
Elementary Level	<b>1A</b> (Foundations)	<ul style="list-style-type: none"> <li>• Sentences not related to each other and/or not related to topic</li> <li>• Serious difficulties with basic spelling and the formation of letters</li> <li>• Blank page or language copied directly from the topic sheet</li> <li>• Unintelligible phrases</li> </ul>
	<b>1B</b> (Elementary)	<ul style="list-style-type: none"> <li>• Sentences do relate to the topic in some way</li> <li>• Lacks mastery of simple sentence patterns (SVO with S-V agreement)</li> <li>• Repetition of very simple vocabulary</li> <li>• Sentences ungrammatical but somewhat intelligible</li> </ul>
Intermediate Level	<b>2A</b> (Intermediate)	<ul style="list-style-type: none"> <li>• Topic not successfully divided into non-overlapping sub-points</li> <li>• Lacks overall successful paragraph structure</li> <li>• A number of different ideas relating to the topic</li> <li>• Some attempt at sentence complexity (connected clauses, multi-word phrases)</li> </ul>
	<b>2B</b> (High Intermediate)	<ul style="list-style-type: none"> <li>• Topic somewhat successfully divided into non-overlapping sub-points</li> <li>• Several elements of successful paragraph structure present</li> <li>• Attempt at using a variety of vocabulary to express ideas</li> <li>• At least a small degree of grammatical accuracy and sentence complexity</li> </ul>
Advanced Level	<b>3A</b> (Advanced)	<ul style="list-style-type: none"> <li>• One or more meaningful paragraphs containing main points and limited relevant support</li> <li>• Attempt at various types of sentence complexity</li> <li>• Some precise vocabulary</li> <li>• Serious grammar errors still obstruct readability to some degree</li> </ul>
	<b>3B</b> (Pre-Academic)	<ul style="list-style-type: none"> <li>• A clear objective with main points and limited relevant support</li> <li>• Some control of sophisticated grammatical structures and sentence complexity</li> <li>• Some successful transitional words and phrases</li> <li>• Significant grammar errors still obstruct readability to some degree</li> </ul>
Bridge Levels	<b>4*</b> (CS 1/ Pathway 1)	<ul style="list-style-type: none"> <li>• Clear objective with well-organized main points and multiple supporting details</li> <li>• Sufficient control of complex grammatical structures</li> <li>• Some academic vocabulary</li> <li>• Local errors, such as word form and verb form, detract from readability</li> </ul>
	<b>5*</b> (CS 2/ Pathway 2)	<ul style="list-style-type: none"> <li>• Use of correct academic register with occasional lapses</li> <li>• Maintains consistent time frames through appropriate use of verb tenses</li> <li>• Complex, sophisticated development of ideas</li> <li>• Occasional language difficulties still a distraction</li> </ul>
	<b>6*</b> (Full-time Academic)	<ul style="list-style-type: none"> <li>• Ideas may still need development, but language itself not a significant hindrance</li> <li>• Content is clear and is not obstructed by language difficulties</li> <li>• Accurate, effective use of academic vocabulary and complex sentence structures</li> <li>• Occasional surface errors come as a surprise amid otherwise smooth writing</li> </ul>

\* **Graduate students** who earn a Composition score of at least **4** and a TOEFL score of **525-549** are eligible to take OPIE Graduate Electives. **Graduate students** who earn a Composition score of at least **5** and a TOEFL score of at least **550** are eligible for full-time academic studies with no additional English requirements. **Undergraduate students** who earn a Composition score of **5** and a TOEFL score of at least **520** 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 **520** have completed their English language proficiency requirements and are eligible for **ENG 1610**.

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## 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 according to Ohio University Standards. 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).

More information is available at <https://www.ohio.edu/student-affairs/community-standards>

## 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.

*\*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, and they have their textbooks and required materials.*

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

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 probation and the 'No Credit' grade will appear on students' permanent Ohio University academic transcripts.
6. **Students who have already received one semester of "Overall No Credit" (see Student Handbook for more information) 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 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

**OR**

  - c) submit a Dismissal Appeal Form\*\*

*\*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.*

*\*\* Students who receive notice that they will be dismissed on the basis of no credit may appeal the decision by submitting a Dismissal Appeal Form to the OPIE Office by 12:00 p.m. on Friday of the University final exam week. This Statement of Appeal should describe any unusual circumstances that contributed to the student's lack of progress. OPIE will review the appeal and make a decision by 5:00 p.m. on Friday of the University final exam week (the same day). The Dismissal Appeal Form is available at <https://www.ohio.edu/cas/opie/information/student-forms>. See your OPIE Advisor with any questions.*

9. Note: Ohio University and OPIE classes begin during the first week of the semester, so you should arrive and get settled prior to the first day of classes.

