



**DUQUESNE
UNIVERSITY**



English as a Second Language

Student Guidelines

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
ESL Program Mission Statement	4
A. Students in the ESL Program	6
B. Program Courses and Levels	6
C. English Language Proficiency Testing and Course Placement	7
D. Making Progress Through the Program	9
Information About Students' Progress	13
E. Services and Activities	13
F. Safety	14
G. Adjustment, Questions and Concerns, and Success as a Student in the U.S.	15

**ESL PROGRAM
MISSION STATEMENT**

The ESL Program serves international students and the Duquesne University community by offering comprehensive English language education and services. We equip students with language skills and cultural understanding necessary to meet their educational and professional goals in an American university setting. We collaborate with University partners, providing English language evaluation, consultation and intercultural exchange to foster a diverse international community.

As part of the Duquesne University Office of International Programs (OIP), we uphold the University's commitment to intercultural understanding and ecumenism.

Center for Global Engagement

VISION: Opening minds, hearts and spirits to the world.

MISSION: The OIP inspires a spirit of world discovery and intercultural understanding. We act as an advocate and creative focus for rich international programming to support faculty and students.

**DUQUESNE UNIVERSITY
ENGLISH AS A SECOND LANGUAGE PROGRAM**

GUIDELINES FOR STUDENTS

WELCOME TO DUQUESNE UNIVERSITY AND TO THE ESL PROGRAM!

As you begin classes, you may have some questions about the program. Please read these guidelines carefully because they contain important answers. You are also welcome to make an appointment with ESL Program advisors (esl@duq.edu) who will help you understand the information, if necessary, and you may bring a friend who speaks your language.

A. STUDENTS IN THE ESL PROGRAM

The ESL Program services three groups of students:

1. **Non-degree students**, accepted to study only English as a Second Language (“ESL only”).
2. **Undergraduate students**, accepted to the University to study for a bachelor’s degree.
3. **Graduate students**, accepted to study for a master’s or a doctoral degree.

The purpose of the ESL Program is to help all students to develop language competence, academic skills, and academic acculturation necessary for successful university studies or continuing professional work.

B. PROGRAM COURSES AND LEVELS

1. **Programs** – The ESL Program has different programs to meet the needs of all students. *You can see the organization of these courses in the charts at the end of these Guidelines.*

Intensive English Program – All students can study English at 5 levels. The ESL Program follows the Duquesne University Schedule.

Students accepted into an undergraduate program may enter the Gateway. Please see the International Admissions website for details.

<https://www.duq.edu/admissions-and-aid/international/how-to-apply/undergraduate/english-gateway>

Duquesne Gateway - With undergraduate admission and a TOEFL or IELTS score, students take Intensive ESL courses at three levels, depending on their score. Students take academic courses with ESL and can earn up to 15 credits upon completion the program.

Gateway 1	Intermediate	iBT 40-49/IELTS 4.5	3 credits
Gateway 2	Advanced A	iBT 50-59/IELTS 5.5	4 credits
Gateway 3	Advanced B	iBT 60-69/IELTS 5.5	8 credits

Freshman Writing – Undergraduate students begin their academic programs at Duquesne with these three required, for-credit courses when they complete all required Intensive Program courses or when they are admitted with a score of 70 (iBT), 6.0 (IELTS), or Duolingo Test of English (DET) 95.

Pathway Program – With conditional admission to a graduate program and a TOEFL, IELTS, or DET score, students take up to three levels of English courses, depending on their score and the graduate program's requirement. Please see the International Admissions website for details.

