



A Collection of References & Instructions

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Student Handbook

Curated for Internexus Los Angeles
400 Corporate Pointe, Suite 300
Culver City, CA 90230

Revision Date:
June, 2018 4cd

Approved by:
Adele Tyson

Internexus Los Angeles's Mission Statement:

Internexus Los Angeles is an intensive English school committed to providing a complete English education. We provide students with experiences in academic settings while striving to give students experiences in the social settings that make an English education complete. Our goal is to ensure that our students flourish in not only the important realm of academics, but also to oversee achievement in professional and social skills. Our program is designed to focus on the core of English language as well as culture, customs, and the nuances of interacting in the 21st century.

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1. Welcome to Internexus Los Angeles!

Welcome to Internexus Los Angeles! We are happy that you have chosen Internexus Los Angeles as your location to learn English and that you will be studying English with us. We want you to be successful here. To be successful at Internexus, you must work hard at learning and using English, and work hard at trying to understand different cultures. We at Internexus will do everything we can to help you. The activities in and out of class will help you improve your English because you will not only learn in the classroom, but you will also meet other international students as well as native speakers of English in the community. You will become a “citizen of the world” through these experiences.

This manual gives you information you need to know as a student at Internexus Los Angeles. The information in this book will answer many of your questions. It is important that you understand *everything* in this book. If you don't understand something, or would like more information, please talk to the Student Services Coordinator, your teachers, or the administrative staff in the Internexus office. Remember that the staff at this Center wants to help you make your experience here the best it can be.

Please visit our website at www.internexus.edu

Internexus Los Angeles Mission Statement

Internexus Los Angeles is an intensive English school committed to providing a complete English education. We provide students with experiences in academic settings while striving to give students experiences in the social setting that make an English education complete. Our goal is to ensure that our students flourish in not only the important realm of academics, but also to oversee achievement in professional and social skills. Our program is designed to focus on the core of English language as well as culture, customs, and the nuances of interacting in the 21st century.

WHO'S WHO AT INTERNEXUS LOS ANGELES

The Student Services Coordinator assists students with:

1. Planning for university study
2. University admissions
3. Finding a doctor, a dentist, an eye doctor, etc.
4. Medical insurance use
5. Apartment availability information
6. Personal concerns/questions
7. Car insurance information
8. Driver's license information, renting, buying a car
9. Banking information
10. Activities and entertainment in Los Angeles and the surrounding area
11. Cultural activities

The Administrative Assistant assists students with:

1. New student applications, transfers to and from Internexus Los Angeles
2. Fax needs

3. Enrollment questions
4. Medical insurance student enrollment
5. Certificates and academic reports as requested by students (please allow 2 business days)
6. Bank, enrollment, and social security letters as requested by students (please allow 2 business days)

The Center Director is responsible for:

1. Communication with embassies, sponsors, and Internexus overseas agents

And assists student with

2. Immigration questions/change of status applications
3. Special vacation requests
4. Financial payments, questions/concerns
5. Scholarships at Internexus

The Academic Coordinator is responsible for:

1. New student testing and placement
2. Level of proficiency placement
3. Class schedules and roster
4. Skip-level testing
5. Living Language Laboratory fieldtrip
6. Textbook selection
7. Academic Probation

And assists students with

7. Instructor-student issues resolution
8. Successful completion of Academic Probation
9. Student information system, Jupiter Grades.

The Homestay Coordinator assists student with:

1. Applications for & placement in homestays
2. Homestay issues resolution

Internexus 2019 Calendar

Term	Session	Start Date	End Date	Breaks Between Sessions	Center Holidays
Winter	Winter 1	Monday, Jan 2	Jan 25		Jan 15 Martin Luther King Day
	Winter 2	Jan 28	Feb 22		Feb 18 Presidents' Day
	Winter 3	Feb 25	Mar 22	Mar 25 - 29	
Spring	Spring 1	Apr 1	Apr 26		
	Spring 2	Apr 29	May 24		Monday, May 28 Memorial Day
	Spring 3	Tuesday, May 28	June 21	NO BREAK	
Summer	Summer 1	June 24	July 19		July 4 Independence Day
	Summer 2	July 22	Aug 16		
	Summer 3	Aug 19	Sept 13	Sept 16-Sept 20	September 2 Labor Day
Fall	Fall 1	Sept 23	Oct 18		
	Fall 3	Oct 21	Nov 15		
	Fall 3	Nov 18	Dec 13	Dec 16-Dec 27, 2019 2 week break	Nov 21-22 Thanksgiving

Winter 1, 2020 starts on Monday, Dec 30, 2019

Internexus Los Angeles
400 Corporate Pointe, Suite 300
Culver City, CA 90230

Phone: 800-209-5010

Email: Los Angeles@internexus.edu

Internexus Website: www.internexus.edu

2. Important Internexus Information

You should keep this information in your wallet or purse AT ALL TIMES because you might need to talk to us when you are not at the center.

Internexus/Interglobal Los
Angeles 400 Corporate Pointe
Suite 300
Culver City, CA 90230
800-209-5010
losangeles@internexus.edu

3. Internexus Los Angeles Office Telephone Numbers

At Internexus:

Internexus Office	(800) 209-5010
Center Director	(800) 209-5010
Academic Coordinator	(800) 209-5010
Student Services Coordinator	(800) 209-5010
Homestay Coordinator	(800) 209-5010
Administrative Assistant	(800) 209-5010
Instructors	(800) 209-5010

New Friends' numbers Name: _____

Number: _____

Name: _____

Number: _____ In the Internexus Community:

Emergency: Police, Fire or Medical

911

Directory Assistance (to find telephone numbers)

1411 (Land-line only)

International Calls

011 + Country Code + City Code + Local Number

Long Distance Calls (US)

1 + Area Code + Number

Nearest Hospital

Marina del Rey Hospital
4650 Lincoln Blvd
Marina Del Rey, CA 90292
(310) 823-8911

Dental Information

1-800-SMILE

Public Transportation

www.metro.net

Taxi

unitedtaxi.com/

Nearest Banks

Citibank
Citibank.com
Chase
Chase.com

Nearest Super Market

Pavilions
Pavilions.com 400 E
Ralphs
Ralphs.com
Sprouts.com
Trader Joe's
Traderjoes.com

4. Helpful Hints for Students

We want you to learn English quickly. To do this, you should always:

- **Attend class:** If you want to progress quickly, you need to come to class every day.☐
- **Be on time:** This is polite as well as necessary.☐
- **Come prepared:** Bring your books, pens, pencils, notebooks, and homework to class every day.☐
- **Turn off your cell phone, even vibration.** Your class time is for learning English, not talking to your friends or family. Make sure your friends and family know your class schedule so that they can call after your classes are over.☐
- **Speak English:** You must speak English at all times at Internexus, even when you are talking to people who speak your own language. Teachers and administrative staff who hear you speaking your language will ask you to speak English. Make lots of friends with other students who don't speak your language and with people who speak English. *The more you speak English, the faster you will learn, so speak English all the time!*☐

5. Studying English as a Second Language at Internexus Los Angeles

At Internexus Los Angeles, we are able to offer small classes. Class schedule will be notified via Jupiter on the first Monday of a session. Copies of class schedule are also available at Internexus Office.

