Aloha and Welcome!

At the English Language Institute (ELI) at the University of Hawai’i at Hilo, we are looking forward to helping you reach your educational goals. The mission of the ELI is to provide English language instruction to non-native speakers of English to prepare them for university study. Developing strong English skills will lead to academic success and give you the chance to become part of an active campus life here in Hilo.

While enrolled in the ELI you will have the opportunity to take classes in a variety of subjects and meet and share your college life with students from many different countries. We urge you to work hard and make the most of this opportunity to reach your educational goals.

The University of Hawai’i at Hilo and the faculty of the ELI are here to assist you and guide you on your journey to English proficiency and academic success.

Best wishes as you begin your journey!

Julie Mowrer, Director
English Language Institute

International students at UH Hilo
Highlights of Hawaii

1. Unique American Identity
The University of Hawai‘i at Hilo is a state university with a private college atmosphere. We offer small class sizes, a high faculty-to-student ratio and hands-on learning.

U.S. News and World Report ranks UH Hilo as a national liberal arts and science university. The benefit is a state university which conducts research while providing a personal atmosphere.

2. Safe and Culturally Welcome Location
Hilo is a peaceful, mid-sized town with a warm “aloha” spirit. Hawai‘i Island is 2,500 miles from the mainland U.S.A., mid-way between Asia and the U.S., providing a convenient transition to graduate study on the mainland.

The university provides on-campus residence halls and cafeterias. Hilo’s widely diverse community but slower pace gives international students a low stress introduction to American life.

3. Active Campus Life
Students live and learn in UH Hilo’s unique community of local, mainland and international students, make friends from all over the world, and enjoy activities such as International Nights, athletic games and social events.

4. Smaller Classes
Students are encouraged to collaborate with their professors on research projects, giving our graduates a great advantage in employment or graduate school.
5. A Living Laboratory
UH Hilo offers 37 undergraduate Bachelor’s Degrees. These include majors in a wide choice of subjects including Agriculture, Environmental Science and Computer Science (whose students place in the top 6% on national computer science exams).

UH Hilo’s Business Administration Degree is accredited by AACSB-International, one of only 35 universities world-wide to have this distinction.

Astronomy, Biology, Geology, Geography, and Marine Science are examples of programs where UH Hilo offers a unique educational environment. The island has 10 of the world's 13 climate zones, an active volcano and a tropical rainforest. Our Astronomy Department is recognized around the world for its astronomical research gathered atop 4,000 meter Mauna Kea Mountain.

6. International Student Support
The International Student Services Office assists international students in their transition to the university by providing intensive support including

- Orientation for new international students
- Advising on immigration regulations and matters
- Administering scholarship programs for international students
- Advising on academic, financial and personal matters

The English Language Institute offers three levels of English language instruction, so students from intermediate to advanced language skills can attend UH Hilo, interact with native speakers and achieve the proficiency needed to attend an American university and succeed.
What is an ELI student?

An ELI Student is a student who:

- enters UH Hilo as a non-native speaker of English AND
- is a freshman with either no TOEFL score or has a score below 500 (internet-based: 61, computer-based 175, IELTS 5.5) OR
- is a transfer student with either no TOEFL score or has a score below 500 (internet-based :61, computer-based 175, IELTS 5.5) and is not transferring an English 100 equivalency

University of Hawaii at Hilo policy is that ELI students are required to enroll in the classes that they test into on their placement assessments.

Students who have TOEFL scores between 500-600 (Internet-based 61-100; computer-based 175-250; IELTS 5.5-7.0) are required to take the English Language Placement Assessment for advising purposes, but those courses are recommended, not required. There are exemptions for this requirement. Please see pages 5-7 for the list of exemptions.

It’s important to remember:
Sometimes students feel disappointed that they need to take ESL classes when they enter UH Hilo. It is important to remember that this is not a reflection of your intelligence or talent. UH Hilo has accepted you because they have seen that you are a student who can be successful here, whether it is in Computer Science, Marine Biology, Agriculture or any other major. By entering an American university and doing a college degree in your second or even third language, you have shown that you have the intelligence and determination to be successful in college work. However, the university knows that students who don’t have a strong foundation in English language will quickly get overwhelmed by the tremendous amount of writing, reading and listening/speaking that is involved with academic work. For that reason, they hold a high standard on English language ability, so when students do enter university classes, they don’t just survive, they thrive.
Exiting the ELI

Students may exit the ELI by taking and passing all of their ESL courses at the advanced (80s) level, or by testing out.

The English Language Placement Assessment is offered during fall and spring Orientation weeks. Students must achieve a 70% or higher on each section of the assessment to exit Reading, Grammar and Listening/Speaking. They must also be placed into ESL 100 or ESL 100T on the Writing Placement Assessment to exit Writing. A student who does both has shown that their academic English skills are strong enough to be successful in university classes.

The TOEFL test is currently offered in two formats. The internet-based test is offered almost every month in Hilo and costs $180.00. Students can register for the iBT at http://www.ets.org.

The paper-based test is offered five times per year through the Hawaii Community College Intensive English Program. It is typically offered in October, December, March, May and July. The cost is $40.00. Students can register by calling 934-2697 or emailing hawcciep@hawaii.edu.

Do I need to take the English Language Placement Assessment?