<https://www.duq.edu/admissions-and-aid/international/how-to-apply/graduate>

Pathway Option 1 3 semesters:
Advanced B (Semester 1); ESL CAP + Academic courses

Pathway Option 2 2 semesters:
ESL CAP courses + Academic courses

2. The courses in the **Intensive English Program** are Grammar/Language in Context, Writing, Reading, Speaking/Listening, and Notetaking/Discussion. These courses are offered at levels Basic A, Basic B, Intermediate, Advanced A, and Advanced B (through CEFR level B1.2/B2.1 and iBT 70 or equivalent).
3. **Freshman Writing courses:** Three courses for undergraduate students, taken for academic credit - UCOR100E, UCOR 101E, and UCOR 102E. These credit-bearing courses are required for ALL undergraduate degree students at Duquesne University, both U.S. and international students. The ESL sections of these courses (UCOR 101E, UCOR 102E, and UCOR 100E) are for non-native speakers of English only.
4. **Pathway Program- Comprehensive Academic Preparation (CAP):** Two levels of courses for graduate students who have full or conditional admission. **CAP Level 1** consists of five integrated classes with an optional TOEFL Preparation class. **CAP Level 2** consists of Graduate Research Paper, Graduate Academic Discourse and ITA Seminar. These are taken independently depending on test scores and the requirements of the student's academic program. CAP courses address the needs of graduate students with proficiency from levels CEFR B2.2 or iBT 70 through CEFR C1 or iBT 90.

C. ENGLISH LANGUAGE PROFICIENCY TESTING AND COURSE PLACEMENT

1. New Students and Continuing Students

Your placement into a course and level depends on whether you are a **new** or **continuing (returning)** student.

New students enter the different program levels according to their TOEFL/IELTS/DET score or placement test results upon arrival. Undergraduate students with submitted scores enter a level according to the Gateway (see Section B1 above). Students *who do not* submit a score before arrival are placed into a level based on in-house placement tests upon arrival:

- **ESL Writing Placement Test** (45-50 minutes) required for **all new students without a submitted score or waiver for TOEFL, IELTS, or DET.**
- **English Placement Test** (1-2 hours) Accuplacer is a computer-based test for Listening, Grammar, Vocabulary and Reading, required for **all new students without a submitted score or waiver for TOEFL, IELTS, or DET.**
- **SPEAK Test** (Test of Spoken English – 30 minutes) required for **all new graduate students with teaching assistantships from their department.**

Continuing students move into different program levels by passing their courses with a final grade of C (73%) at the previous level and by taking Program Tests required by the ESL Program towards the end of each semester. These include the Program Writing Test, the SPEAK Test (for Pathway students) and the Institutional TOEFL (ITP).

Continuing students who are accepted to an academic program may join the Gateway by submitting an TOEFL, IELTS, or DET score at the appropriate level. Gateway students then may register for courses according to program guidelines (see the Gateway webpage at <https://www.duq.edu/admissions-and-aid/international/how-to-apply/undergraduate/english-gateway>). Passing grades of C (73%) or higher in all ESL courses are required for entry into the Gateway Program, for progress through the Gateway levels, and for clearance into the academic degree program.

2. Undergraduate, Graduate, and Non-Degree (“ESL only”) Students

Your placement into some program courses also depends on whether you are an undergraduate, graduate, or non-degree (“ESL only”) student.

Grammar, Reading, Writing, Speaking/Listening, and Notetaking & Discussion/Academic Discourse from Basic A to Advanced B are required to complete the ESL Program.

UCOR 101E (Thinking and Writing Across Curriculum), and UCOR 102E (Imaginative Literature and Critical Writing), and UCOR 100E (Library Research Skills) are for **undergraduates** who successfully complete a writing course at the Advanced B level (Term Paper) or who are accepted into an academic program at Duquesne with a TOEFL score of 70 or the equivalent.

The **Pathway Program** (Comprehensive Academic Preparation) courses are for graduate students with conditional admission and other students who can benefit from additional instruction after completing IEP courses.

Graduate Teaching Assistants take additional placement tests to determine eligibility for the Certificate of English Fluency for teaching and may be placed into ESL courses. The testing process for International Teaching Assistants is required under Pennsylvania state law and Duquesne University guidelines.

