NEW ENGLAND TECH

English As a Second Language
Bridge Program (ESL)
(For students entering their program October 2016 – 201710 or later)

General Description

This is a 30-week program divided into three terms of 10 weeks each. The program is designed to assist international students in achieving proficiency in English so that they can begin their college coursework. Students will improve their ability to understand, read, speak, and write English in order to communicate accurately and participate successfully in their college courses. The program is split into three levels of English: (i) high-intermediate, (ii) advanced, and (iii) proficient. Students are placed in a level based on their TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), or PTE (Pearson Tests of English) score. Each session is paired with one liberal arts course. Testing will take place at the end of each 10-week session and, if you attain a level of proficiency that allows you to enter your field of technical studies, you may enter your chosen field of study at the start of the next term.

In addition to English, students will learn study skills to make them more proficient in managing their time and handling coursework and will work with computers to gain digital literacy at the college level. Classes will also incorporate cultural competency lessons to familiarize students with American culture.

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Program Mission, Goals and Outcomes

Program Mission

The mission of the English as a Second Language Bridge Program is to prepare international students to enter their technical field of study by helping them to achieve proficiency in the English language. This program will enable students to communicate accurately and participate successfully at the college level. The curriculum focuses on English speaking, listening, reading, writing and grammar, as well as on American culture and college study skills. The program utilizes a combined approach of hands-on learning, project-based learning and online resources to give students the tools they need to ease their integration into the university environment. In addition, students are simultaneously enrolled in a liberal arts course to transition them into technical college courses.

Program Goals

The program will:

1. Provide instruction in English speaking, listening, reading, writing and grammar.
2. Offer one liberal arts course in mathematics, English or science in each of the 10-week sessions to prepare students to enter their chosen field of technical study.
3. Teach students study skills to make them better at managing their time and handling coursework.
4. Offer students opportunities to work with computers to gain digital literacy at the college level.
5. Incorporate cultural competency lessons to familiarize students with American culture.

Program Outcomes

Graduates of this program will be able to:

1. Demonstrate proficiency, accuracy, fluency and comprehension of the English language sufficient to do college-level work.
2. Function effectively in handling American cultural norms and standards.
3. Use study skills to take notes, manage time, organize materials and function independently as a university student.
4. Use technology to complete college course work and navigate online resources for advanced learning.

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Curriculum

Term I						
Course No.		*Course Title*	*C*	*L*	*T*	*NC*
ESL	110	ESL I	10	6	12	16
		CHOOSE ONE *(depending upon Math placement)*				
MA	*105*	*Basic College Math with Lab (MA/SCI Core)*	*4*	*2*	*5*	
MA	*110*	*Introduction to College Math (MA/SCI Core)*	*4*	*0*	*4*	
ELECTIVE		*100-200 Level Math/Science Core*	*4*	*0*	*4*	
			14	6/8	16/17	16/17

Term II						
Course No.		*Course Title*	*C*	*L*	*T*	*NC*
ESL	120	ESL II	10	6	12	16
EN	*100*	*Introduction to College Writing (COM Core)*	4	0	4	
			14	6	16	16

Term III						
Course No.		*Course Title*	*C*	*L*	*T*	*NC*
ESL	130	ESL III	10	6	12	16
PS	*210*	*Human Relations in the Workplace (SS Core)*	*4*	*0*	*4*	
			14	6	16	16

Legend
NC = Non-credit hours
C = Number of lecture hours per week
L = Number of laboratory hours per week
T = Total Quarter Hours where each lecture hour per week is one credit and three laboratory hours per week is one credit.

PLEASE NOTE: All liberal arts core courses are listed in italics.

All associate degree students are required to take 32 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses. Students who place out of MA 105/110 must still take 32 credits of core courses.

Subject to change.
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Degree Progress Checklist

Check off each completed course.