Students do NOT need to take the English Language Placement Assessment (ELPA) and are waived from taking ESL courses if you answer YES to any of the following questions:

1. Native English-speaking students
   a. Were you raised in an English-speaking home in the United States, Australia, New Zealand, Canada (except Quebec), Ireland or the United Kingdom?
      YES – Exempt
      NO – Go on to the next section

2. Tests
   a. TOEFL, Internet-based test (iBT)
      Do you have an overall score of 100 or higher?
      YES – Exempt
      NO – Go on

   b. TOEFL, Paper-based test
      Do you have an overall score of 600 or higher?
      YES – Exempt
      NO – Go on
c. TOEFL, Computer-based test
   Do you have an overall score of 250 or higher?
      YES – Exempt
      NO – Go on

d. IELTS
   Do you have an overall score of 7.0 or higher?
      YES – Exempt
      NO – Go on

e. SAT
   Do you have a score of 540 or higher on the critical reading section?
   Do you have a score of 540 or higher on the verbal section (pre-2005)?
      YES – Exempt
      NO – Go on

f. GRE
   Do you have a score of 460 or higher on the verbal section?
      YES – Exempt
      NO – Go on

3. Educational Background – High school or transfer from another country

   a. Have you completed 6 years or more of full-time schooling with English
      as the medium of instruction at a middle school, high school, college or
      university in Australia, Canada (except Quebec), Ireland, New Zealand,
      the United Kingdom, or the United States?
      YES – Exempt
      NO – Go on

   b. Are you transferring an English 100 equivalency?
      YES – Exempt
      NO – Go on

4. Transfer Students from U.S. institutions

   a. Do you have an Associate of Arts degree from a community college in the
      University of Hawaii system?
      YES – Exempt
      NO – Go on

   b. Are you transferring an English 100 equivalency?
      YES – Exempt
      NO – Must take the English Language Placement Assessment
**Do I need to take the Writing Placement Assessment?**

Students do NOT need to take the Writing Placement Assessment (WPA) if they answer YES to any of the following questions.

1. **Is English your first language?**
   - YES – Exempt
   - NO – Go on to the next section

2. **Are you transferring an English 100 equivalency?**
   - YES – Exempt
   - NO – Must take the Writing Placement Assessment
Placement Procedures

Writing Placement Assessment (WPA)
The Writing Placement Assessment (WPA) is a timed essay exam that determines what level writing course you will be assigned to if you are a non-native speaker of English.

You **have to** take the exam if you meet one or more of the following criteria:

- you have been accepted to and intend to enroll at UH Hilo
- you are an entering non-native speaker of English
- you have not transferred a course from another college that is officially equivalent to ENG 100 at UH Hilo

This exam is the University's way of placing you into the course that will best prepare you for academic writing. On the basis of the English faculty members' evaluation of your essay, you will be assigned to one of the following courses:

- English 100H
- English 100
- English 100T

Or

- English as a Second Language (ESL) 100
- ESL 100T
- Pre-100 ESL

English Language Placement Assessment (ELPA)
The English Language Placement Assessment (ELPA) is a set of tests designed to measure the listening, grammar, and reading skills of people who are not native speakers of English. The Listening test has two parts. Part one is a multiple-choice test in response to audio-taped questions. Part two is an 18-minute lecture followed by a series of questions. The grammar and reading tests are multiple-choice.

The test is the University's way of placing you into the ESL courses that will best prepare you to succeed in university studies. On the basis of test results, you will be assigned to one or more courses taught by the UH Hilo English Language Institute (ELI).
ELI Student Responsibilities

1. Come to class on time.
2. If you have to be late, enter the room quietly and sit down without interrupting the teacher and rest of the class.
3. Be respectful to teachers and classmates.
4. Participate in class discussions.
5. Be sensitive and tolerant of other students who are different.
6. Tell the teacher if you will be absent from class.
7. Contact a classmate and find out about the homework assignment if you are absent.
8. Do not bring weapons, including knives, on campus.
9. Do not use alcohol or drugs on campus.
10. Do not come to the campus under the influence of drugs or alcohol.
11. Do not cheat on examinations.
12. Do not plagiarize. This means copying information from another person. The other person might be a classmate or someone who has provided information on the internet, book, magazine or other written source.

Please see the ELI Director for the complete UH-Hilo Student Conduct Code or go to http://www.uhh.hawaii.edu/studentaffairs/conduct/student_conduct.php for the complete text of the student conduct code.
ELI Courses

The ELI offers courses in Listening/Speaking, Reading, Writing, and Grammar at three proficiency levels and a multi-level pronunciation class.

**ESL 061  Listening and Speaking in English  3 credits**
Practice in listening comprehension, conversational skills, discussion skills, and understanding cultural differences. Includes language lab. This course does not count towards graduation from UHH. Entry requirement: ESL 061 placement on the English Language Placement Assessment.

**ESL 062  Essentials of English Grammar  3 credits**
Intensive drill in and contextual practice of the rules of noun and verb forms and usage in English, and in connectives and other function forms. This course does not count towards graduation from UHH. Entry requirement: ESL 062 placement on the English Language Placement Assessment.

**ESL 063  Basics of Reading in English  3 credits**
Preparation for college-level reading with work in vocabulary, understanding complex sentence structures, reading strategies, and relation of writing to reading. This course does not count towards graduation from UHH. Entry requirement: ESL 063 placement on the English Language Placement Assessment.