3. Changing a Placement – Adding or Dropping Courses

a. Required Approval of ESL Program Advisors – ESL Only Students

While students are enrolled in all ESL courses, they will meet regularly with an ESL advisor. Advising appointments are made at the midterm and the end of the semester to discuss progress and plans.

b. Required Approval of ESL Program Advisors – Degree-seeking students

When transitioning to academic courses, all degree-seeking students in the ESL Program have two advisors: an ESL Program advisor and a degree program (or academic major) advisor. **No ESL class, including UCOR 101E, UCOR 102E, and UCOR 100E can be changed without the approval of the ESL Program advisor.** Please bring questions about ESL placement to your ESL Program advisor.

c. Student and Exchange Visitor Information System (SEVIS) Requirements

For both degree-seeking students and non-degree ESL-only students, Duquesne University must comply with all immigration requirements for maintaining status as full-time students. For degree program students, SEVIS allows ESL courses to be counted in the number of full-time courses they are taking. Degree-seeking and non-degree ESL-only students are required to pass all ESL courses assigned by their ESL advisors as necessary for maintaining full-time student status. An ESL only student is required to take a minimum of five full courses each term to maintain this status. Exceptions may be made in some circumstances.

d. Placement Changes – Procedures

Recommendations for any changes in ESL classes come from the ESL class instructor and are based on work done in class. If the ESL instructor observes during the first two weeks of class that a student's level should be changed, the instructor may recommend to ESL advisors that the student move to the next level. Students who miss classes for the first two weeks will not be eligible for such changes. In summer sessions, the period is one week.

NOTE: Sometimes the work at the beginning of the class may seem somewhat "easy" for you as a new student, but this is not a reason to ask for a change to a higher level. Most ESL courses start out with introductory work or review. Future requirements in the course may be far more difficult.

e. Time Period, Procedures, and Refund Policy for Adding or Dropping Courses

Time Period: Duquesne University permits adding and dropping academic degree program courses according to the dates published in the online Academic Calendar. See your academic major advisor if you wish to change a class (other than ESL) during the add/drop period. After the period of time allowed for changes in ESL classes (see "Procedures" below), **ESL classes may normally be dropped only if you take a complete withdrawal from the University.**

Refund Policy: Since the ESL Program uses a flat-rate fee for each class, there are *no refunds (partial or complete) for courses dropped after the add/drop period.* Fees for ESL courses are adjusted in accordance with annual Duquesne University tuition policies.

f. Returns After a Transfer

ESL students who transfer temporarily to another institution (for example CCAC or Point Park University) but return to Duquesne are re-tested when they return and are then required to take any appropriate ESL courses at Duquesne.

D. MAKING PROGRESS THROUGH THE PROGRAM

The ESL Program is designed so that the more ESL courses are completed, the more classes in the student's academic major can be added. Degree-seeking students are required to complete the Advanced A ESL level and demonstrate progress towards the target exit test scores before being considered for clearance for their first course other than ESL. Students taking ESL are normally permitted to enroll for **up to** five undergraduate or three graduate courses **total, including all required ESL courses.** For students who receive failing grades in ESL courses in the previous semester, or who have low program exit test (Program Writing Test or TOEFL) scores, the number of non-ESL courses is reduced.

The ESL Program is also designed to permit students to move through the program as quickly as possible. For example, students may be placed at different levels for different courses.

UCOR courses for academic students (including UCOR 101E, UCOR 102E, and UCOR 100E) are completed in consecutive semesters.

1. Expectations of All Students

Syllabus – Each instructor will give you a *syllabus* at the beginning of the course. A syllabus is a written outline of the course. It includes information about the Learning Outcomes and Objectives of the course, and the way that the instructor will calculate your grade. It also describes the materials, procedures, and activities that the instructor and students will use. ***The syllabus is the most important document you will receive in your class, because it informs you about what to expect from the course, and what the instructor expects from you. Read each one carefully and do not lose it.***

Attendance – Attending classes, participating in all activities during class, and being on time are all essential for successfully learning English. Students who participate in activities in English outside of class will make greater gains than those who do not.

ESL Class Attendance Policy

Attendance is required in all ESL classes, and no absences will be excused.

If a student is absent for more than 10% of the class meetings, it will be reported to the Duquesne University advisor, the academic program, the student's sponsor, and the University Immigration Specialist.

