

ADVISING GUIDE:

For Advisors of Undergraduate OPIE (Ohio Program of Intensive English) Students

The Ohio Program of Intensive English (OPIE) at Ohio University has been giving English language training to international students from all over the world since 1967. International students take the TOEFL (Test Of English as a Foreign Language) test when they arrive; OPIE then uses their test scores to determine whether any English language study is needed, and if so, to place the students into the appropriate level of English language coursework. Please see the attached **OPIE Courses** handout for an overview of the OPIE courses. Students progress through the OPIE courses, generally needing three quarters before they can advance to part-time academic coursework. For additional information on OPIE, visit the website: <http://www.ohiou.edu/opie/>, call: 740.593.4575, or email: opie@ohio.edu.

Math Placement Test

- The Math Placement Test will be available every quarter, including multiple times during Final Exam Week. Contact Greg Oberlin in University College at 140 Chubb Hall or via phone: 740.593.1935 for specific dates, times, and locations. Additional information regarding the Math Placement Test can be found online at: <http://www.ohio.edu/orientation/MathPlacement.cfm>.
- Students are permitted to take the Math Placement Test once they have been approved to take part-time academic coursework, meaning they have earned a score of 500 or better on the TOEFL test (See TOEFL Test information on page 2). The Math Placement Test consists primarily of word problems, so if students' English is not strong enough to understand the word problems, they will not do well on the test.

Academic Course Registration

- When students arrive for their advising appointments, ask to see their OPIE Academic Advising Letter, which they will have received at their Academic Orientation. These letters will indicate to you what level of OPIE coursework the students are currently in, and therefore how many academic courses they are permitted to register for.
 - Students can acquire additional copies of their OPIE Academic Advising Letter from OPIE, should they misplace their letter.
- OPIE "Level 50" and "Bridge Program" students **are permitted** to register for academic courses even though they are currently studying in OPIE. These students **do not** need to wait for their TOEFL results to schedule academic courses.
 - These students (Levels 50 and Bridge Program) will participate in an Academic Orientation prior to course registration.
 - If students are currently in Level 50 (full-time OPIE), it is recommended that they register for **two academic courses (maximum of 8 hours)** for the next quarter.
 - If students are currently in the Bridge Program (part-time OPIE), it is recommended that they register for **four academic courses (maximum of 20 hours)** for the next quarter.
- At the end of the quarter, after students have completed the TOEFL test, their course schedules may need to be adjusted.
 - If students are registered for more academic courses and/or credit hours than they are permitted to take, the students will be asked by OPIE to drop the necessary number of courses. If students do not drop the necessary courses on their own by the ninth day of the quarter (generally the Tuesday of the second week of classes), OPIE will drop the necessary courses from the students' schedule.
- OPIE students are not generally able to register for classes until late in the registration process, given that they have not yet earned academic credit hours. Your OPIE students may or may not fully understand this. Please help your students create sizeable lists of possible courses, given that their top choices may be full by the time they register. Also, please take a few minutes to discuss the pink slip process and how students should go about trying to register for a course that is full.

OPIE Course Registration

- At the end of the quarter, after students have completed the TOEFL test, the OPIE staff will assist students in registering for the necessary OPIE courses.
- At the end of the quarter, after students have completed the TOEFL test, their academic course schedules may need to be adjusted.
 - If students are registered for more academic courses and/or credit hours than they are permitted to take due to OPIE coursework requirements, the students will be asked by OPIE to drop the necessary number of academic courses. If students do not drop the necessary courses on their own by the ninth day of the quarter (generally the Tuesday of the second week of classes), OPIE will drop the necessary courses from the students' schedule.

Suggested Academic Courses

- Review the attached list of **Suggested Academic Courses for OPIE Students**. Most of these courses complete General Education Requirements and are organized in a way that is supportive to non-native English speakers.

TOEFL Test

- The TOEFL test is offered each quarter on the Saturday following the last day of class, before Finals Week. The day that the TOEFL test is administered, students are told the specific date, time, and location that their test results will be available for them to pick up at OPIE. Generally, the test results are available approximately one week following the test.