**ESL 064  Preparation for English Composition  3 credits**
Preparation for college-level writing with work in vocabulary, sentence structure, reinforcement of paragraph skills and development of five-paragraph expository essay. This course does not count towards graduation from UHH. Entry requirement: ESL 064 placement on the Writing Placement Assessment.

**ESL 071  Basic Communication Skills  3 credits**
Designed for non-native speakers to improve listening, thinking, and communicating ideas in English. Native-speaker lectures and speech practice accelerate the learning skills needed for college work. Includes language lab. This course does not count towards graduation from UHH. Entry requirement: ESL 071 placement on the English Language Placement Assessment or successful completion of ESL 061.

**ESL 072  Basics of English Grammar  3 credits**
Introduction and the practice of English grammar. Emphasis on accurate use of basic structures in both speaking and writing. This course does not count towards graduation from UHH. Entry requirement: ESL 072 placement on the English Language Placement Assessment or successful completion of ESL 062.

**ESL 073  English Reading Skills  3 credits**
Designed for non-native English speakers to build and acquire academic reading skills. Focus is on increasing reading speed, building vocabulary, previewing and predicting, skimming and scanning, and finding main ideas and details. This course does not count towards graduation from UHH. Entry requirement: ESL 073 placement on the English Language Placement Assessment or successful completion of ESL 063.

**ESL 074  Introduction to Composition  3 credits**
Introduction and practice in writing coherent, well-organized paragraphs as well as multi-paragraph essays in a variety of rhetorical styles. This course does not count towards graduation from UHH. Entry requirement: ESL 074 placement on the Writing Placement Assessment or successful completion of ESL 064.
**ESL 081 Academic Communication Skills** 3 credits
Designed for non-native English speakers to practice listening, thinking, and communicating ideas in English requisite for college study. Authentic lectures and formal speech practice expose students to the language used and required in academic coursework. Includes language lab. This course does not count towards graduation from UH Hilo. Entry Requirement: ESL 081 placement on the English Language Placement Assessment or successful completion of ESL 071.

**ESL 082 Intermediate English Grammar** 3 credits
An overview of advanced grammatical structures that are used in college-level speaking and writing. Entry requirements: ESL 082 placement on the English Language Placement Assessment or successful completion of ESL 072.

**ESL 083 Introduction to Academic Reading** 3 credits
A course for non-native speakers of English using authentic texts and selected fiction which is designed to develop reading skills necessary for college-level work. Emphasis on vocabulary development, finding main ideas and specific details, and drawing inferences. This course does not count towards graduation from UH Hilo. Entry requirements: ESL 083 placement on the English Language Placement Assessment or successful completion of ESL 073.

**ESL 084 Intermediate Composition** 3 credits
Introduction and practice in writing expository essays. Attention to various stages of the writing process: generating ideas, drafting, peer review, and revision. Special emphasis on identification and editing of grammatical errors. This course does not count towards graduation from UH Hilo. Entry requirement: ESL 084 placement on the Writing Placement Assessment or successful completion of ESL 074.

**ESL 085 American English Pronunciation** 2 credits
Designed for non-native speakers to improve their Standard American English (SAE) pronunciation. Emphasis is on making speech intelligible. Students will focus on vowel and consonant sounds, word-phrase, and sentence-stress, intonation, and rhythm. During class, students will practice differentiating speech sounds in both listening and production. Outside of class, student will use technology to practice. This course does not count towards graduation from UH Hilo.

### Sample Course Schedule

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Course Learning Outcomes

Listening/Speaking Courses

ESL 081 - Academic Communication Skills
By the end of this course, at the advanced level, successful students should be able to demonstrate the following language skills:

**Listening:** All conversations and academic lectures are based on advanced and 100-level texts and authentic materials.

- Identify and comprehend main ideas and supporting details in academic lectures of longer-lengths, using authentic vocabulary and presented at a natural pace
- Identify complex numerical information and dates
- Use abbreviations and symbols in note taking consistently and accurately
- Recognize signal words and phrases that introduce organizational structures within lectures, new concepts or vocabulary
- Take and organize notes of longer-length authentic academic lectures and informal listening passages using a variety of appropriate outlining techniques introduced in advanced level texts
- Use information from academic and informal listening passages to both create and take tests and quizzes that include objective and subjective questions, make inferences, summarize, discuss and debate.

**Speaking:** All conversations and academic lectures are based on advanced and 100-level texts and authentic materials.

- Interview classmates using self-created questions; present interview results to group
- Express opinions and support them with examples and facts; agree and disagree with others using techniques introduced in advanced texts
- Communicate with professors or other professionals by phone to set up appointments for which to later conduct interviews; present interview results to the class
- Use appropriate vocabulary and grammar in speaking at the advanced level
- Use information from authentic academic and informal listening passages to summarize orally and discuss and/or debate critically
- Participate in whole class and small group discussions by using appropriate discussion strategies such as keeping the discussion going, turn-taking, asking for clarification or confirmation, paraphrasing, keeping the discussion on topic, and trying to reach a consensus
- Speak comprehensibly at the advanced level
- Prepare and give well-organized and well-delivered 8-12 minute presentations, both in groups and individually, on academic subjects requiring research, with and without visuals
- Debate on local and global issues.
ESL 071 - Basic Communication Skills
By the end of this course, at the high-intermediate level, successful students should be able to demonstrate the following language skills:

**Listening:** All conversations and academic lectures are based on high-intermediate level texts and authentic materials.