Whenever a class enrollment reaches 15 students, we will divide the class into new sections (A, B, C etc.). Each section of a class uses the same course guidelines. You will be assigned a section (A or B) by the Academic Coordinator.



Sample Schedule

	9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:30	12:30-1:45 M-TH No Friday Class	2:00-3:15 M-TH No Friday Class	3:30-4:45 M-TH No Friday Class
Beginning	Reading	Writing	Listening/ Speaking	Break	Grammar	Study Skills Seminar	
Pre-Intermediate	Reading	Writing	Listening/ Speaking		Grammar	Study Skills Seminar	
Intermediate	Writing	Reading	Listening/ Speaking		Grammar	Study Skills Seminar	
High-Intermediate	Reading	Grammar	Listening/ Speaking		PAS	Study Skills Seminar	Writing
Advanced	Grammar	Reading	Listening/ Speaking		PAS	Study Skills Seminar	Writing

6. Progress from Level to Level

There are five levels of English proficiency taught at Internexus: Beginning; Pre-Intermediate; Intermediate; High Intermediate; and Advanced. Each level is taught for one term (if there are students in the level). When it is needed, we also offer Fundamental Level and Advanced Plus Level. One term is 12 weeks; Internexus has four terms per year. Each term has three 4-week sessions. If you do well in your classes, you can move from Beginning to the end of High Intermediate and be ready for the Advanced Level in one year!

You will be tested every session (4 weeks) at Internexus. Testing is beneficial because it helps you see your improvement and understand the areas where you need more practice.

Placement Test: On your first day at Internexus, you will take several tests to determine your English level and to help us place you in the right level in each class: Grammar, Reading, Writing, and Listening/Speaking. These tests consist of The University of Michigan English Placement, a writing test, and a conversation skills test. The scores and level placement based on the Michigan Test are given below.

Students who arrive in Session 2 of a term will have to achieve a higher score to place into a level.

Internexus Proficiency Levels

Beginning Level

University of Michigan English Placement Test Form D Score = 0 - 26

Score for Students who arrive in Session 2 = 27 - 33

At the completion of Beginning level,

Communication Tasks:

Students can:

- 1) use the basic elements of the language to interact in situations connected to their personal life: daily routines, leisure activities, future plans and past activities.
- 2) give basic information about themselves, their family, education, work, and their hometown.
- 3) give personal information (name, address, phone number) in situations like calling for a pizza delivery, getting a video rental, library card, or filling out a registration/application form.
- 4) express preferences related to leisure activities, eating and shopping.
- 5) ask for information and ask for clarification.
- 6) ask for help.
- 7) ask for and give simple directions.
- 8) create one-adjective descriptions (the weather is hot, lunch is delicious, she is pretty).
- 9) use numbers to talk about the time and prices.
- 10) understand simple written instructions, signs and ads, and simple children's books for native speakers. They have obtained vocabulary related to everyday living (food, transportation, family, jobs, and school).

- 11) fill out simple forms; write checks, lists, short emails, and personal letters; and produce paragraphs about personal information and narrative paragraphs on familiar topics.
- 12) use and understand basic courtesy formulas (thank you, sorry, excuse me) and respond appropriately in simple social interactions, such as greeting, leave taking, and introducing.

Contexts and Conditions:

Students are successful within contexts that are predictable, familiar, and with visual uses that strongly support the task (for example, pictures on a menu). In interactions with native speakers, students often rely on gestures and facial expressions. Comprehension requires short, simple sentences spoken slowly and clearly with repetition. They rely heavily on translation from their first language and so use a bilingual dictionary.

Students tend to write simple sentences with few or no connectors. Written work length is up to two paragraphs. They have more accuracy when using set phrases than when required to transfer rules to new contexts. Their oral production is often slowed by their tendency to translate from their first language and by their limited vocabulary.

Structure and conventions:

In order to accomplish the communication tasks above, students are familiar with and able to use the following structure and conventions:

- Verb “to be”
- Simple present
- Simple past
- Future
- Adverb of frequency to talk about routine
- Personal pronouns
- Prepositions of place and give directions
- WH questions
- Modals for asking for help
- There is/there are
- Basic familiarity with subject-verb agreement rules
- First person in narratives
- Capitalization and end punctuation
- Paragraph form (topic, supporting and concluding sentences)
- Indenting, margins
- General English spelling conventions

Pre-Intermediate Level

University of Michigan English Placement Test Form D Score = 27 - 40

Score for Students who arrive in Session 2 = 34-47

At the completion of Pre-Intermediate level,

Communicative Tasks:

Students can:

- 1) talk about relationships between personal aspects and the world where they live, sharing viewpoints, experiences and concerns; talking about possibilities and plans; comparing people and places; advising and instructing.
- 2) talk about their experiences and ideas in the present and past (I think, I used to...).

- 3) relate short narratives both orally and in writing about past experiences (I went to a public school).
- 4) make plans and arrangements over the phone or face-to-face (Would you like to go to a movie Saturday? What time can we meet?).
- 5) make suggestions and give advice (Maybe you should try the other restaurant).
- 6) understand written instructions (simple recipe), short popular magazine articles, and literature for elementary age native speakers. They have obtained vocabulary related to everyday life (shopping, cooking, leisure activities, and friends). Short essay organization is developing.
- 7) support and expand their ideas in writing.
- 8) respond appropriately in various social interactions, such as apologizing, making an excuse, expressing disappointment or worry, giving and responding to compliments.

Contexts and Conditions:

Students are successful in contexts that are familiar and which strongly support the task. In interactions with native speakers, students' comprehension often requires slow, clear speech with repetition. Students are beginning to vary sentence length and complexity and use connectors. Written work length is 2-3 paragraphs. They continue to rely somewhat on translation from their first language and use a bilingual dictionary.