Program Requirements

T1	ESL	110	_____
T2	ESL	120	_____
T3	ESL	130	_____

Students are advised to take courses in the order and in the term in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

Liberal Arts Core Requirements

	Communications Core		
#1	EN 100	T2	_____

	Math/Science Core		
#3	MA 105/110*	T1	_____

*If you placed into MA 044 take MA 105 instead of MA 110.

	Social Sciences Core		
#7	PS 210	T3	_____

Subject to change.
Please see your advisor for any questions**.**

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Course Descriptions

ESL 110 ESL I
10 Class Hours 6 Lab Hours 12 Quarter Credit Hours
Students in Level 1 of the Bridge Program will learn to speak with low-advanced fluency and understanding of the spoken English language by the end of the course. They will have a good command of English and be able to use grammar consistently with good sentence structure and few grammatical errors. They will also have a wide range of vocabulary and the ability to read and understand complex texts. In addition, they will gain exposure to basic study skills and American cultural norms. These outcomes will be assessed during the course through regular in-class tests and hands-on projects. Placement into Level 2 of the Bridge Program will be determined by using the Cambridge Michigan Language Assessment (CAMLA) MTELP Series Test Level 2.

ESL 120 ESL II
10 Class Hours 6 Lab Hours 12 Quarter Credit Hours
Students in Level 2 of the Bridge Program will develop a full command of the English language with consistent accuracy, fluency and comprehension at the high-advanced level. By the end of the course, they will be able to independently read and interpret complex texts, manuals and instructions. In addition, they will gain exposure to intermediate study skills and American cultural norms. These outcomes will be assessed during the course through regular in-class tests and hands-on projects. Placement into Level 3 of the Bridge Program will be determined by using the Cambridge Michigan Language Assessment (CAMLA) MTELP Series Test Level 3.

ESL 130 ESL III
10 Class Hours 6 Lab Hours 12 Quarter Credit Hours
Students in Level 3 of the Bridge Program will develop proficiency, accuracy, fluency and comprehension of the English language. By the end of the course, they will develop the English proficiency, study skills and cultural knowledge necessary to do college-level work. These outcomes will be assessed during the course through regular in-class tests and hands-on projects. Placement into the university will be determined by using Accuplacer tests.

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Liberal Arts, Math and Science Course
Associate Degree

EN 100 Introduction to College Writing
4 Class Hours 4 Quarter Credit Hours
Placement: Based on an evaluation of a writing sample or successful completion of EN 030.
EN 100 is an introductory writing course designed to immerse students in the writing process and sharpen their critical thinking skills. In this course, students will practice using writing as a tool for learning by responding to readings, composing essays, and reflecting on the writing process itself. Through drafting, revising, and writing to learn, students will strengthen their ability to interpret, analyze, and evaluate the ideas presented in the course readings, lectures, and discussions. Conducting, evaluating, and integrating research (through summarization, quotations, and paraphrasing) is a major component of this course. Additionally, students will be introduced to APA citation style, and will improve essential writing skills such as grammar, punctuation, and standard usage.

MA 105 Basic College Math with Lab
4 Class Hours 2 Lab Hours 5 Quarter Credit Hours
Prerequisite: Placement exam
Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

MA 110 Introduction to College Math
4 Class Hours 4 Quarter Credit Hours
Prerequisite: Placement exam
Topics to be covered in this introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

PS 210 Human Relations in the Workplace
4 Class Hours 4 Quarter Credit Hours
Major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional customer service, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

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Questions & Answers

1. **When do my classes meet?**

Day Classes: Technical classes normally meet for at least three hours a day for up to five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon (usually 2:05 pm). A technical time slot may vary from term to term.

Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

In addition, to achieve your associate degree, you will take a total of approximately eight liberal arts courses, which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

At the beginning of each term you will receive a detailed schedule giving the exact time and location of all your classes. The College requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropriate classes and services are offered.

When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

2. **How large will my classes be?**

The average size for a class is about 20 to 25 students; however, larger and smaller classes occur from time to time.

3. **How much time will I spend in lab?**

Almost half of your technical courses consist of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

4. **Where do my classes meet?**

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campus.