- Identify and comprehend main ideas and supporting details in academic lectures of medium-length, mostly authentic vocabulary and presented at a pace slightly slowed by pausing and repetition of key points
- Identify numerical information and dates
- Use some abbreviations and symbols in note taking
- Recognize signal words and phrases that introduce new concepts or vocabulary
- Take and organize notes of medium-length academic lectures and informal listening passages using a variety of appropriate outlining techniques introduced in intermediate level text
- Use information from academic and informal listening passages to answer questions, infer and summarize.

**Speaking:** All conversations and academic lectures are based on high-intermediate level texts and authentic materials.

- Interview classmates using wh- questions; present interview results to group
- Express opinions; agree and disagree with others using techniques introduced in high-intermediate texts
- Give advice
- Make phone calls of 2-4 minutes
- Conduct interviews of 5-10 questions of persons outside class
- Use appropriate vocabulary and grammar in speaking at the high-intermediate level
- Use information from academic and informal listening passages to summarize orally and discuss
- Participate in whole class and small group discussions by using appropriate conversation and turn-taking skills
- Speak comprehensibly at the high-intermediate level
- Organize and give 5-10 minute presentations on academic subjects, using limited notes and appropriate visuals and high-intermediate presentation skills.
ESL 061 - Listening and Speaking in English
By the end of this course, at the intermediate level, successful students should be able to demonstrate the following language skills:

**Listening:** All conversations and academic lectures are based on low-intermediate to intermediate level texts and authentic materials.

- Identify and comprehend the main idea and supporting details of short academic lectures with some simplified vocabulary and presented at a pace slowed by pausing and repetition
- Use stressed words to identify key details from conversations and short lectures
- Use intonation to make inferences
- Identify numerical information and dates
- Comprehend and follow directions on simplified maps
- Take notes using a partial outline of short academic lectures and informal listening passages
- Use completed outlines to answer questions and summarize.

**Speaking:** All conversations and academic lectures are based on low-intermediate to intermediate level texts and authentic materials.

- Introduce self and classmates
- Greet and respond to greetings
- Ask and answer wh- and y/n questions
- Make statements; agree and disagree with others’ statements
- Ask for clarification with techniques introduced at the intermediate level
- Make short phone calls of 1-3 minutes seeking specific information
- Conduct simple interviews
- Ask for and give directions using common phrases introduced in intermediate-level texts
- Use appropriate vocabulary and grammar in speaking at the intermediate level
- Participate in whole class and small group discussions
- Speak comprehensibly at the intermediate level
- Organize and give presentations of 3-8 minutes on academic subjects, using notes and intermediate level presentation skills.
Grammar Courses

**ESL 082 - Intermediate English Grammar**
At the 082 advanced level, students will be able to identify, speak, write, and edit the following grammar structures:

- Integration of 12 Verb Tenses at Discourse Level
- Correlative Conjunctions
- Reduced Adjective Clauses
- Reduced Adverbial Clauses
- Reported and Quoted Speech
- Subjunctive Verbs
- Conditional and Related Connectors
- Gerunds & Infinitives (perfective, progressive, and passive)
- Modal Perfect Verbs
- Complex Passives
- Passives and Discourse Cohesion
- Word Order (adjectives, emphatic, inverted, fronted and elipted structures).

**ESL 072 - Basics of English Grammar**
At the 072 high-intermediate level, students will be able to identify, speak, write, and edit the following grammar structures:

- Basic Grammar Terminology
- Twelve verb tenses
- Passive Voice (all verb tenses)
- Subject-verb agreement (basic, non-count nouns, expressions of quantity, *there + be*, irregularities)
- Connectives that express cause and effect, contrast and condition
- Gerunds & Infinitives (basic, causative)
- Preposition Combinations
- Adjective Clauses
- Noun Clauses
- Adverb Clauses
- Conditional Sentences and Wishes.
ESL 062 - Essentials of English Grammar
At the 062 intermediate level, students will be able to identify, speak, write, and edit the following grammar structures:

- Basic Grammar Terminology
- Simple Present
- Present Progressive
- Simple Past
- Past Progressive
- Simple Future
- Nouns and Pronouns
- Modals (expressing ability, possibility; necessity, lack of necessity, prohibition, preferences; asking for permission and assistance; giving advice and instructions; making logical conclusions and suggestions)
- Present Perfect
- Present Perfect Progressive
- Past Perfect
- Count/Noncount Nouns
- Basic Subject-Verb Agreement
- Comparisons
- Parallel Structure
- Coordinating and Subordinating Conjunctions.
Reading Courses

ESL 083 - Introduction to Academic Reading
By the end of the course, at the advanced level, successful ESL 083 students will be able to:

- Expand vocabulary through practice and the use of a monolingual dictionary
- Guess definitions of words by using semantic and grammar clues
- Skim and scan UH Hilo 100 level authentic texts in order to determine general content and locate specific details
- Read both advanced level ESL textbooks and passages from authentic texts at the UH Hilo 100 course level and annotate effectively to correctly answer detail questions, distinguish fact from opinion, recognize stated information, draw appropriate inferences, identify or determine main ideas, and identify organizational patterns
- Identify the five common types of support in arguments, common argument flaws, and opposing points of views
- Infer the meanings of figurative language introduced in advanced ESL textbooks and 100 level text materials
- Distinguish between definitions and any accompanying negative and/or positive connotations.
- Read and respond critically to a variety of authentic college level readings: academic prose, literary forms, journalistic articles and scientific readings
- Identify correctly written and formatted academic summaries
- Produce summaries that include correctly written introductory sentences and accurate paraphrases of the main ideas, approximately 25% in length of the reading passages, without plagiarizing
- Become familiar with the wording and expectations of college exam questions.