They still tend to have more accuracy when using set phrases than when required to transfer rules to new contexts.

Structures and conventions:

In order to accomplish the communication tasks above, students are familiar with and able to use the following structures and conventions:

- Present/present progressive
- Past tense
- Past progressive
- Future with *will* for predicting
- Since/for
- Imperative form for giving instructions
- Familiarity with subject-verb agreement rules
- Modals for making suggestions/giving advice/asking permission/talking about possibilities
- Comparatives/superlatives for comparing people and places
- Prepositions of time
- Direct and indirect objects
- Reflexive pronouns
- Basic familiarity with comma use
- Basic transitions (first, next, finally)
- English spelling conventions
- Familiarity with writing process

Intermediate Level

University of Michigan English Placement Test Form D Score = 41 - 50

Score for Students who arrive in Session 2 = 48 - 61

At the completion of Intermediate level,

Communicative Tasks:

Students can

- 1) compare, agree and disagree politely, and summarize information. They have developed their fluency while expressing ideas, establishing hypotheses and defending viewpoints.
- 2) establish time relationships clearly.
- 3) give instructions and directions (Meet me on the second floor of the library at 4:00, or I live three blocks away from downtown). They can report speech (She said, "I really want to go to Tokyo, " or He asked me if wanted to study Spanish). They can ask for recommendations and advice (Which color looks better? or Do you think it's a good law school?).
- 4) can give 5-minute presentations in class.
- 5) understand popular magazine articles, short newspaper articles, and literature for young native speakers. They have obtained vocabulary related to travel, academics, social issues, and the workplace.
- 6) write short articles, short essays, faxes and business letters.
- 7) respond appropriately in various social interactions, including expressing hope, regret, and sympathy.

Contexts and Conditions:

Students are successful in contexts with are familiar. However, they are less reliant on visual cues (for example, they are becoming more comfortable using the telephone). In interactions with native speakers, students' comprehension requires clear, non-colloquial speech with occasional clarification. Students can write and speak with some fluency, albeit limited accuracy. Written work length is up to two pages (400 words). They are less reliant on translation and able to mainly use a monolingual dictionary.

They are often successful transferring rules to new contexts; however, they tend to make overgeneralization errors as they acquire these new structures.

Structures and conventions:

In order to accomplish the communication tasks above, students are familiar with and able to use the following structures and conventions:

- Perfect tenses
- Conditionals to establish hypotheses
- Comparatives/superlatives
- Adjective Clauses
- Conjunctions
- Beginning familiarity with article usage
- Transitions
- Familiarity with essay structure: thesis, support
- Familiarity with a variety of essay genres (classification, comparison and contrast)
- Familiarity with writing process-brainstorming, first draft, revising and editing, final draft

High Intermediate Level

University of Michigan English Placement Test Form C Score = 51 - 61

Score for Students who arrive in Session 2 = 58 - 65

At the completion of High Intermediate level,

Communicative Tasks:

Students can:

- 1) express themselves on a variety of subjects relating to the contemporary world, with fair control of the structure of the language.
- 2) able to express abstract ideas, defend viewpoints using analogy and exemplification, and establish hypotheses and conditions.
- 3) understand key points of lectures and take part in business meetings and social events. They now show facility in resolving communication problems.
- 4) understand short Internet and newspaper articles, textbook excerpts, and literature for adolescent native speakers. They have begun to obtain vocabulary related to more specialized subjects, such as the environment, law, politics, science, art and business.
- 5) write business letters, academic essays, timed essays, and take notes on lectures.
- 6) write short journalistic articles.
- 7) Respond appropriately in various social interactions, such as approving and disapproving, seeking advice, and expressing intentions. They have fair competence in choosing appropriate register according to the situation and the participants.

Contexts and Conditions:

Students are successful in a variety of contexts. In interactions with native speakers and in phone conversations, students can understand clear speech at near-native speed. They may need occasional repetition or clarification. They tend to have trouble with the complex verb tenses and language features which are “exceptions” or “irregular.” They still make errors related to native language interference. Written work length is 2-3 pages (400-600 words).

Structures and conventions:

In order to accomplish the communication tasks above, students are familiar with and able to use the following structures and conventions:

- Common verbal idioms
- Perfect tenses
- Stative Verbs
- Relative clauses
- Adverbial phrases and clauses
- Passive vs. active voice
- Modals to express obligation
- Gerunds and infinitives
- Articles
- Complex sentences
- Essay structure: thesis, support
- Familiarity with a variety of essay genres: (comparison/contrast, cause-effect, argumentative)
- Writing process -brainstorming, first draft, revising and editing, final draft

Students at High Intermediate Level also take:

• Practicum for Academic Success 101

The Practicum for Academic Success (PAS) 101 prepares our students for success in the universities. Upon completion of the course, students will be able to discuss how they are responsible for their experience in college/universities. In addition, they will be able to describe ways to

create a successful experience in college or university. They will also learn how to take effective notes, present clear written and oral reports, listen with comprehension to a lecture, develop strong and healthy relationships and follow classroom etiquette.

Advanced Level

University of Michigan English Placement Test Form C Score = 62 - 76

Score for Students who arrive in Session 2 = 70 - 80

At the completion of Advanced level,

Communicative Tasks:

Students can:

- 1) expand and polish their knowledge of the language, achieving a more accurate and articulate communication. They are more aware of language usage, and thus are becoming more able to incorporate new words and expressions into their repertoire.
- 2) Communicate effectively, appropriately and independently in various contexts with fair accuracy and fluency.
- 3) Use the language for analysis, comparison, decision-making and evaluation; as well as for creative, personal expression.
- 4) Understand formal and informal conversations at near-native speed, allowing them to fully participate in group discussions. Students now demonstrate a good command of language structures and discourse patterns within the range of their experience.
- 5) self-correct grammatical errors.
- 6) understand TV news and movies, and discuss current issues.
- 7) use common idioms and broader vocabulary in most social, work, or study situations.
- 8) understand academic lectures within their field.
- 9) participate in business meetings and university classroom projects, such as group presentations. Students can use the phone effectively.
- 10) defend their point of view by defining the issue, supporting their view with facts and experience, and discussing pros and cons.
- 11) understand all kinds of authentic materials relevant to their needs or interests, such as newspapers, Internet articles, textbooks, reference material, and literature for adult native speakers.
- 12) write research papers, academic essays, journalistic articles, professional reports and presentations.
- 13) participate appropriately in a wide variety of social interactions, including expressing value judgements, negotiating solutions, and responding to constructive criticism. They have competence in choosing appropriate register according to the situation and the participants.