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.

### **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. If a student consistently arrives after the scheduled start time of the class, the teacher may enforce a stricter lateness policy for the individual student.

If class time is lost at the beginning of class due to tardiness and the class session lasts more than one hour, teachers have the discretion to reduce the amount of break time between hours. If a student misses 15 minutes or more of an hour of class without prior approval, the student should be marked (and informed) absent regardless of when the 15-minute period of absence occurs.

### **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 OPIE requirements and the intensive nature of your English courses, **these excused absences cannot be for more than 3 days**. The purpose of your visa is to study, so you should be attending classes regularly. 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.



If you believe you will need to withdraw from your OPIE courses due to medical problems, please contact the International Student and Scholar Services Office as soon as possible to discuss. See <https://www.ohio.edu/international-student-scholar-services/current-student-f1-visa-maintaining-status> for more information.

**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: <https://www.catalogs.ohio.edu/index.php>
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 excused absence, instructors might permit you to take the quiz or test within a timely fashion. 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). No student may repeat a level more than twice. If a student fails to advance to a higher level (e.g. Intermediate to Advanced) after taking a level for the third time, he/she will be dismissed from OPIE and Ohio University.

For students in Bridge studies (CS and Pathway), passing any class counts as making progress for the semester, even if the student fails and must repeat other classes taken that semester. 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 to the OPIE office by 12:00 p.m. on Friday of the University final exam week. This Statement of Appeal should describe any unusual circumstances that contributed to the student's lack of progress. OPIE will review the appeal and make a decision by 5:00 p.m. on Friday of the University final exam week (the same day). The Dismissal Appeal Form is available at <https://www.ohio.edu/cas/opie/information/student-forms>. See your OPIE Advisor with any questions.

If a student is dismissed, he/she will need to return home or transfer his/her I-20 to another institution.

### **Overall No Credit**

OPIE students earn credit in individual OPIE courses by attending at least 90% of the classes and completing at least 90% of the homework assignments. However, OPIE students also earn overall credit for a semester by attending at least 90% of the classes and completing at least 90% of their homework assignments total in all of their OPIE courses for that semester. If you have received 'Overall No Credit,' it means that you have not attended 90% of all your OPIE classes and/or completed 90% of all your OPIE homework in all your OPIE classes. When determining whether students will be placed on probation or dismissed, OPIE considers their overall credit, and not their credit in an individual course.

## 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 can find OPIE Advising details in the Student Handbook and posted on the office door of Gordy 133.) 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: <https://www.ohio.edu/cas/opie/information#forms> (See: Important Information, Policies, & Handbooks > 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), then your advisor will meet with you to discuss strategies to help you resolve your problem.*

## OPIE Course Evaluations

At the end of the semester, you will be asked to evaluate your professors, 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 professor until your final grade has been posted.

## Textbooks

When buying paper textbooks, OPIE students must buy NEW, CLEAN (with no writing) textbooks and workbooks.

Often our textbooks come in a bundle, or with a workbook, media, and/or an Internet access code. In either case, these items may be needed for the first week.

It is important that you buy the correct edition and version of the text.

## Smoking Ban & The Tobacco Free Initiative

To encourage wellness and make Ohio University a healthy and productive environment, effective August 1, 2015, Ohio University requests that all students (and employees) use **no** tobacco products (including cigarettes, e-cigarettes, cigars, hookahs/shishas, chew, etc.) on campus property.

This includes

- 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

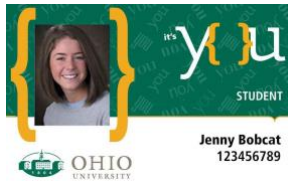


Ohio University understands nicotine/tobacco addiction (habits) and offers help to users who choose to quit. Go to <https://www.ohio.edu/tobacco-free/policy> or talk to your OPIE advisor or OPIE professor to find out more information.