ESL 073 - English Reading Skills
By the end of the course, at the high-intermediate level, successful ESL 073 students will be able to:

- Correctly identify definitions in an English-English dictionary of target words used in a high-intermediate level ESL academic textbooks by using grammar, word parts, context clues, and the dictionary’s sample sentences
- Guess the meaning of vocabulary assigned from high-intermediate level texts using word parts, grammar, and context clues
- Expand targeted vocabulary assigned from high-intermediate level texts and academic passages.
- Use pre-reading skills to predict content
- Skim for main ideas and scan for details
- Locate stated main ideas and important details, recognize transition signals to determine patterns of organization and distinguish fact from opinion from reading passages in a high-intermediate level ESL textbook
- Infer main ideas and details in academic, journalistic, and literary prose at the high-intermediate level
• Write a summary of an academic multiple-paragraph reading passage from a high-intermediate ESL text or high-intermediate level reading that is 50-75% the length of the original in which the main ideas and major details are accurately paraphrased
• Be able to identify the setting, main events, climax, resolution and theme of an ESL reader at the high-intermediate level and summarize the novel in writing.

**ESL 063 - Basics of Reading in English**

By the end of the course, at the intermediate level, successful ESL 063 students will be able to:

• Use a paper English-English dictionary to determine syllable breaks, primary stress, and secondary stress
• Select the correct definition in an English-English dictionary by using grammar, word parts, context clues, and the dictionary’s sample sentences
• Use grammar, punctuation, word parts and context clues to identify definitions of target vocabulary that are given in the context of intermediate level reading passages
• Determine the meanings of pronouns in context
• Expand targeted vocabulary from intermediate level ESL textbooks
• Use grammar, word parts, and context clues to improve vocabulary quiz- and test-taking ability.
• Use pre-reading skills to make predictions about content
• Identify topic sentences and main ideas, transitions, and patterns of organization; discern major from minor details, distinguish fact from opinion, and make inferences, from intermediate ESL textbooks
• Write a summary of 8-12 sentences which paraphrases the topic sentence, main ideas, and major details from a short, intermediate level ESL academic reading paragraph
• Be able to identify the setting, main events, climax and resolution of ESL readers at the intermediate level and summarize the novel in writing.
Writing Courses

ESL 084 - Intermediate Composition
By the end of the course, at the advanced level, successful ESL 084 students will be able to:

- Compose essays using a process approach including:
  - Generating ideas (e.g. mapping, brainstorming, outlining, etc.)
  - Multiple drafts
  - Incorporating peer and instructor feedback
  - Rewriting
  - Editing for complete sentences including capitalization and punctuation and for major errors of agreement, tense, word form, verb form and parallelism.

- Write a 600+ word argumentative essay which has:
  - a clearly stated thesis statement in a well-developed introduction
  - well-developed supporting paragraphs with topic sentences clearly related to the thesis
  - sufficient generalizations within each paragraph supported by specific details
  - transitions appropriate to the rhetorical style
  - an effective conclusion
  - appropriate capitalization and punctuation
  - control of language, grammar and mechanics that allow for minimal errors.

ESL 074 - Introduction to Composition
By the end of the course, at the high-intermediate level, successful ESL 074 students will be able to:

- Identify and define the components of a complete paragraph and essay
- Compose essays using a process approach including:
  - Generating ideas (e.g. mapping, brainstorming, outlining, etc.)
  - Multiple drafts
  - Incorporating peer and instructor feedback throughout the writing process
  - Rewriting
  - Editing for complete sentences including capitalization and punctuation and for major errors of agreement and tense.
- Writing well-developed paragraphs of 10-15 sentences in the following organizational styles:
  - expository
  - narrative
  - descriptive
- Write expository essays of 4-5 well-developed paragraphs that may include the following organizational styles:
  - argumentation
  - cause and effect
  - comparison/contrast
Write essays that have:
- a clearly stated thesis statement and a well-developed introduction
- sufficient generalizations supported by specific details
- transitions appropriate to the organizational style
- a concluding paragraph
- control of language, grammar and mechanics at the high-intermediate level.

**ESL 064 - Prep for English Composition**
By the end of the course, at the intermediate level, successful ESL 064 students will be able to:

- Identify and define the components of a complete sentence and paragraph
- Compose paragraphs using a process approach including:
  - Generating ideas (e.g. mapping, brainstorming, outlining, etc.)
  - Multiple drafts
  - Incorporating peer and instructor feedback throughout the writing process
  - Rewriting
  - Editing for complete sentences including capitalization and punctuation
- Write paragraphs of 10-15 sentences in the following organizational styles:
  - expository
  - narrative
  - descriptive
  - comparison/contrast
- Write paragraphs that have:
  - simple and compound sentences
  - a clearly stated topic and a focusing comment
  - sufficient generalizations supported by specific details
  - transitions appropriate to the organizational style
  - a concluding sentence
  - control of language, grammar, and mechanics at the intermediate level.
Academic Policies

ESL 083 and ESL 100/100T
All students who are enrolled in ESL 100 or ESL 100T must have strong reading skills to be successful. For this reason, UH Hilo established a pre- or co-requisite requirement. To take ESL 100 or ESL 100T, you must either test out of ESL 083 (Advanced Reading), test into ESL 083 and take it at the same time as ESL 100/100T or take ESL 083 and pass before enrolling in ESL 100/100T.