Contexts and Conditions:

Students are successful in a variety of contexts. In interactions with native speakers, students understand conversation at near-native speed with some need for clarification. Students are beginning to be able to interpret humor and irony. Length of written work is 3-5 pages, meeting entry-level professional requirement and undergraduate academic requirements.

Students' pronunciation rarely interferes with comprehension.

Structures and conventions:

In order to accomplish the communication tasks above, students are familiar with and able to use the following structures and conventions:

- Agreement with non-count and collective nouns
- Passive vs. Active voice
- Relative and adverbial clauses
- Perfect tenses/Modal perfects
- Articles
- Parallelism
- Conditionals
- Gerunds and infinitives
- Verbal idioms
- Prepositions clusters
- Subjunctives
- Essay structure
- Research paper format

Students at Advanced Level also take:

• **Practicum for Academic Success 102**

The Practicum for Academic Success (PAS) 102 prepares our students for success in university. Upon completion of the course, students will have the knowledge on how to deal with stress, read and understand academic articles, demonstrate study skills and observe and understand freshman level classes. They will also become familiar with college policies, procedures and academic resources. They will demonstrate key critical thinking skills during class discussion, work in groups for presentations, complete course application process and participate in writing/editing lab.

Achievement Tests: At the end of each 4-week session, you will take achievement tests in Grammar, Reading, Writing, and Listening/Speaking. Your scores on these tests will show if you understand the skills your teacher taught in that session. Students who arrive in Session 2 will also have to pass the achievement tests with 80% to pass the level.

Classwork: Your daily work in your classes will also determine if you are successful in learning the skills your teacher has taught you. You will have quizzes on the classwork in every class. Classwork includes your homework, chapter quizzes, and participation in the class. Your classwork and achievement test results will help us determine your readiness to progress to the next level at the end of the term. All information about classes, grades from homework, quizzes, participation, and attendance are available to you when you connect to our student information system at www.jupitergrades.com. The Academic Coordinator will send the link to you for Jupiter Grades.

PAS (Practicum for Academic Success) Classes

PAS 101 and PAS 102 classes are required for full-time F-1 students. PAS 101 is offered at High-intermediate Level and PAS 102 is offered at Advanced Level. These classes aim at helping students learn a series of skills to achieve academic success such as time and money management, goal setting and study habits. PAS classes are optional for part-time students. The assessment components of PAS classes are consist of 65% classwork and 35% quizzes. There is no Achievement Test for PAS classes. Students must have an average final score of 80% to pass

PAS classes. A letter grade and Pass/Fail status will be listed on your report card.

Enrichment Classes: At Internexus Los Angeles, we believe that your growth in English proficiency correlates with the number of classes you take. We offer a core ESL program of Grammar, Reading, Writing, and Listening/Speaking. We are also able to offer Enrichment classes such as:

- Skills for Taking the TOEFL Test (High Intermediate and Advanced level students)
- Skills for Taking the IELTS Test (High Intermediate and Advanced level students)
- American Pronunciation (all level students)
- Advanced Plus (ESL Graduate students or Placement Test score of 86-100) These courses are offered at an additional course fee.

Our ESL instructors at Internexus Los Angeles benefit from our program's flexibility to meet your needs. We offer private tutoring (additional fee) for students who have a specific need.

Study Skills Seminar: Study Skills Seminar is an academic assistance study course available for all Internexus students. Students who are new to Internexus, students who are repeating a level, and those returning from a vacation are required to take Study Skills Seminar for at least one session. The class time is dedicated to meeting students' needs through independent study, one-on-one tutoring, and small group instruction directed and overseen by Internexus instructors. Students must attend 4 hours of Study Skills Seminar per week. At the end of each session, students who successfully pass their four core courses (grammar, reading, writing, listening & speaking) at that session with an average final score of 80% or above can advance out of the Study Skills Seminar course.

Contact: We believe that the more feedback we can provide to you about achievement in the ESL classroom, the more likely you are to achieve higher. Our student information system at www.jupitergrades.com is "state of the art" in teacher-student gradebook technology. You and your parents can view grades, homework, Internexus activity calendar, and announcements.

Have you checked your e-mail?

All students at Internexus Los Angeles are expected to check at least once per day their Jupiter voice mail, text, and email for communication from Internexus administration and/or teachers. In addition, please check the bulletin boards in the reception area, outside the Student Service Coordinator's office and in the classrooms. Bulletin boards in the Internexus classrooms may have notices placed on them by administration, student services, students and teachers. Please read bulletin boards to not only stay informed by also to practice your English.

Students communicating with teachers:

Students can expect from the teachers a clear phone and e-mail protocol to be followed, including:

- Whether or not teachers accept calls at home
- Weekend or evening phone policies
- Whether they return calls to students
- Whether or not e-mail is the preferred method of communication

- Time frame students can expect an e-mail or phone response

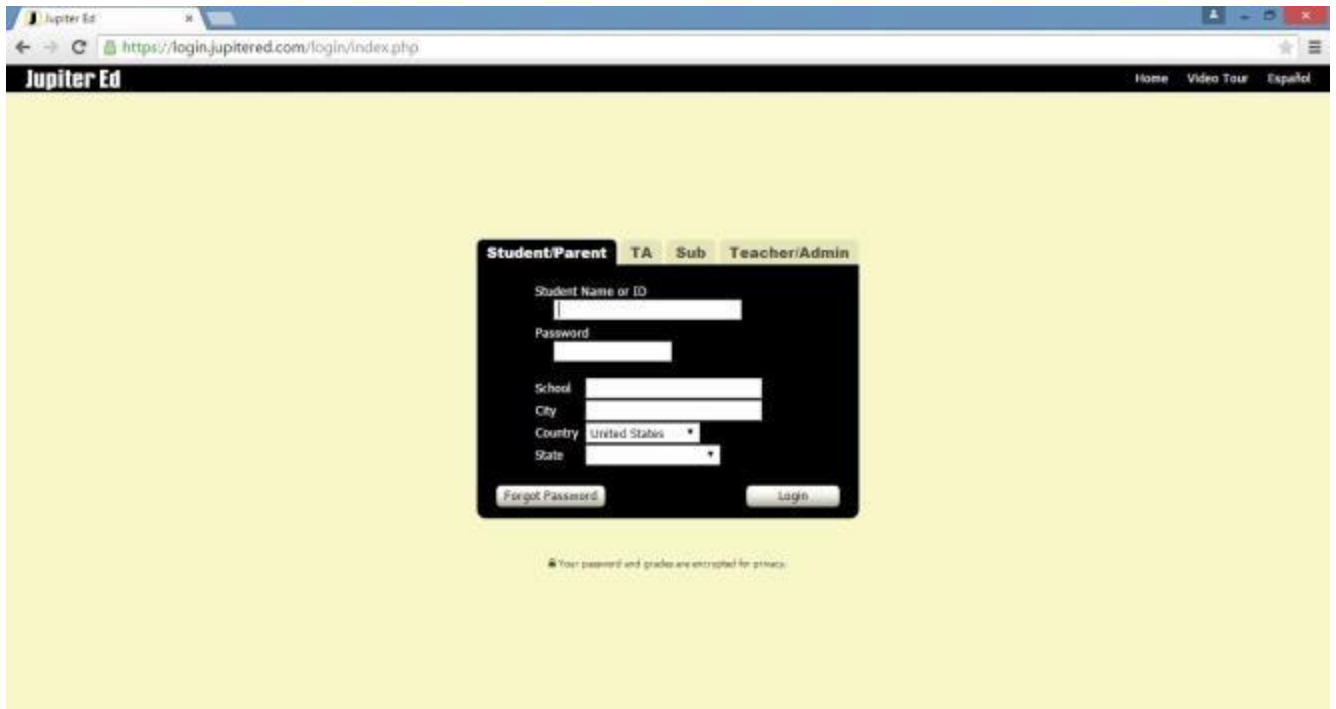
Teachers communicating with students:

- Teachers will be clear in explaining phone, e-mail, and text protocol, and they will indicate the preferred method.
- Teachers will respect students' need for a variety of methods of contact that will get a response in a timely manner.

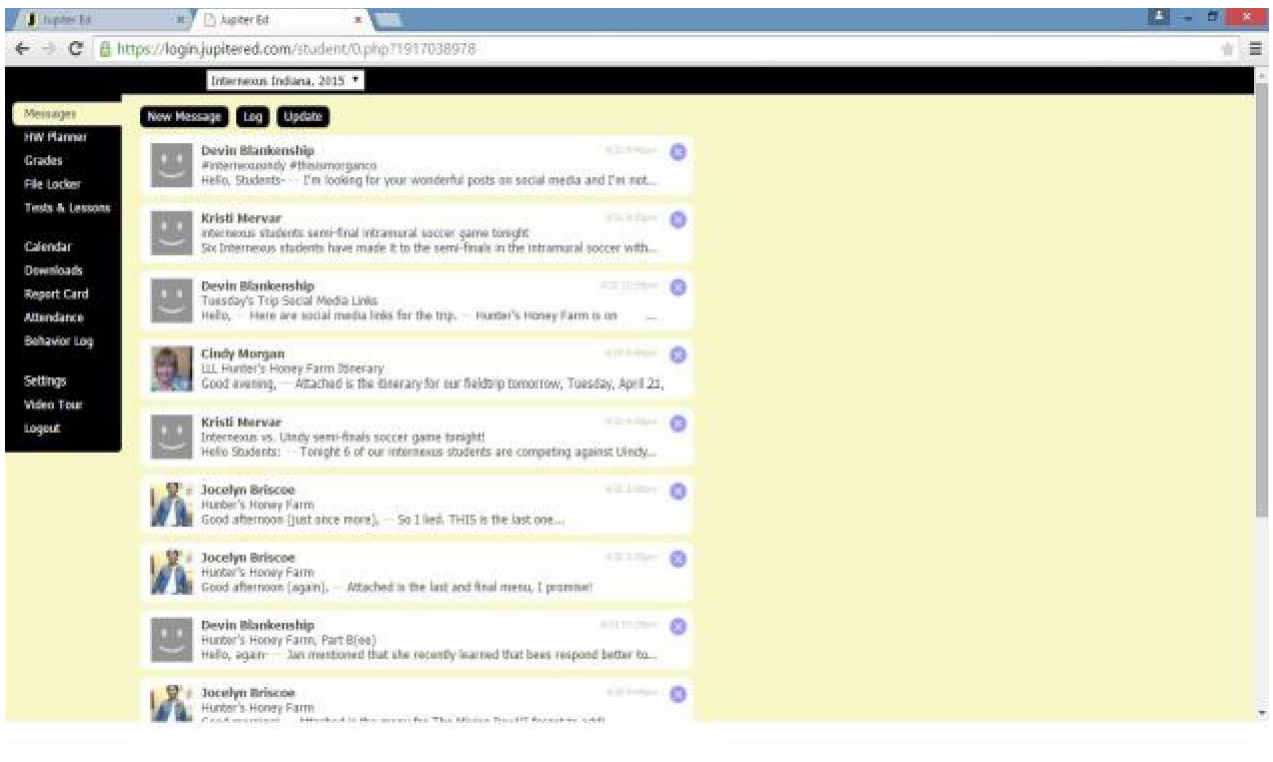
Communication is key to feeling comfortable in our program at Internexus. It not only keeps you informed, but also enable you to practice your English while doing it. All communication should be in English.

JupiterEd:

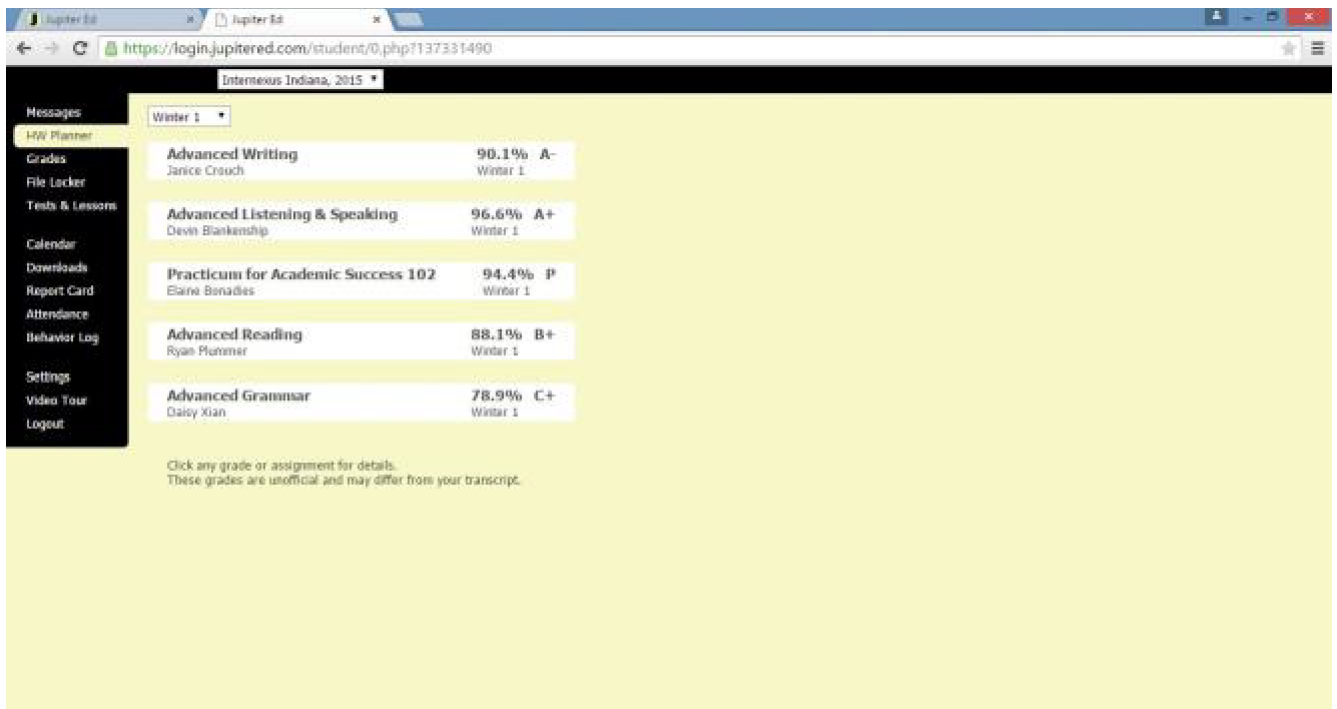
Students and parents can login securely to check grades and homework, download files and view announcements and calendar notices.



Teachers can send progress reports and messages directly from the grade book to parents and students.



Parents can set automatic alerts for low grades, missing assignments and absences.



Internexus Indiana, 2015		
Winter 1		
Advanced Writing	90.1%	A-
Janice Crouch		
Advanced Listening & Speaking	96.6%	A+
Devin Blankenship		
Practicum for Academic Success 102	94.4%	P
Elaine Bonadies		
Advanced Reading	88.1%	B+
Ryan Penner		
Advanced Grammar	78.9%	C+
Daisy Xian		

Click any grade or assignment for details.
These grades are unofficial and may differ from your transcript.

Living Language Laboratory (LLL): At Internexus Los Angeles, the Living Language Laboratory is a unique opportunity for you to use your language skills in real-life situations while gaining access to cultural understanding in a fieldtrip format. During each term, students and instructors go on outings planned specifically to encourage students to use their English. In the course of one year, we will typically go to some of the following sites:

- Los Angeles Historical Society
- Los Angeles Public Library
- Lake Eola Farmer’s Market
- TBD

The fees for the LLL activities and buses are included in the student tuition. Due to the exclusivity of the activities, attendance is required. In order to make sure everyone has a good time and stays safe; a special attendance procedure is used. Our ESL instructors and the Academic Coordinator act as chaperones and routine attendance checks are used to make sure everyone is where he/she should be. You are prepared for the LLL in their Listening/Speaking class. All classes may assign homework about the LLL. An LLL itinerary is e-mailed to you prior to the event and you receive a paper LLL itinerary the day of the fieldtrip. The fieldtrip typically lasts from 4-6 hours, depending on the activities involved. We provide buses for transportation and ask that you ride the buses for safety and ease with parking.

7. In the Classroom

Attendance: You must have good attendance to continue studying at Internexus. Being in class will help your English get better faster. It is very important to follow our attendance policy. If you are absent or tardy, you will receive an e-mail alert from our student information system. You can go to www.jupitergrades.com to see your absence or tardiness as recorded by your class instructors.

Tardiness: "Tardiness" means being late. You must be in class on time. It is impolite (rude) to walk into class late. In addition, you might not hear important information, or you might miss a quiz!

Sickness: If you are very sick, please go see a doctor and notify your teachers using Jupiter. When you come back to classes, please discuss with your teachers about the work you missed. You must also bring a doctor's excuse to your teachers if you are absent for more than 2 days.

Grades: You will receive grades from your teachers for each class at the end of each session on a session evaluation report. This report will be sent to you via e-mail. In each class, your grades are based on classroom assessment (70%) and achievement test assessment (30%) (except for PAS 101, PAS 102, Study Skill Seminar and Enrichment classes). You must have an average of 80% (GPA 2.7) or higher in each class in order to move to the next level at the end of each 12-week term. We set these standards to ensure that you are ready to progress to the next level of higher English proficiency. Our instructors use the following grading scale:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

Course Guidelines: At the beginning of each term (or the session you join our classes), you will receive a *course guideline* in each one of your classes. The course guideline gives you the following very important information:

- The title of your textbook.[]
- The chapters you will study each session.[]
- The name of your instructor and the office phone number. Your instructor may also request that you send absence information to his/her e-mail.[]
- The goals of each class: Grammar, Reading, Writing, and Listening/Speaking; and Special Classes.[]
- The responsibilities you have in the class.[]
- General guidelines about how you will be evaluated in the class. Your instructor may add some additional information to the evaluation section, so be prepared to write it down and remember this additional information.[]

Classroom Rules: At Internexus Los Angeles, each of your ESL instructors will remind you to follow these simple rules in the classroom:

- Speak only English in class.[]
- Be polite to your teacher and the other students.[]
- Bring your books, pens, pencils, notebooks, and homework to class every day.[]
- Do not eat in the classroom.[]
- Do not use your cell phone in the classroom. Do not receive calls on your cell phone in the classroom.[]
- The teacher will close the door when class begins. If you are late, enter the classroom quietly and take your seat. Do not speak to other students.[]

Many students think it is polite to say “Good Morning” even when they are late. Please do not interrupt the class by speaking to your classmates when you enter late. Be quiet and go to your seat. This is polite behavior in classrooms in the United States.

In addition, your ESL class instructor may have some further classroom rules. The instructor will announce and explain any added rules during the initial class meetings or if a special need occurs.

8. Certificates

Certificate of Graduation: Students who complete the Advanced level will receive a Certificate of Graduation (Diploma) from Internexus.

Certificate of Successful Completion: You will receive a Certificate of Successful Completion if you complete at least one session. To receive this Certificate, you must have good attendance in class and achieve at least 80% (GPA2.7) in each class and a grade of 75% (GPA2.1) on each Achievement Test. Certificates are given at the end of each 4-week session to students who are leaving Internexus Los Angeles. The certificate will indicate the level you have successfully completed.