## Catmail Email

To start your Ohio University email account, go to: <https://account.ohio.edu/myid/> and follow the directions. You will need to know your OHIO PID number and will need to enter your date of birth (must be entered in this order: month/day/year. For example, April 9, 2003, should be entered as 04/09/2003).

To check your email, go to: [catmail.ohio.edu](https://catmail.ohio.edu). **Check your OHIO email daily.** Use it as a **primary** email for communication with your professors, 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 Bobcat Depot, located on the bottom floor of Baker University Center. It is very important that you get this as soon as possible.

## OPIE Websites & Social Media

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

OPIE Webpage

<http://ohio.edu/cas/opie>

Twitter

<https://twitter.com/opieohio>

Facebook

<http://www.facebook.com/OPIEOhio>

Instagram

<http://www.instagram.com/opieohio>



## Communication with Students

Information is shared with students primarily through e-mail and/or Microsoft Teams. All students are expected to check their Ohio student e-mail and Teams regularly and respond to such communication in a timely manner.

## Evaluations

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

### 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 professor will meet with you to go over this information.

### End-of-Semester Evaluation

In the final student evaluation, your professor(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 professors, 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 professor until your final grade has been posted.

## OPIE Course Registration

After you begin attending courses and before the end of the 2<sup>nd</sup> week of the semester, the OPIE administration 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 OhioHealth Campus Care, etc.). You **cannot be registered until your holds are removed**. All holds must be resolved by Friday of the second week of classes. 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>

## Workshop for Undergraduate Admission to Ohio University

OPIE offers an Ohio University Admission workshop to all students who are considering applying to Ohio University at the undergraduate level. The workshop is facilitated by representatives from the Office of Undergraduate Admissions who assist undergraduate students in completing their online applications. Students receive information about the time/date/location of this workshop via the OPIE Zone, email, and class handouts.

## Bobcat Student Orientation

All OPIE students admitted to undergraduate programs at Ohio University, need to attend Bobcat Student Orientation (BSO) prior to starting their full-time academic studies. The goal of the BSO is to familiarize students with the academic requirements specific to various colleges, introduce students to academic advisors from their departments/colleges, and facilitate class registration. BSO attendance is required by Ohio University; if you do not attend, the university will place a 'hold' on your account that will prevent you from registering for classes. For details about BSO, please go to <https://www.ohio.edu/university-college/orientation>.

## Academic Misconduct

OPIE follows the Ohio University's policies on Academic Misconduct. For more details and examples, see: <https://www.ohio.edu/student-affairs/community-standards/misconduct>

**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 without permission; talking to others; looking at another student's paper or allowing them to look at yours; etc.)
- 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 professor (e.g., looking at a copy of an exam ahead of time).
- Taking a quiz, exam, or similar evaluation in the place of another person.
- Submitting the same assignment in different courses without consent of the professor.
- Changing material on a graded exam or quiz and then requesting a re-grading of the exam.
- Plagiarizing (i.e., using the ideas or writing of someone else as your own).

**Consequences:**

1. The first time a student commits an act of academic misconduct, he/she will need to meet with his/her OPIE professor to discuss the situation. If necessary, the professor can require the student to meet with the OPIE director or an administrator. At this time, the student will receive a verbal warning that will be documented in his/her file, and he/she will be instructed 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 may result in academic dismissal from Ohio University.

A student on academic probation who does not earn an accumulative GPA of 2.0 at the end of the semester may continue at Ohio University if they meet one of the two following criteria:

- Earn an accumulative GPA of at least 1.6 (for students with less than 30 credit hours earned)
- Earn a semester GPA of at least 2.0

For Ohio University's complete policy on academic probation, please

see [http://www.catalogs.ohio.edu/content.php?catoid=53&navoid=3922#acad\\_stat](http://www.catalogs.ohio.edu/content.php?catoid=53&navoid=3922#acad_stat)



## OPIE Administration

### Office:

Gordy Hall 133

Walk-in office hours are limited. For the most recent walk-in hours, please check the sign on the door of Gordy Room 133 or send an e-mail or Teams chat to Rena Peters ([petersr@ohio.edu](mailto:petersr@ohio.edu)).