5. **I have not earned my high school diploma or GED: can I enroll in an Associate Degree Program?**

A candidate for admission to an associate degree program must have a high school diploma, have earned a recognized equivalency diploma (GED), or meet the federal home school requirements.

6. **How long should it take me to complete my program?**

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-term curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each term. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up to two additional terms of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional terms of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Terms. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of terms needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

7. Is NEIT accredited?

NEIT is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Accreditation by NECHE is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NECHE. For more information on accreditation, see NEIT's catalog.

8. Can I transfer the credits that I earn at NEIT to another college?

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

9. Can I transfer credits earned at another college to NEIT?

Transfer credit for appropriate courses taken at an accredited institution will be considered for courses in which the student has earned a "C" or above. An official transcript from the other institution must be received before the end of the first week of the term for transfer credit to be granted for courses to be taken during that term. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical term of the curriculum's tuition amount. No tuition credit is provided for courses, which are not a part of the technical curriculum.

10. What is the "Feinstein Enriching America" Program?

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course, which includes hands-on community enrichment projects. The course can be taken for a few hours per term, spread over several terms. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

11. How many credits do I need to acquire my Financial Aid?

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic term.

12. What does my program cost?

The cost of your program will be as outlined in your enrollment agreement, along with your cost for books and other course materials. Students who decide to take more terms than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.

Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance.

Second re-entrees and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six terms necessary to complete your degree requirements.

13. What kind of employment assistance does NEIT offer?

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing a job search strategy. Upon completion of their programs, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

14. Where will job opportunities exist?

Graduates have obtained employment in the local area. However, one of the most exciting aspects of this program is the ability to look nationally for employment opportunities.

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Technical Standards

These technical standards set forth by the English as a Second Language Department establish the essential qualities considered necessary for the students admitted to the program. The student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

Cognitive Ability

- to reason and think critically.
- to learn and recall detailed information and to use it for problem solving.
- to perform tasks by observing demonstrations.
- to perform tasks by following written instructions.
- to perform tasks following verbal instructions.

Interpersonal and Communications Skills

- to speak in understandable English in a classroom situation, in a one-on-one interaction, as well as before a group.
- to express thoughts clearly through writing in legible penmanship (English).
- to actively and clearly communicate with faculty, staff, and students.
- to demonstrate the knowledge acquired during the classroom training process.
- to be able to work cooperatively and collaboratively on in-class and assignment/project teams/groups.

Adaptive Ability

- to remain calm in the face of computer lab equipment and/or software failure.
- to maintain emotional stability and demonstrate the maturity necessary to interact with other members of the faculty and students in a responsible manner.
- to follow instructions and complete tasks under stressful and demanding conditions.
- to adapt in a positive manner to new and changing situations with an open mind and flexibility.

Professionalism Skills

- to demonstrate professional and socially appropriate behavior, dress and grooming
- to be able to interact appropriately with others
- to work independently or as part of a group/team during class and lab time
- to maintain academic integrity in all courses
- to attend all class meetings and student team meetings and communicate in advance of absences that are not the result of serious emergency

Responsibility for Your Learning

- to actively use and be responsive to others through the learning management system (Canvas) and NEIT email
- to manage and complete both on-line and face-to-face assignments, and proactively seek assistance when needed
- to manage your course workload and your other life and paid-work responsibilities so that you have sufficient time to prepare for class, complete assignments, and be successful in the program
- to create a professional portfolio of sample work and projects, your resume, and other interview materials as you complete the program.

Physical Ability

- to possess ample hand-eye coordination in order to learn the skill of touch typing.
- to sit during regularly scheduled lab classes at a personal computer in order to learn and become proficient in several computer software packages.
- to participate in both group and individual lab activities in a professional and safe manner
- to perform learned skills, independently, with accuracy and completeness within reasonable time frames in accordance with classroom and business procedures.

- to read with or without corrective lenses.

Manual Ability

- to coordinate hands, eyes, and fingers in the operation of computers.