Transfer Credit

- Many OPIE students have transfer credit, or believe they do. In most cases, students' transfer credit has been evaluated by the Admissions Office, but not yet by their college. Students should talk to either the Admissions Office (to ensure that the credit has been evaluated there) or the appropriate person for their college (see list below), should they have questions.
 - Arts & Sciences: Randy Price (104 Wilson Hall, 740.593.2845)
 - Business: Lori Mardis (214 Copeland Hall, 740.593.2000)
 - Communication: Eddith Dashiell (497A RTV Building, 740.597.2197)
 - Education: Floyd Doney (124 McCracken Hall, 740.593.3300)
 - Engineering & Technology: Ken Sampson (159 Stocker Center, 740.593.1483)
 - Fine Arts:
 - Art: Rosemarie Basile (528 Seigfred Hall, 740.593.4281)
 - Dance: Madeleine Scott (137 Putnam Hall, 740.593.1824)
 - Music: Chris Hayes (363 Glidden Hall, 740.593.1630)
 - Theater: Maureen Wagner (307C Kantner Hall, 740.593.9355)
 - Health & Human Services: Rebecca Zuspan or Terese Sherman (W364 Grover Center, 740.593.9336)
 - University College: Lora Clapp (140 Chubb Hall, 740.593.1935)
- If there is no transfer credit listed on the students' DARS, the Admissions Office has not yet received students' transcript(s), and students should contact the Admissions Office regarding how to have their transcript(s) sent. The Admissions Office is located at 120 Chubb Hall and can be contacted via phone: 740.593.4100.

International Student & Faculty Services (ISFS)

- ISFS provides support services to international students, faculty, staff, and scholars, and their dependents, to enable them to achieve their educational goals and objectives. ISFS can also be a helpful resource to academic advisors working with international students. ISFS is located at 348 Baker University Center and can be contacted via phone: 740.593.4330 or email: isfs@ohio.edu.

OPIE (Ohio Program of Intensive English) Courses

Full-Time Program (5 hours of English/day, 4 days/week)

<i>American English 35 (Beginning)</i>	American English 40 (Elementary)	Academic English 45		Academic English 50	
		(Intermediate)	(High-Intermediate)	(Advanced)	(PreAcademic)
<i>CORE Class</i>	<u>CORE Class</u> Grammar (2 hrs/day) Communication-Situations (1hr/day)	<u>CORE Class</u> Grammar (2 hrs/day) Composition (1hr/day)	<u>CORE Class</u> Grammar (2 hrs/day) Composition (1hr/day)	<u>CORE Class</u> Academic Reading (1 hr/day) Acad. Composition (1 hr/day) Grammar (1 hr/day)	<u>CORE Class</u> Academic Reading (1 hr/day) Acad. Composition (1 hr/day) Grammar (1 hr/day)
<i>Listening / Speaking</i>	Listening / Speaking (1 hr/day)	Listening / Speaking (1 hr/day)	Listening / Speaking (1 hr/day)	Academic Listening / Note-taking / Speaking (1 hr/day)	Academic Listening / Note-taking / Speaking (1 hr/day)
<i>Reading / Writing</i>	Reading / Writing (1 hr/day)	Reading / Vocabulary (1 hr/day)	Reading / Vocabulary (1 hr/day)	Advanced Reading Class (ARC) (1 hr/day)	Advanced Reading Class (ARC) (1 hr/day)

Notes:

- Students typically advance from level 40 (Elementary) to either level 45 (Intermediate) or level 45 (High-Intermediate).
- Similarly, most* students advance from level 45 to either level 50 (Advanced) or level 50 (PreAcademic).
- Students typically* advance from level 50 to the Bridge Program.

*Level 45 (Intermediate) students who are not ready for level 50, may progress to level 45 (High-Intermediate); level 50 (Advanced) students who not ready for the Bridge Program may advance to level 50 (PreAcademic).

Bridge Program (2-3 hours of English/day, 4 days/week)

Part-Time English / Part-Time Academic Classes

AE 55 (3 hours of English)	AE 60 (2 hours of English)
Combined Skills (2 hrs/day) Elective Class (1 hr/day)	Combined Skills (2 hrs/day) or Two Elective Classes
Students may take one academic class	Students may take two academic classes

Suggested Academic Courses for Full- and Part-Time OPIE Students

Tier I: English Composition

Dept.	Course #	Title	Cr.	Prerequisite
ENG	151A	Writing & Rhetoric I	5	International students only by placement