Phone: (740) 593-4575

Director

Pathway Coordinator/Advisor

Assistant Director/ Academic Coordinator

Technology Coordinator

Administrative Specialist

Dr. Gerry Krzic

Mr. Kyle Butler

Ms. Becky Challenger

Mr. Aaron Schwartz

Ms. Rheanna Harmon

[krzic@ohio.edu](mailto:krzic@ohio.edu)

[butlerk@ohio.edu](mailto:butlerk@ohio.edu)

[challenge@ohio.edu](mailto:challenge@ohio.edu)

[schwara1@ohio.edu](mailto:schwara1@ohio.edu)

[rheanna@ohio.edu](mailto:rheanna@ohio.edu)

Gordy 107

Gordy 127

Gordy 129


Gordy 131

Bentley Annex 205

## OPIE Student Life

**OPIE has a vibrant socio-cultural life. On the next page are some OPIE activities in which you might be able participate. Watch the OPIE Zone for details. Note: Offerings may be limited depending on enrollment, funding, and semester.**



<b>Global Conversation Partners Program</b>	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.
<b>International Conversation Hour</b> 	OPIE students gather with other people from Ohio University and practice their English skills in an informal fun atmosphere. International Conversation Hour is open to all Ohio University students and community members. It is an excellent opportunity to make friends and enjoy talking to people about different topics.
<b>OPIE Lecture Series</b>	OPIE students gain the valuable experience of hearing academic lectures, practicing note-taking, and engaging in discussions through attending this series of lectures. The lectures, given by university and community members, aim at helping 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.
<b>OPIE Ambassadors</b>	OPIE Ambassadors is an organization of students who represent OPIE for the purpose of improving their language learning experience and leadership skills. OPIE Ambassadors 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.
<b>Inter-Cultural Understanding Certificate (ICUC)</b>	<p>This experience 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.</p> <p><i>This opportunity is open to all Ohio University students.</i></p>
<b>Ongoing Orientation</b>	Students attend a series of workshops in which they interact with domestic students, practice their English conversational skills, and learn more about the campus and services provided to them as Ohio University students ( <i>in partnership with the College of Education</i> ).

### 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. OPIE encourages all students to become involved in these activities, as it is a good opportunity for cross-cultural understanding. Visit the International Student and Scholar Services (ISSS) Office for more information.



### **OPIE Zone Newsletter**

OPIE offers an online newsletter containing useful and practical information concerning Ohio University as well as the Athens and OU communities. Read it and enjoy it! In addition, two bulletin boards on the first floor of Gordy Hall (outside of Gordy 107 and in the first-floor lobby) 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 from your teacher.

### **Liability Release Waiver**

Trips in nature that involve activities like hiking, boating, or playing sports can have some risks; however, it is extremely rare for people to injure themselves while doing these activities. In American culture, it is common for students to sign a waiver before participating in university-sponsored activities that could result in injuries. Ohio University requires all students to sign a waiver stating that they will not hold the university responsible if they are injured while participating in university-sponsored events. To view the Liability Release Waiver, go to <https://www.ohio.edu/cas/opie/information#forms>

### **International Student and Scholar Services (ISSS)**

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

Ms. Diane Cahill, Director  
Ms. Jennifer Nisevich, Associate Director  
Mr. Andy Badii, International Student Advisor  
Ms. Abby Conder, International Student Advisor  
Ms. Sophia Hower, 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.

### **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.

### **Blackboard and Teams**

You will use Blackboard and/or Microsoft Teams to access many of your classes.

For more information on Blackboard see: <https://www.ohio.edu/oit/services/teaching/blackboard/help/students>

For more information on Microsoft Teams see: <https://www.ohio.edu/oit/services/collaboration/teams/help/students>