- a. **Monday, Wednesday, and Friday classes: 10% = more than 4 absences**
- b. **Tuesday and Thursday classes: 10% = more than 3 absences**

If a student misses a test, homework assignment or other class work because of an absence, the instructor may give a grade of F or 0 (zero).

Students are required to be in class on time. Students who are more than five minutes late will be marked late. Four late arrivals will be counted as one absence.

Completing Assigned Work on Time – completion of homework and in-class assignments on time is an important part of learning. If you do not understand an assignment, ask your instructor before you leave the classroom. Class tests, quizzes, mid-term and final exams are a required and important part of the course and of your grade.

Participating in Class – participating means arriving in class on time with your homework completed, asking and answering questions about your lessons, paying attention to the instructor, and working well with fellow students.

Working with Your Instructors – your ESL course instructors are experienced in helping students learn English and adjust to academic life. They want you to succeed. **However, it is your responsibility to let them know when you need help.** If you have any problem or question about the course, asking your instructor for help is the first step. See your instructor during weekly office hours if you have questions or concerns relating to the class. You are welcome to ask the ESL Advisor, ESL Associate Director and Director for assistance, but you need to speak to your instructor **first**.

2. Examination Requirements: Benchmark/Exit Tests

Scores on these tests do not replace successful course performance and final grades used for promotion. The benchmark/exit examinations include Program Writing Tests and the Institutional TOEFL (IPT), or Accuplacer. Students in the ITA Seminar, students with conditional admission into graduate programs, and students in Health Sciences entering the clinical phase of their program must also take the SPEAK test.

- Program Writing Test – all ESL students are required to take these tests EXCEPT students taking UCOR 101E, UCOR 102E, and UCOR 100E, who are exempted unless specifically required by the ESL Advisor or Director to take them.
- TOEFL – regular submission of IPT or Accuplacer scores is required for undergraduate and graduate degree students as part of the ESL Program exit requirements.

If a student has been accepted and placed into the ESL Program without the required minimum score for Duquesne University admission, the submission of an IPT or other benchmark score becomes a University requirement each term until the score of 525 on the ITP (iBT 70) or equivalent has been obtained.

Graduate students with conditional admission (Pathway students) must pass all required ESL Program courses with a final grade of B- or higher to demonstrate success in English sufficient for full admission to their graduate program.

Students transitioning to academic courses (Advanced ESL and UCOR) who miss the IPT or Accuplacer administered by the ESL Program must register for the iBT, IELTS, or DET on their own immediately. An updated score or evidence of registration of the is required for course registration.

Undergraduate students should submit TOEFL score of 70 iBT, IELTS 6.0, or DET 95 to begin full-time academic coursework. If they have not reached this score, they may take some academic courses, depending on their successful completion of ESL courses and significant progress made toward the target score. Students earning less than satisfactory grades and/or with low scores may be very limited in the number of academic courses they are permitted to take per term.

3. Repeating a Course

Students must earn a grade of C (73%) to be promoted to the next level in the ESL Program.

Graduate students taking CAP 1 or Cap 2 levels (including the Pathway Program) must earn a grade of B- or above to be promoted to the next level.

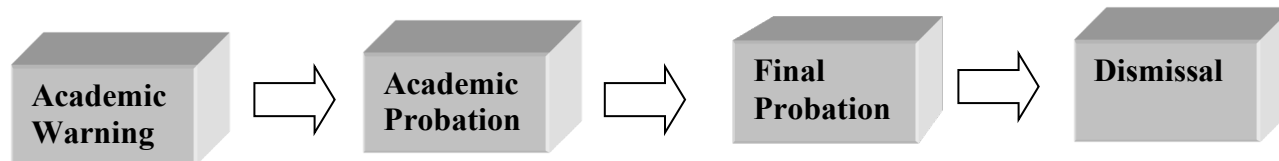
Duquesne University does not recognize C- as a final course grade. The passing grade of C must be earned at the 73% level for the Midterm or Final course grade for all courses in the ESL Program.