Tier I: Mathematics

Dept.	Course #	Title	Cr.	Prerequisite
MATH	109	Consumer Mathematics	4	Placement Level 1 or Math 101 or 102
MATH	113	Algebra	5	Placement Level 1 or Math 101 or 102
MATH	115	Pre-Calculus	5	Placement Level 2 or Math 113
MATH	163A	Introduction to Calculus – Business	4	Placement Level 2 or Math 113 and not 263A or 266A
MATH	263A	Calculus I	4	Placement Level 3 or Math 115 and not 163A or 266A

Tier II: Applied Science & Mathematics

Dept.	Course #	Title	Cr.	Prerequisite
CS	230	Computer Programming I	5	2 years of high school algebra or Math 113 or equivalent
ET	280	Engineering & Technology Overview	4	
EH	260	Introduction to Environmental Health & Safety	4	
HCFN	128	Introduction to Nutrition	4	
ISE	200	Introduction to Computers & IE	4	
ITS	201	Understanding Internet Technology	4	Non-majors only
MATH	163A	Introduction to Calculus – Business	4	Placement Level 2 or Math 113 and not 263A or 266A
MATH	263A	Calculus I	4	Placement Level 3 or Math 115 and not 163A or 266A

Tier II: Cross Cultural Perspectives

Dept.	Course #	Title	Cr.	Prerequisite
JPC	250	Introduction to Japanese Culture	4	
GEOG	131	Globalization and the Developing World	4	
INST	103	Modern Asia	5	
INST	113	Modern Africa	4	
INST	118	European Studies	4	
INST	121	Interdisciplinary Survey of Latin America	4	

Tier II: Fine Arts

Dept.	Course #	Title	Cr.	Prerequisite
DANC	170	Viewing 20 th Century Dance	4	
FAR	150	Viewing Performance	2	No credit if DANC 150, IART 150, MUS 150, or THAR 150
IART	117	Introduction to the Arts: Arts in Context	4	
IART	118	Introduction to the Arts: Objects & Events	4	
THAR	170	Theatrical Experience	4	

Tier II: Humanities & Literature

Dept.	Course #	Title	Cr.	Prerequisite
COMS	101	Fundamentals of Human Communication	4	
VICO	140	Studies in Visual Communication	4	

Tier II: Natural Sciences

Dept.	Course #	Title	Cr.	Prerequisite
ANTH	201	Intro to Biological Anthropology	5	
GEOG	101	Physical Geography (Lab)	5	
P SC	100	Survey of Astronomy	4	Familiarity with basic algebra and geometry
P SC	100D	The Solar System	4	Familiarity with basic algebra and geometry
P SC	101/L	Physical World/Lab	4/5	
P SC	140	Observational Astronomy (Lab)	1	4 hour of P SC and (MATH 113 or Placement Level 2 or higher) Not ASTR 140

Tier II: Social Sciences

Dept.	Course #	Title	Cr.	Prerequisite
GEOG	121	Human Geography	4	
JOUR	105	Introduction to Mass Communication	4	No credit if JOUR 101 or MDIA 105
LING	270	Nature of Language	5	

Suggested Electives

Dept.	Course #	Title	Cr.	Prerequisite
AAS	106	Introduction to African American Studies	4	
EDCE	201	Career & Life Planning	3	
EDCE	410	Human Relations	4	Junior or Senior
HCFN	110	Introduction to Hospitality	4	First-Year or Sophomore only
HCRM	201	Introduction to Retailing	4	
HCRM	250	Consumer in American Society	4	ECON 103 and not a First-Year
QBA	201	Quantitative Business Analysis	4	(MATH 163A or 263A) and MATH 250
REC	200	Introduction to Leisure	4	First-Year or Sophomore

1, 2, & 3 Credit Courses

Dept.	Course #	Title	Cr.	Prerequisite
GLC	100	The Global Experience	1	First-Year or Sophomore only
PESS	227	First Aid: Workplace Training	3	Not HLTH 227
PESS	228	CPR	1	Not HLTH 228

College of Business (All Majors)

Dept.	Course #	Title	Cr.	Prerequisite
ACCT	101	Financial Accounting	4	Math Placement Level 1 or higher
MATH	250	Introduction to Probability & Statistics I	4	MATH 113 or Placement Level 2 or higher and (Not MATH 450A or PSY 120 or 1212 or 221 or ISE 304 or 316)