## Health Services

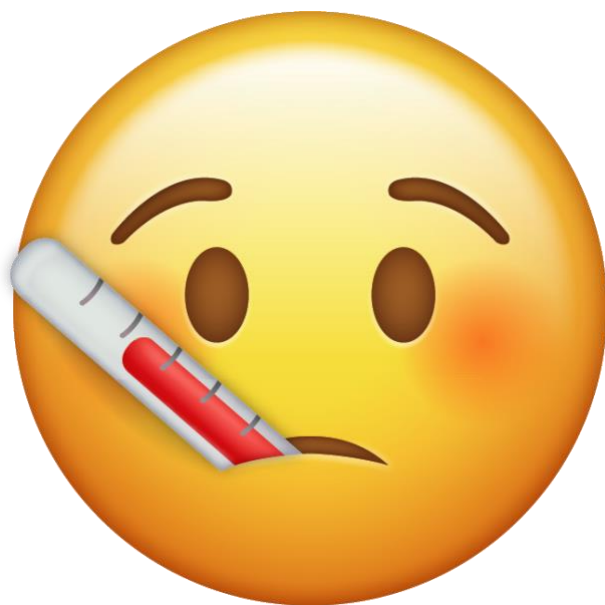
### Visiting the Doctor:

All Ohio University students can use *OhioHealth Campus Care*, which is located on the first and second floors of Hudson Hall (building 35 on the campus map). For OhioHealth Campus Care hours, see their [website](#) or call 740-592-7100.

Family members/dependents of students are not allowed to go to OhioHealth Campus Care unless they are also students at Ohio University. However, they can visit any of these clinics (see #2 below): Express Care, Holzer Clinic Urgent Care, or consult any other doctor in town. In the case of a true emergency, then go to O'Bleness Hospital.

The ISSS website (<https://www.ohio.edu/international-student-scholar-services/health-care>) provides the following information regarding emergency, urgent, and routine healthcare:

1. **Emergency Care:** If you find yourself in a life-threatening situation and you cannot wait to see a doctor, go to a hospital's emergency room. The closest hospital is: O'Bleness Memorial Hospital which is located at 44 West Union Street in Athens. The phone number for the hospital is: (740) 566-4925. If you cannot make it to the hospital emergency room, but still need immediate medical help, you can call 9-1-1 for an ambulance to take you to the hospital.
2. **Urgent Care:** Urgent medical conditions are ones that are not considered emergencies but still require care within 24 hours. Some examples of such conditions include: accidents and falls, sprains and strains, moderate back problems, cuts, eye irritation and redness, fever or flu, and vomiting. If you have any urgent medical condition you can go to the Holzer Clinic URGENT CARE located at 2131 East State Street in Athens. The phone number for the Holzer Clinic is: 740-593-3594. You can also go to EXPRESS CARE located at 265 West Union Street, Athens. The phone number for Express Care is: 740-594-2456. Please make sure that you carry your health insurance card with you.
3. **Routine Health Care:** If you do not feel well or if you have a minor illness, you can go to the OhioHealth Campus Care Center. Examples of minor illnesses/issues are: the flu, sore throat, check-ups, and minor injuries. For more information about the University Hudson Health Center, [you can visit their website](#) or you can call them at 740-592-7100. Please make sure that you carry your health insurance card with you. **\*\*Please note that dependents of international students cannot get health care service at the OhioHealth Campus Care Center.\*\***



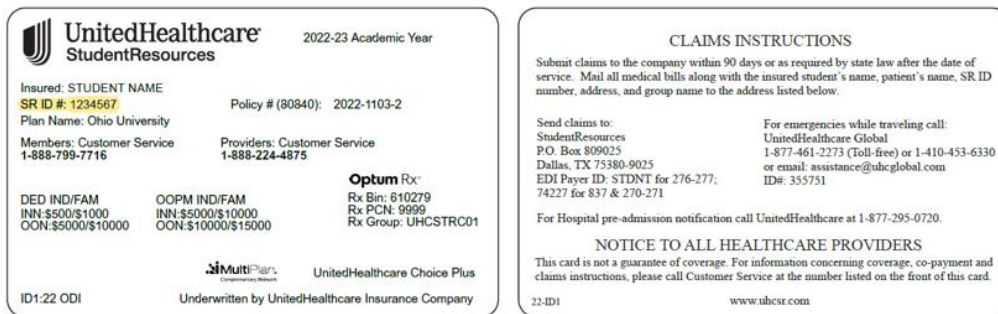
## Ohio University Student Health Insurance

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 upon registration, and the insurance fee will be charged each semester to your school account. You will receive an email from the waiver/enrollment auditor the day after you are charged for the student health insurance for the semester. Follow the directions to confirm your enrollment. (You will not be charged twice.) Confirming your enrollment will expedite your information to the insurance company so you can access your benefits faster.