All students who receive a grade of “D” or “F” in the ESL course, including UCOR 101E, UCOR 102E, or UCOR 100E (or a grade lower than B- in CAP courses) are required to repeat that course for a higher grade during the next academic term, regardless of grades received in non-ESL courses. The number of credits in the academic major will also be reduced while the course is being repeated, in order for the student to have additional time to focus on the skills that need improvement.

NOTE: It is the student’s responsibility to ask the instructor for help if they are having problems in the course. A student who is not doing well must make very serious and consistent efforts to improve his or her work.

1. Probation

In the Duquesne ESL Program, academic status is either normal academic progress (succeeding) or on probation (experiencing difficulty and failing). ESL students who receive a midterm grade or final grade of D or F are placed on probation. They have four chances, during two semesters, to pass all their courses. If they pass all their ESL courses at any half term (midterm or final), they are taken off probation.



Levels of Probation in the Duquesne University ESL Program

Academic Warning: Students who receive midterm or final grades of D or F will be placed on Academic Warning. All course grades need to be C (73%) or above in the following grading period.

Academic Probation: Students on Academic Warning who receive midterm or final grades of D or F will be placed on Academic Probation. All course grades need to be C (73%) or above in the following grade period. Students also must register for a special university seminar to help them learn to succeed in their courses.

Final Probation: Students on Academic Probation who receive midterm or final grades of D or F will be placed on Final Probation. All course grades need to be C (73%) or above in the following grade period. These students are required to meet with the ESL Program Director for additional support.

Dismissal Notification: Students on Final Probation who receive final grades of D or F will be dismissed from the ESL Program by the ESL Program Director. Students enrolled in academic programs will be recommended for dismissal review by the school in which they are enrolled. If the school issues a notice of dismissal from Duquesne University, the student will not be permitted to enroll for the semester indicated in the notification.

4. Skipping a Course Level

After completing an ESL semester, students who have improved their English language skills exceptionally⁴ quickly may be able to pass over the next class level in those skills. Such exceptional placement is based upon course grade, instructors' recommendations, and program benchmark test results.

NOTE: A grade of A at any level does not by itself qualify a student to skip the next level. Rather, the A grade indicates excellent work done at this level and readiness to progress to the next level where more complicated language structures will be taught. (This is similar to completing Math I with an A and going on to Math II.)

1. INFORMATION ABOUT STUDENTS' PROGRESS

Both Duquesne University and the ESL Program provide many opportunities to obtain information about your academic progress. Below is a list of types of information available.

1. Course Grades (midterm and final) – The midterm grade is given in the middle of the semester and can change (up or down) depending on your progress during the second part of the semester. The final grade is given at the end. Instructors will meet with each student at midterm and again at the end of the semester to review these grades, discuss progress, and distribute the Course Grade Report. Attendance at grade conferences is required.
2. Program Grade Report – You will receive a comprehensive grade report for all your ESL courses at the end of the semester. These forms include comments from your instructors and scores for your program benchmark tests. The report is available at your meeting with the ESL advisor or in the main ESL Program office (College Hall 435).
3. Transcripts – The final grade is entered on the student's official record of all courses taken at the University. This record is called a transcript. At the end of each term, you may obtain a copy of your transcript or request that the Registrar's Office send an official copy of your transcript to another institution. Use your DORI account to make these requests. **Click on Self-Service Banner > Student Information > Student Records.** Look for links to **View Academic Transcript, Enrollment Verification, or Final Grades.**
4. Certificate of Completion – Students who complete a program level with grades of C or higher may request a certificate of level completion from the ESL office. Part-time Advanced ESL students must complete at least 3 courses in a level to receive the certificate. Students who need letters stating some additional information about their work at Duquesne University may also request such letters from the ESL office.
5. Academic Credits for ESL Course Levels – Degree-seeking undergraduates earn two academic credits upon the completion of three ESL Program levels (Intermediate, Advanced A and Advanced B). Part-time ESL students must complete at least 3 courses in a level to receive the credits.
6. Results of Tests – The ESL advisors provide new students with results of placement tests at the time of registration. Results of the program benchmark tests are given to students in class or at final registration meetings with the ESL advisors.