9. Policies and Procedures

Department of Homeland Security/ICE (DHS):

- *Full-time Study:* Students with an F-1 Student Visa must study in a full-time program. If you have less than 80% attendance during your first session, we will give you a warning. If you continue to have less than 80% attendance, the immigration rules say that you cannot stay in school anywhere in the U.S., and that you must return to your country. For immigration, full-time study means 18 hours or more of class time each week. At Internexus, this means that you must study 20 hours/week [or 25 hours/week] if you entered the U.S. on an F-1 visa.[]
- *Student Employment:* You can do volunteer work and you may work on-campus. However, as an English language student, you CANNOT work off-campus for money for one year. If you work illegally, you may be deported to return to your country.[]

Smoking: You must be 18 years old to buy and smoke cigarettes in the USA. In fact, you cannot smoke in *most* public buildings in the United States. You will see many signs telling you that you cannot smoke. Some of the signs that you will see are:

Smoke Free Building/Environment
No Smoking
Thank You for Not Smoking

These signs mean that you will have to smoke outside, even in cold weather. *Please do not throw your cigarettes on the ground when you are finished smoking.* Use an ashtray or a garbage can.

Internexus is also a smoke-free office. You are not allowed to smoke in the Internexus building.

Alcohol: You must be 21 years old to buy and drink alcohol in the USA.

Drinking alcohol and driving is illegal in the United States and is very dangerous to you and others. You could go to prison if you drink and drive.

If you are 21 years or over, you cannot buy alcohol for someone under 21.

Drinking alcohol is forbidden on any Internexus activities.

Many homestay families do not allow drinking in their homes.

Health Issues: We want you to be healthy at Internexus, so please follow these rules:

- ***Medical Insurance. You must have medical insurance at Internexus.*** You must show us proof of your insurance when you arrive at our Center. If you do not have insurance, you must buy insurance at Internexus when you arrive in Los Angeles. Remember that medical services in the United States are expensive. When you go to a doctor, you need to talk to the Student Services Coordinator after the visit to help you complete the insurance claim form. Even with insurance, you may have to pay some money for medical services. Internexus is not responsible for any health problems that happen while you are at Internexus or during any Internexus activities.[]

If you are sick:

- Tell your host family or the staff at Internexus and we will help you decide what to do. If you need to see a doctor, the Student Services Coordinator will make an appointment for you and take you to the doctor, if necessary.[]
- If your illness is not too serious, such as a sore throat or stomach ache, you can buy some medicine at a drug store. Major drug stores near Internexus Los Angeles:[]
 - Riteaid
 - Riteaid.com

 - CVS
 - Cvs.com
- If your illness is more serious, such as a cold that you have had for more than a week, you should see a doctor. You must take your insurance card with you to the doctor's office. The doctor will look at you, and if the doctor gives you a prescription for medicine, you need to go to a drug store (pharmacy) to get the medicine you need.[]
- If your illness is very serious, you should go to the hospital quickly. Remember that going to the hospital in the United States is very expensive, so you should go to the hospital only when you have an emergency. If you are in a homestay, your homestay family can help you get to the hospital. Remember to take your insurance card with you to the hospital. The nearest hospital is: Marina del Rey Hospital[]
 - 4650 Lincoln Blvd
 - Marina Del Rey, CA 90292
 - [\(310\) 823-8911](tel:3108238911)
- Also remember that anytime you use your insurance, you must call the insurance company and tell them what you are using it for BEFORE you use it. If you have an emergency, you can call the insurance company AFTER you get help.[]

Safety Issues:

- **Money:** Do not leave a large amount of cash or travelers' checks in your room, whether you are in a hotel, apartment, or homestay. Do not carry a large amount of cash or travelers' checks in your purse or wallet. Instead, put this money in a bank. A bank can give you a checking account and checks and offers an Automatic Teller Machine (ATM) card. ATM cards are safer to carry than cash, travelers' checks, or personal checks.[]
- You must take your passport and I-20 with you to open an account at the bank. The Student Services Coordinator will help you open a bank account in Los Angeles. You must be 18 years old to open a bank account.[]
- Never put your purse, wallet or backpack down and leave it, even if it is only for one minute. It will probably be gone when you come back. Keep it in your hands or on your back at all times or store it in a safe and/or locked place.[]

- **Activities:** There are many safety issues to think about when you are at an Internexus activity or visiting new places alone or with your friends:
 - Always tell your host family where you are going and when you will be back.
 - Keep your host family's phone number with you at all times. If you are not in a homestay, call "911" for help if you are in a dangerous situation.
 - Stay in groups when walking or traveling to, during, and from activities. Do not walk alone at night.
 - Never put any of your things down and leave them (sunglasses, coats, backpacks, etc.). Your things will probably be gone when you come back.
 - If you do not feel good talking to a stranger, do not talk to him/her. Just walk away.
 - If a robber (thief) wants your money, don't argue with him. Give it to him and then quickly call the police (911).
 - Do not hitchhike. Do not get into a car with any stranger.
 - Do not be afraid to ask people for help. Most people are friendly and they want to help if you need it.
 - The most important rule is to be careful and do not do anything foolish!

Adjustment Process in a New Culture – From Beyond Language

By Deena R. Levine and Mara B. Adelman

Understanding the cultural adjustment process can help you in coping with the often-intense feelings that you may experience as you begin your life in the US. Each stage in the process is characterized by "symptoms" or outward signs typifying certain kinds of behavior.

- "Honeymoon" period: Initially, many people are fascinated and excited by everything new. The visitor is elated to be in a new culture.
- "Culture Shock": The individual is immersed in new problems: housing, transportation, shopping, and language. Mental fatigue results from continuous straining to comprehend the new language.
- Initial Adjustment: Everyday activities such as housing and shopping are no longer major problems. Although the visitor may not yet be fluent in the language spoken, basic ideas and feelings in the second language can be expressed.
- Mental Isolation: Individuals have been away from their family and good friends for a long period of time and may feel lonely. Many still feel they cannot express themselves as well as they can in their native language. Frustration and sometimes a loss of self-confidence result. Some individuals remain at this stage.

- Acceptance and Integration: A routine (e.g., work, business or school) has been established. The visitor has accepted the habits, customs, foods, and characteristics of the people in the new culture. The visitor feels comfortable with friends, associates and the language of the country.

Note: This cycle may repeat itself throughout your stay in a new culture. AND, these feelings are normal. Note also that upon returning home, you may experience some of the same feelings as you did when you first arrived in the new culture. This is called “reverse culture shock.”