If you have brought your family with you and would like to purchase the health insurance for them as well, you may do so by emailing [studentinsurance@ohio.edu](mailto:studentinsurance@ohio.edu) for directions.

**Each time you visit a health care facility (e.g., OhioHealth 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:



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 charged for the Ohio University health insurance program upon registration each semester. Confirming your enrollment using the link in the emails sent to you will provide you access to your coverage faster.

### Q2: How do I get my health insurance card?

A: Once the insurance company processes your enrollment, they will send an e-mail to your e-mail telling you that your ID card is available. (Check your Bobcat email 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. If you need assistance printing your ID card, you can visit the Ohio University Health Insurance Office at the Ping Center Business Office, Room 140-D, or write to [studentinsurance@ohio.edu](mailto: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 student health insurance. However, you must waive your health insurance online by the semester deadline. You must submit an online waiver application. Log in to **My Ohio Student Center** Financial section to follow the instructions and complete the waiver application. All criteria must be met in order for the waiver to be approved. 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 9/15/2023. The deadline for Spring Semester is 2/2/2024. The deadline for Summer Semester is 5/31/2024. Waivers must be renewed each academic year prior to the Fall Semester deadline. For updated information on waivers, please see: <https://www.ohio.edu/student-insurance/waiver>

## On-campus Housing Requirement for Ohio University

Ohio University provides on-campus housing. They require that some students live on campus. All Ohio University enrolled students unmarried and under the age of 23 with fewer than four academic year semesters (fall/spring semesters only) in the residence halls prior to the start of the semester in which they enroll must reside in university-owned housing and participate in the associated mandatory meal plan. Please read more about this requirement at <https://www.ohio.edu/housing/requirement>. Students who are not required to live on campus may be able to do so based on availability.

### On-Campus Housing During the Breaks

Unfortunately, it is impossible for Ohio University to find enough staff for all of the dormitories during the breaks (i.e., winter break), so if you stay on campus during a break, you may need to move to temporary housing. Ask your RA, call or text: 740-593-4090, e-mail [housing@ohio.edu](mailto:housing@ohio.edu), or contact the Office of Housing and Residence Life (contact Alvena Collins: [collina3@ohio.edu](mailto:collina3@ohio.edu)) about an extended housing contract for international students. See <https://www.ohio.edu/housing/transitions> for more information.

### Off-Campus Housing

If you are not required to live on-campus, you may live off-campus. The OU Housing and Residence Life Office provides resources for Off Campus Living at this website: <https://www.ohio.edu/housing/offcampus>. ISSS also provides off-campus housing resources at this website: <https://www.ohio.edu/international-student-scholar-services/off-campus-housing>.



## OPIE Labs

**Important Note:** Offerings may be limited, altered, or temporarily suspended depending on enrollment, funding, and semester.



### OPIE Reading Lab

#### What is the Reading Lab?

We provide students with access to materials designed to help improve their general comprehension skills and ability to use context to infer meaning of vocabulary as a coping skill in support of actual vocabulary acquisition.

#### Where is the Lab?

Location will be announced by your professor.

#### Who are the lab aides and tutors?

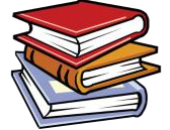
When possible, most aides are students from the Linguistics Department. Others are from related fields. Many are also international students.

*At times, labs are combined and aides are faculty and staff from the OPIE.*

#### When is the lab open?

Typically, the lab is open from Weeks 5 through 15 (except holidays). Availability announced by your professor.

**For more information, contact:** Prof. Becky Challenger, [challeng@ohio.edu](mailto:challeng@ohio.edu)



### OPIE Pronunciation Lab

#### What is the pronunciation lab?

The pronunciation lab helps students to speak English clearly and develop confidence with their oral English. Students practice sounds, words, and patterns of American English, develop fluency, prepare for presentations, and practice for speaking tests.

#### Where is the Lab?

Location will be announced by your professor.

#### Who are the tutors?

When possible, most tutors are graduate and undergraduate OU students, primarily from the Linguistics and Communication Sciences and Disorders Departments. Every tutor has experience teaching or working with international students, has studied different languages, and is trained to teach pronunciation.