Grades
All ESL classes are graded Credit/No credit. To receive credit, all classes except ESL 084 (Advanced Writing), require that students achieve 80% or higher on their coursework and 80% or higher on their final exam. ESL 084 students receive credit by taking a final Writing Placement Assessment and scoring into ESL 100 or ESL 100T.

Attendance Requirements
The only way you will improve your language is to attend class and apply what is being taught to your work, whether it’s speaking, listening, reading, writing, grammar or pronunciation. For this reason you should attend every class, staying home only when you are sick or if you have an emergency. If you need to be out of class for longer than 1-2 classes in a row, you should talk to your teachers.

Late Work
Each teacher will have their own policy for submitting late work. Some may not accept any late work, some may accept some types of work late but not all. Most teachers will deduct points for late work, however, so it will affect your grade. Policies will appear in each class’s syllabus.

Final Exams
All ESL classes, with the exception of ESL 084, require that students take the final exam and pass with an 80% or higher. Do not schedule any flights before knowing the final exam schedule for all of your classes. Final exams will not be given early.

Repeating Courses
If students do not pass a class the first time they take it, they may repeat that course the next semester. If they take it three times and still do not pass the third time, they will be dismissed from the university.
**Academic Probation**

An undergraduate whose UH Hilo semester GPA is less than 2.0 will be notified and will be encouraged to seek academic advising. An undergraduate student whose cumulative (all semesters) GPA is less than 2.0 will be placed on academic probation. At the end of a semester on Academic probation, if the student’s semester and cumulative GPA are both below 2.0, the student will be dismissed from the university. He or she may appeal the academic dismissal in writing to the appropriate college dean within 10 working days of receiving the notification of academic dismissal.
Grievance Procedures

The English Language Institute is committed to providing students with the best possible language instruction. However, sometimes different teaching styles, philosophies, learning styles, cultural diversity and expectations may cause conflicts. Therefore, in order for students to feel comfortable expressing their concern and needs in an appropriate way, they should follow these guidelines:

1. If you have a problem in the classroom, please make an appointment with the teacher and discuss the problem.

2. If the problem is not resolved, or if you feel uncomfortable speaking with your teacher, make an appointment and discuss the problem with the ELI Director.

3. If you still do not feel the problem has been resolved and you consider this a serious problem that affects your learning English, or if you feel that you have been discriminated against, you may write a letter to the Dean of CCECS.

Please see the ELI Director for the complete UH-Hilo Academic Complaint Policy or go to http://www.uhh.hawaii.edu/uhh/vCAA/documents/AcademicComplaintPolicy_004.pdf
Campus Resources

International Student Services & Intercultural Education
Provides many important services for international students at UH Hilo.
Student Services Building
Tel: (808) 974-7313
Web: http://hilo.hawaii.edu/studentaffairs/international/

International Student Association
The student club on campus for international students.
Student Services Building, Room 206
Tel: (808) 974-7313
Web: http://uhhisa.uni.me/

Center for Global Education & Exchange
Provides support for students who are on exchange from their home universities.
PB9, Room 6
Tel: (808) 933-8810
Web: http://uhh.abroadoffice.net/welcome.html

Kilohana: The Academic Success Center
Offers tutoring services and workshops for students.
LRC 126A (Lower level of the library)
Tel: (808) 974-7545
Web: http://hilo.hawaii.edu/kilohana/

Registrar’s Office
Helps students with change of major, registration, transcripts & graduation.
Student Services Building, Room 101
Tel: (808) 974-7385
Web: http://hilo.hawaii.edu/registrar/

Business Office
Helps students with tuition and fees.
Building 300, Room 112
Tel: (808) 974-7404
Web: http://hilo.hawaii.edu/uhh/bo/

Counseling Services
Provides personal counseling, consultation and coaching in a supportive environment.
Student Services Building, 2nd floor
Tel: (808) 974-7399
Web: http://hilo.hawaii.edu/studentaffairs/counseling/
**Student Medical Services**
Provides a wide variety of health services for students.
Campus Center, Room 212
Tel: (808) 974-7636
Web: [http://hilo.hawaii.edu/studentaffairs/health/](http://hilo.hawaii.edu/studentaffairs/health/)

**Campus Security**
Provides a safe environment for students.
Building 300, Room 104
Tel: (808) 974-7911
Web: [http://hilo.hawaii.edu/auxsvc/security/](http://hilo.hawaii.edu/auxsvc/security/)

**Financial Aid**
Helps students access available financial aid.
Student Services Building, Room 109
Tel: (808) 974-7324

**University Housing**
Provides on-campus housing for students.
Tel: (808) 974-7522
Web: [http://hilo.hawaii.edu/housing/](http://hilo.hawaii.edu/housing/)

**Student Life Center**
Provides fitness opportunities, classes, weekend trips and much more for mental and physical health.
Tel: (808) 933-7631
Web: [http://hilo.hawaii.edu/rec/center/](http://hilo.hawaii.edu/rec/center/)

**Disability Services**
Assists students with physical, mental and learning disabilities to succeed in school.
Susan Shirachi, Director
Hale Kauanoe A Wing Lounge
Tel: (808) 933-0816; TTY (808) 933-3334
Web: [http://hilo.hawaii.edu/studentaffairs/uds/](http://hilo.hawaii.edu/studentaffairs/uds/)

**Pacific Islander Student Center**
Facilitates the success of Pacific Island students attending UH Hilo.
Campus Center, Room 307
Tel: (808) 933-3857
Web: [http://hilo.hawaii.edu/pisc/](http://hilo.hawaii.edu/pisc/)
Questions & Answers

Who attends the English Language Institute (ELI)?
The ELI is an academic preparation program. The purpose of the program is to provide English language instruction to non-native speakers of English to prepare them for University study. Students who plan to study at UH Hilo attend the ELI.