E. SERVICES AND ACTIVITIES

Students who participate in activities after class and who use academic services learn English faster than other students. All ESL students are strongly encouraged to take advantage of the opportunities for help that the ESL Program offers. These are free of charge for all ESL students.

1. Tutoring –If you are taking ESL courses (Intensive English Basic through Advanced levels and Freshman Writing courses) we have tutors who can help you. The ESL Program has trained tutors who can help you understand and improve your English skills. Many excellent students have worked with ESL tutors. These students developed their language skills, and they felt more confident in using English.

ESL Program tutoring is **free**. You can make a tutoring appointment once a week. Students make a tutoring appointment online at **duqesltutoring.appointy.com**.

2. Resource Center – Located in Room 423, College Hall. The Resource Center offers facilities for listening and note-taking assignments and practicing listening and reading skills. Hours vary, so students should check the schedule posted on the door of the Resource Center. Students can use the Center to prepare class assignments, practice their typing and computer skills, listen to class materials, and work on independent practice or projects. Books, CDs, DVDs, and other materials are available for students to use.
3. Conversation Hours – This is an informal gathering of ESL students for the opportunity to practice speaking English, meet some U.S. students, and learn more about American culture. **NOTE: Spoken English practice is also offered by appointment at the Learning Skills Center in the Administration Building.**
4. Field Study – Each semester, the ESL Program offers a field study trip that is coordinated with the curriculum in Speaking/Listening courses at a minimal cost.
5. End-of-Semester Party – All ESL students are invited to the end-of-semester party to celebrate the successful completion of the semester.

F. SAFETY

All students should know how to stay safe and what to do if there is a concern.

1. The campus emergency number for any police, fire, or medical emergency is:

412-396-2677 (COPS)

2. Students should sign up to **receive emergency calls and texts** by choosing this option when signing up for a MULTIPASS account. You can also get information about closings or delays because of bad weather on the home page of the University. (www.duq.edu) or by calling 412-396-1700.
3. **Do not leave bags, books, or other valuables unattended** anywhere on campus.

4. **Harassment or threats by other students, in person or online, must be reported** to the Office of International Programs **immediately**. If the threat is in written form, record the date and make a copy. If you do not feel safe in class for any reason, speak to your instructor **immediately**, or see any of the program administrators in the ESL Program or the Office of International Programs.

G. ADJUSTMENT, QUESTIONS AND CONCERNS, AND SUCCESS AS A STUDENT IN THE U.S.

1. Adjustment

Adjusting to life in the United States is not easy. ESL Program students often have questions or concerns about campus life, classes, and academic support services. It is important to get answers to your questions and find help solving problems in order to be a successful student.

The Center for Global Engagement (DUQGlobal) helps students understand campus life, all kinds of cultural adjustments, and immigration regulations. Students receive important information at the DUQGlobal's New International Student Orientation. The OIP also sponsors activities and connects students with groups such as the International Student Organization and the International Student Ambassadors to help ease all international students' transition to life at Duquesne University.

The ESL Program assists students with the academic experience. ESL students learn about academic culture in the U.S. and experience it directly in classes, in the New ESL Student Orientation, the Field Study, Conversation Hours, and ESL Tutoring.

2. Questions and Concerns

ESL Program Instructors can help with problems in classes. Students should talk directly with the instructor if there is a problem with class activities, textbooks, homework, tests, or the behavior of the other students in the class. In the U.S., it is normal and respectful to speak to professors about their course. Instructors are available during Office Hours, before or after class, and at other times by appointment. Students can talk to the instructor about anything in the class they do not understand or anything they are having a problem with. They also have opportunities to express opinions about the class in the Quarterly Class Feedback Survey and the ESL Instructor Evaluation Survey. If an instructor cannot help with a problem in class, then students may make an appointment with ESL and DUQGlobal's staff or advisors for help.

Advisors and staff in the ESL Program (435 College Hall) and Center for Global Engagement (601 Union) can help you with problems.