*At times, labs are combined and tutors are faculty and staff from the OPIE.*

#### When is the lab open?

Typically, the lab is open from Weeks 5 through 15 (except holidays). Availability announced by your professor.

**For more information, contact:** Prof. Becky Challenger, [challeng@ohio.edu](mailto:challeng@ohio.edu)



### Ohio University Writing Commons

#### What is the Writing Commons?

The Writing Commons' peer tutors provide free writing assistance to all Ohio University students. Our tutors can help at any stage of the writing process, from discussing and organizing ideas to polishing a final draft. Tutors will not edit papers but will guide students in improving writing strategies. See the [Writing Commons website](#) for more information.

#### Where is the Lab?

226 Alden library. See the [Writing Commons website](#) for information on how to sign-up for an appointment.

#### Who can use this lab?

The lab is available to students in OPIE.

**For more information:** Talk to your OPIE Professor or OU Student Writing Center, [writing@ohio.edu](mailto:writing@ohio.edu).



## Lost & Found

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

### Emergency Phone Numbers

<b>Emergency:</b>	911
<b>On-Campus Emergency/Campus Safety:</b>	(740) 593-1911
<b>Athens Police Department:</b>	(740) 592-3313
<b>Counseling &amp; Psychological Services</b>	(740) 593-1616
<b>University Equity and Civil Rights Compliance</b>	(740) 593-9140

(To report discrimination or harassment)

## Frequently Asked Questions

### Questions about Tuition

#### 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.

### Questions about Length of Study at OPIE and OPIE Levels

#### 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.<sup>1</sup> 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 semesters of study  
**Advanced Level:** 3 semesters of study  
**CS2/Pathway 2:** 1 semester of study

**Intermediate Level:** 4 semesters of study  
**CS1/Pathway 1:** 2 semesters of study

*Please note:*

- *These estimates are based on the assumption that a successful student will progress in OPIE.*
- *Graduate students who intend to study at OU, completion of OPIE is dependent on test scores. OU Graduate School policies allow for 6 consecutive semesters to achieve the required proficiency score for their department in order to gain unconditional admission.*

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<sup>1</sup> Cummins, J. (2009). Literacy and English-language learners: A shifting landscape for students, teachers, researchers, and policy makers. *Educational Researcher*, 38(5), 382-383.

**Q: How many levels are there in OPIE?**

A: Pending student enrollment, OPIE offers 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.

**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.

**Questions about Placement and Advancement in OPIE**

**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: 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 professors 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 4).

**Questions about the TOEFL, English Placement Test, and English Proficiency Requirements**

**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 either the composition, 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: 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 Pathway Level 2 (undergraduate students specifically). For more specific information, see pages 6-7.

*Please note, graduate student completion of OPIE is dependent on test scores.*

**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?**

A: No, test scores for placement must be from the current session.

**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: 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*

- a) have been in the news a lot recently*
- b) have been moving unexpectedly rapidly through the Americas*
- c) are not as aggressive as their reputation suggests*
- d) are a hybrid rather than a pure breed*

*It can be **inferred** from the passage that the killer bee*

- a) traveled from Brazil to Africa in 1955.*
- b) Was a predecessor of the African bee*
- c) Was carried from Africa to Brazil in 1955*
- d) 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. 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.

### Questions about the OPIE Attendance Policy

**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 professor 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 ISSS office to discuss the possibility of getting permission for a 'medical leave'.

### Questions about Grades and Succeeding in Your OPIE Classes

**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 professor should always be able to give you an idea of your current grade. During the middle of the semester, your professor 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](http://www.ohio.edu/opie) > Future & Current Students Important Information > End of Semester Reports.

**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 common to feel nervous or 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 professors can help you set goals.

### Ten Tips for Success in Your English Classes

1. Use English in the classroom.
2. Find fun ways to use English outside of class.
3. Attend all of your classes.
4. Be prepared for class every day.
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!



## Other Questions about OPIE

### 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 Scholar Services (ISSS) 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: What do I do if I am having a problem in class?

A: We encourage you to first speak directly with your professor. 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: 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.