How many levels does the ELI have?
The ELI offers courses at three proficiency levels: Intermediate, High Intermediate, and Advanced. The ELI does not offer beginning level courses.

How will I know my level?
One week before classes begin, you will take the following tests:
Writing Placement Assessment: Tests your writing ability.
English Language Placement Assessment: Tests your listening, grammar, and reading skills.
You will be placed in ELI classes based on your test results.

Will all my classes be in the same level?
Each skill will be tested separately. You may have all your classes in the same level or you may have different classes in different levels. This depends on your ability.

Do ELI courses count towards graduation from UH Hilo?
No. ELI courses are offered for administrative credit. These credits do not count towards graduation from the University.

How many ELI courses do I have to take each semester?
You must take all the ELI courses you have been placed in to (maximum 12 credits/4 courses) beginning with the first semester and in sequence until you have completed the ELI.

Can I take regular University courses while I am an ELI student?
Yes, you may take selected University courses with the approval of the instructor and the ELI Director.

How many hours a week will I have classes?
If you are a full-time ELI student, you will have 18 hours of classroom instruction.
What kind of labs do you offer?
The Writing Center offers assistance for students taking writing courses. Tutors at the center can help with all stages of the writing process including giving guidance and suggestions so that students can write and proofread their own papers. Note: Writing tutors will not correct student papers.

The Mobile Language Lab: Students who are registered in a Listening/Speaking class (ESL 061, 071 or 081) will have the opportunity to borrow an iPod Touch for the duration of the semester. The iPod will be used weekly for listening and speaking practice. The ELI instructors will provide an introduction to using the iPods in a variety of ways to improve students’ English.

How do I move up in the ELI?
You can progress from one level to the next or exit the ELI when you show that your English has reached the required proficiency level. In other words, you must demonstrate competency in each skill area by a combination of class work and standard test scores.

Do I get a grade for ELI courses?
All ELI courses are offered for Credit (CR) or No Credit (NC) only. Credit means you passed the course. No Credit means you did not pass the course and you must take it again. You can find your grades on MyUH (the UH Hilo computer system) after the semester is over. According to UH Hilo policy, students may enroll in a class and receive a grade no more than three times.

Who is my advisor?
Jim Mellon, the Director of the International Student Services Office is your advisor about immigration, health insurance and student life issues.
Telephone: 974-7313  Office:  Student Services Bldg. Rm. 117

Julie Mowrer, the ELI Director, will be your academic advisor while you are in the ELI. When you exit the ELI, you will be assigned an academic advisor in your major.
E-mail: jmowrer@hawaii.edu  Telephone: 933-8855  Office:  Bldg. 300, Room 105A

Where do I get my books?
You can purchase your books from the bookstore. It is located next to the cafeteria.

Where do I register for classes?
You can make an appointment with the ELI Director or one of the ELI instructors when you come to pick up your placement results. We will advise you and help you register for your classes.
**Where do I pay for tuition?**
You can pay for tuition at the UH Hilo Business Office. After you receive a MyUH account, you can also pay tuition online.

**How do I get a UHH student ID card?**
After you have registered and paid your tuition, you can get a student ID card at Campus Center, 3rd Floor. You must bring your registration receipt and three dollars.

**What is a MyUH account and how do I get one?**
The MyUH account provides you with e-mail and internet access. You can get a MyUH account online through the UH Hilo website.

**Can I use the Library and the Computer Lab?**
Yes. As an ELI student, you have access to all UH Hilo facilities. You must obtain a student ID card at Campus Center in order to use the library. You use your username and password for all the computers on campus.

**How can I improve my English conversation?**
Sign up for some of the activities during orientation week. This will give you an opportunity to meet other students. You may also join one of the many clubs on campus, make new friends, and improve your English conversation. The International Student Association is a great place to start. In addition, you may participate in the trips, dances, and other activities offered by SAC (Student Activities Counsel). The Student Life Center offers many weekend trips. It is also a good idea to make friends with students in your classes who do not speak your native language.

**Do I need a TOEFL score?**
No, you will not need a TOEFL. Once you have completed and passed all your coursework in the ELI, you may continue your studies in a major of your choice.

**What do I have to do after I have completed all ELI course requirements?**
Get a “Change of Major” form from the Records Office. Complete the form with the assistance of the ELI Director. This form must be signed by the ELI Director and submitted to the Records Office. You will then be assigned an academic advisor in your major.