ESL Program Advisors can help with questions or problems about a class or about the ESL Program. If the problem is about a class, students should talk to the instructor first. ESL Program Advisors can assist in areas such as:

- placement and promotion to the next level
- registration and class schedules
- ESL Program events and services – tutors, Field Study, Resource Center, Conversation Hour

- communicating with your instructors
- other students' behavior
- classroom space and facilities
- textbooks and course materials

The ESL advisors help students with individual problems they have in a class, but *students should talk about these problems first with the instructor.*

Center for Global Engagement Advisors are available to answer questions or address concerns about campus life, adjustment to life in the U.S. and immigration status, as the International Student Handbook explains. Any of the International Advisors in the Global Office (601 Union) can assist with:

- getting started at Duquesne University
- living in the residence halls
- adjusting to Pittsburgh and life in the U.S.
- health care
- staying safe
- transportation
- joining student organizations
- academic departments and majors
- admission to a Duquesne University academic program

If necessary, the DUQGlobal's advisors will help students to identify and interact with the relevant campus department.

3. Complaints and Appeals

If the student still has a problem in the ESL Program after meeting with their instructor, they should meet with an ESL Advisor. If the problem is still not resolved, the next step is a meeting with the ESL Program Director. The Director discusses the problem with the student, records the information using a Formal Complaint Form and investigates the problem.

Problems with ESL Program courses, faculty, facilities, and activities are addressed by the ESL Program Director in consultation with program staff and faculty. The Director makes a decision, records it on the Formal Complaint Form and communicates it to the student in writing. Formal complaints take at least one week. If the student is not satisfied with the decision, the student may submit a written appeal to the Associate Dean of McAnulty College, who services as the ESL Program Ombudsman.

If necessary, the DUQGlobal's Office helps students to bring problems to the attention of the appropriate University vice president or to submit appeals to the appropriate campus departments, according to the University policies in the [Student Handbook](#) (available on the Student Life website under "Student Conduct"). Appeals take at least two weeks for processing. The student will be informed in writing of the outcome. All appeal decisions are final and not subject to re-appeal.

4. **Becoming a Successful Student in the U.S.**

General expectations – Different cultures have different expectations of student responsibilities. Below is a description of important cultural values in U.S. higher education:

- Some U.S. universities may be easy to get into; but it is very hard to earn good grades.
- There is not a single exam which allows entrance to U.S. universities; student grades throughout high school and college are as important as an entrance exam score for admission to a degree program. Low grades can indicate laziness or disinterest on the part of the student.
- Students should take full responsibility for their learning and be very active, asking questions and doing assignments. Instructors are available for help but will not “spoon feed” students.
- Students who work very hard will succeed. Students who do not work hard are not likely to succeed.

Becoming a successful student in the U.S. means much more than simply going to classes.

1. Spend at least 1-2 hours on your homework for each class, each night.
2. Complete all homework on time. If you get behind, more problems occur.
3. Talk to your instructor during their office hours if you are having any problems.
4. Follow your instructors’ suggestions for how to improve your speaking, listening and reading in English. Your instructors will expect that you *take ownership*, or responsibility for your learning.
 - Listen every day to BBC, NPR, CNN, YouTube, etc., on a topic that interests you. Listen several times to each program; look for programs which have a transcript (*closed captions*) so you can check your understanding.
 - Read short articles from a newspaper or online on a topic that interests you (current events, pop culture, cooking, human interest).
 - Speak English as much as you can outside of class. The more you speak, read and listen to English, the faster your English skills will improve.
 - Keep a vocabulary log where you organize the new words you are learning; review it often.
5. Use other resources:
 - Get some help from an ESL Tutor (pick up information on how to sign up in the ESL office).
 - Attend Conversation Hours to interact in English in a friendly environment.
 - Join the International Student Organization or another student group on campus.
 - Attend the DUQGlobal Engagement’s American Tradition Series and other campus events.
 - Become a conversation partner with an American student learning your language.
 - Read the information in the ESL Program Newsletters and posted on the ESL Program bulletin boards for updates on activities on campus and off campus.

Be in class. Be on time. Be prepared!

Use English IN CLASS and OUTSIDE OF CLASS.

We wish you success in the Duquesne University ESL Program!!!