## Questions about Taking Academic Classes

### Q: When can I take academic classes?

A: If you are an undergraduate student planning to get a degree from Ohio University, you must qualify for the Pathway Program by having a TOEFL score between 480 and 519 or by being placed into the Pathway Program after studying in the full-time OPIE program. If you are placed into Pathway Level 1 (TOEFL 480-499), you will take 7 credit hours of academic classes. If you are placed into Pathway Level 2 (TOEFL 500-519), you will take 8-9 credit hours of academic classes.

If you are a graduate student, and have not been admitted into your academic program, you will most likely not be able to take academic classes until you graduate from OPIE. See your OPIE Advisor for more information.

**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 Kyle Butler ([butlerk@ohio.edu](mailto:butlerk@ohio.edu)) to discuss your change of major prior to going to the College of the intended major. He 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: Who will my academic advisor be?**

A: All admitted undergraduate students are assigned an advisor by their respective academic department/college once they complete the OPIE program. Students should check their DARS for that information by going to the My OHIO Web portal: <https://my.ohio.edu/uPortal>. Pathway Coordinator, Kyle Butler ([butlerk@ohio.edu](mailto:butlerk@ohio.edu)), can also assist in finding that information. Other relevant information about advising and academic studies is addressed at Bobcat Student Orientation (BSO). Students attend the BSO before beginning full-time academic coursework. Check for the specific date at the Undergraduate Orientation Programs website: <https://www.ohio.edu/university-college/orientation/sign>

**Q: Can I take online classes?**

A: Please check with your International Student Advisor at the Yamada International House and your OPIE advisor.

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

A: At the Advanced Level, students may be able 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.

### **Questions about Registration Holds and TB Testing**

**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. Tuberculosis skin testing is available on Mondays, Tuesdays, and Fridays from 8:30-4:30 p.m. during the academic term (see: <https://www.ohiohealth.com/ohiohealth-physician-group/our-specialties/primary-care/our-locations/ohiohealth-campus-care-ohio-university>)

### **Questions about Campus and University Life**

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

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

There are other non-OPIE resources available to you:

1) **Academic topics:** Allen Advising, Center for Advising, Career and Experiential Learning (ACEL):

<https://www.ohio.edu/accel/advising>

2) **Counseling and Psychological Services:** <https://www.ohio.edu/counseling>

3) **Health topics:** <https://www.ohiohealth.com/ohiohealth-physician-group/our-specialties/primary-care/our-locations/ohiohealth-campus-care-ohio-university>

4) **Health Insurance:** [studentinsurance@ohio.edu](mailto:studentinsurance@ohio.edu) or <https://www.ohio.edu/student-insurance>

5) **Housing topics:** Housing and Residence Life: [housing@ohio.edu](mailto:housing@ohio.edu) <https://www.ohio.edu/housing/>

6) **International topics:** International Students and Scholar Services: <https://www.ohio.edu/international-student-scholar-services>

7) **Legal Services:** <http://www.studentlegalrights.org>

8) **Sexual harassment:** <https://www.ohio.edu/equity-civil-rights/>

**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 Alden Library, 230. The Office of 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.

<https://www.ohio.edu/accessibility>

**Q: Where can I find halal food on campus?**

A: For more information, the following resource is available:

[https://www.ohio.edu/orgs/muslimst/community\\_dining.html](https://www.ohio.edu/orgs/muslimst/community_dining.html)

**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 professor 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 professor. All students in a class must be informed if permission has been given for a class to be recorded. (See *Academic Policies*, "[Classroom Privacy](#)".)

**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:

<https://www.wes.org/advisor-blog/email-etiquette-101-for-international-students/>



## **2023-2024 Important OPIE Dates**

### **Fall Semester 2023**

Arrival/Orientation: **August 11**  
First day of classes: **August 28**  
Thanksgiving Break: **November 22-26**  
End of OPIE term/TOEFL: **December 9**  
End of academic semester: **December 16**

### **Spring Semester 2023**

Arrival/Orientation: **January 6**  
First day of classes: **January 16**  
Spring Break: **March 10-16**  
End of OPIE term/TOEFL: **April 27**  
End of academic semester: **May 4**

### **Summer Semester 2023**

Arrival/Orientation: **May 5**  
First day of classes: **May 13**  
Summer Holiday: **June 19; July 4**  
End of OPIE term/TOEFL: **July 27**  
End of academic semester: **August 17**