**How do I address my teachers?**
On the first day of class, each teacher will tell you what he or she prefers to be called in class. Many American teachers prefer to be called by their first names, but until they tell you this, you should call them “Dr. + family name”.
How do I properly write an email to a teacher?
Email has become an important form of communication, but you want to remember that any communication with a teacher is a professional form of communication. Always begin with “Dear [Teacher’s name]. Tell who you are and what class you are in. Teachers have about a hundred students each semester, so it is always important to identify yourself. Give a clear explanation of why you are contacting them. Do you need help with something? Do you need to miss class for some reason? You do not need to give too much personal information, but simply say what you need. At the end, remember to include “Thank you” and your name. Check that your email is written in complete sentences with few grammatical errors.
Meet the Faculty

UH Hilo is very fortunate to have a group of teachers with not just strong academic backgrounds, but also years of experience teaching university-level English to speakers of other languages. They represent a range of teaching styles, and all of them place the highest priority on helping students to achieve their goals.

**Julie Mowrer, Director**  
*Hometown:* Santa Rosa, California

*How did you become interested in teaching ESL?*  
I studied Spanish in Ecuador when I was a college student and realized how hard it was! After I graduated from college, I decided to combine my love to English with my love of traveling and become an ESL teacher.

*What is special about studying at UH Hilo?*  
UH Hilo is a really special place - the class sizes are small so students really get to know their instructors and the natural environment of the island is an amazing living learning laboratory. Researchers come from all over the world to study the ocean life, the stars from Mauna Kea, the rain forest and the volcano. In addition, the community is really welcoming to international students. The most common comment I hear from students is that people are so kind!

**Laurel Luth, Instructor**  
*Hometown:* Des Moines, Iowa

*What is your favorite part about teaching?*  
I enjoy meeting new students and learning who they are and what their interests are. I always learn something new from my students! I also love to create lessons that are innovative and draw from events happening around me in the community to create themes for my lessons.

*What is something about you that most people don't know?*  
I used to have a motorcycle license and ride a Kawasaki Ninja!
Ann Gleason, Instructor

*Hometown:* I was born in Rochester, New York but grew up in Tokyo, Japan until I was 15 years old.

*How did you become interested in teaching ESL?*
Because I grew up in another culture, I became really interested in other cultures and languages. I returned to Japan after I finished college and realized that the only jobs for Americans were teaching English. I really enjoyed teaching and eventually came to Hawaii to earn my Master's degree in teaching ESL.

*What do you enjoy doing on weekends?*
I play the violin, so I enjoy playing in a band on weekends or listening to loud rock music!

William Howell, Instructor

*Hometown:* Maple Valley, Washington (close to Seattle)

*How did you become interested in teaching ESL?*
I was studying aikido and training with the Tokyo Riot Police and I really enjoyed the last part of the course which was about teaching techniques. I also really liked how they would show the end product first and then break the movements down and work backward to teach us how to do it. Now I do this with my students.

*What is something about yourself that most people don't know?*
I enjoy running marathons and just finished a 100-mile run this year!

Lillian Garcia, Instructor

*Hometown:* Lakewood, CA

*How did you become interested in teaching ESL?*
My mother was an ESL teacher and she loved her job. As soon as I started teaching ESL, I understood why she loved it because it was so wonderful to learn about different cultures and to see the students grow and improve their English so that they could really follow their dreams. It's such a privilege to share a small part of their lives.

*What is something about yourself that most people don't know?*
I am an expert at Mexican cooking and I love to share what I make with others!
Campus Conversation Partners Program

What is the Campus Conversation Partners program?

The ELI (English Language Institute) provides English language instruction to non-native speakers of English to prepare them for University study. Campus Conversation Partners is a volunteer program that aims to pair native English speakers of the University with non-native English speakers in one-on-one informal conversations in English.

How does it work?

The goal of this program is to not only help international students better adapt to the culture here, but also to promote cultural awareness. This is a great opportunity to meet new students and gain new perspectives through conversation. As a Campus Conversation Partner, you will gain volunteer experience that will continue to serve you well in the future.
Formula for Success

- Make friends. This is very important. Make friends with students from your own country so that you don’t get too homesick. Also make friends with American students and with international students who do not speak your language. This will help you improve your speaking skills.

- Join a campus club and take trips sponsored by The International Student Association and the Student Life Center. These activities will give you the opportunity to meet other students and see many different parts of the island.

- Take a Fit for Life class. These are classes offered by the College of Continuing Education and Community Services (CCECS) and they are usually inexpensive. You can take classes like yoga, dance, sailing or photography. Check the schedule and find a class that interests you. These classes are fun and they give you an opportunity to practice your English and meet other students.

- Listen to English on the radio. Watch TV. Go to the movies. Listen to people on campus and in the stores. Try to understand more each day.

- Read about things that you like. Read magazines in areas of your interest. Read the newspaper. Pick up a book from the READ section of the library and read it for pleasure!

- Make a plan. Decide how many hours you will need to study in order to succeed. Set aside study time each day. Do some of your work during the day between classes. The library is a good place to study.

- Go to class regularly unless you are sick or you have an emergency. If you are absent, contact a classmate or the teacher and find out what was taught. Review the lesson and do the homework.

- Ask questions. If you don’t understand, ask the teacher (not another student). Ask questions in any way that you are comfortable: In class, after class, or make an appointment to meet with your teacher.

- Complete all assignments. Teachers provide assignments and homework to help you learn. Remember: You are doing this work for YOU.

- If you have an academic problem, see Julie Mowrer, the ELI Director. If you have any other problem, see Jim Mellon, the International Student Advisor.

Your success is your choice!