Ways to Minimize the Impact of Culture Shock

- Look for logical reasons for things in the host culture that seem different. Relax your grip on your own culture.
- Resist “looking down on” or making jokes and comments about the host culture. Avoid others who take part in such derogatory remarks.
- Talk about your feelings with a sympathetic and understanding friend or see the Student Services Coordinator at Internexus Los Angeles to talk about your feelings.
- When you hear yourself making negative judgments or generalizations, stop and try to view the situation objectively – without value judgements.
- Take care of your physical health. Eat nutritious foods, get plenty of sleep, and, most importantly, get some exercise everyday (take a regular walk if nothing else).

If you feel very depressed or suicidal, contact the Internexus Los Angeles Student Service Coordinator (407-986- 1001) to help you get professional psychological support.

10. Academic Policies

You have come to our Center to learn English and then to go on to academic study in the United States. This is so important that we have developed important policies and procedures for you in your academic time here. You will also hear these policies explained at our New Student Orientation.

Starting Classes: First, we must receive all of the forms we need such as your application and housing forms. Second, you must pay for your course. Then, you will be ready to start classes. We prefer that you pay for your classes before you come to Internexus Los Angeles. However, if you pay when you arrive, you must pay during the first week of classes. If you do not pay for your course on or before the end of the first week, you will receive a reminder invoice. If you do not pay for classes by the second Monday of the session, you may be charged a late fee of \$25/week until your bill is paid. Please see the Center Director or Administrative Assistant for information about tuition and fees.

Attendance: A session is 20 days (80 hours). Students who attend all classes in each session will learn fastest and best. Make a study buddy in each of your classes. A study buddy is someone in your class whom you can call for any assignments you miss due to absence. At Internexus Los Angeles, we offer you the opportunity to attend a Living Language Laboratory fieldtrip every session. Your language learning will benefit greatly from our Living Language Laboratory fieldtrip. Due to the many benefits of the LLL, we feel we must require attendance at the LLL. Failure to attend the LLL will result in a loss of 20 points from your Listening/Speaking grade for the session.

Honors and Recognition: At Internexus Los Angeles, we honor all students and especially those who achieve high academic scores and perfect attendance. When you achieve 90% (GPA 3.7) in Grammar, Reading, Writing, and Listening/Speaking during a session, you will receive special recognition and a certificate of high academic honor. In addition, when you achieve perfect attendance, you will be honored with a special certificate recognizing your achievement. We like to remind students that those who receive certificates for perfect attendance are in most cases also the students who receive recognition for high academic achievement. The awards for Academic Excellence and Perfect Attendance are given at our Awards Ceremony during the session following the achievements.

Skip Test: If students think they have been placed in the wrong level of proficiency, we offer the opportunity to take a “skip test”. To take the Skip Test, students must complete the following steps:

New Students

1. Take the Internexus Placement Exam.
2. During the first week of classes in the first week of a Term, ask the Academic Coordinator to take the Skip Test.
3. Academic Coordinator consults with teachers about the request.
4. Receive approval from the Academic Coordinator to take the Skip Test.
5. The Skip Test must be completed **before** the end of the first week of classes *in the first week of Session 1*.

6. No Skip Tests are given after the first week of Session 1.
7. A minimum score of 90% in each skill area of the Skip Test is required in order to skip a level of English proficiency and be placed in a higher level.

Continuing ESL Students

1. Have attendance of at least 17 days in each class (Grammar, Writing, Reading, Listening/Speaking) in each session of the previous term.
2. Have a cumulative grade of 74% (GPA 2.1) or better in each class (Grammar, Writing, Reading, Listening/Speaking) of the previous level.
3. Before the first week of Session 1, request and receive approval from the Academic Coordinator to take the Skip Test.
4. Complete the Skip Test on the first Monday of Session 1.
5. No Skip Tests will be given after the first Monday of Session 1.
6. A minimum score of 90% on each section of the Skip Test is required in order to skip a level of English proficiency.

Textbooks: You will receive your class textbooks on your first day of classes at Internexus. However, if you lose a textbook, you will have to pay Internexus to replace it.

Academic Probation: Upon failing a Term due to poor attendance and/or failing class grades in a level of English proficiency, a student will be notified via e-mail that he/she is on Academic Probation. Academic Probation means that in the Session following the failed Term, the student on probation is required to attend all class days and score 80% (GPA 2.7) or better on the final grade of Grammar, Reading, Writing, and Listening/Speaking.

If the student meets the requirements of Academic Probation, he/she will be taken off Academic Probation and be allowed to continue to attend in the appropriate level of English proficiency for the following Session.

If the student doesn't meet the requirements of Academic Probation, he/she will be dismissed from the Internexus Los Angeles ESL program and not allowed to attend the following session. At the student request, Internexus Los Angeles will assist the student in finding an ESL program in which to transfer. Upon successful completion of one session of a different ESL program, the students may request from the Academic Coordinator to be allowed to return to ESL classes at Internexus Los Angeles. The Academic Coordinator will decide the best course of action for the student to follow.

A student is only allowed to be on Academic Probation once in his/her ESL program at Internexus Los Angeles.

Plagiarism: Plagiarism is a serious offense. Here are reasons why NOT to copy others' work:

1. It is unfair to the true author.
2. The student will not learn anything.
3. The student will get a bad reputation with the teachers and other learners.
4. The student will lower his/her chances of getting into schools.
5. Teachers don't want to be the police.
6. The student will lose important references for important jobs.
7. The student could get fined.
8. The student could be dismissed from school.

The punishment for plagiarism can be VERY severe.

- **1st offense:** Student receives a zero on the assignment and may be ineligible to participate in related assignments or activities.
- **2nd offense:** Students receives a zero for that the class that session.

If a student continuously commits plagiarism, he/she may be placed in another level, asked to repeat a level or DISMISSED from the program (All based on teacher discussions with the Academic Coordinator).

Vacation: Vacation: After attending a complete Term (Sessions 1 through 3) a student is eligible for vacation of one session. All vacations must be discussed with the Student Services Coordinator, Academic Coordinator, and approved by the Center Director. Upon returning from a one-session vacation,

students must have a cumulative grade of 80% (GPA 2.7) or better in each class (Grammar, Writing, Reading, Listening/Speaking) in the two sessions they study. They are also required to take and pass Achievement Tests with 85% for the missed session. Students will need to schedule to take the Achievement Tests by the third Friday in the first session of their return. Students who take a vacation on Session 3 are required to take the Achievement Tests on the first day of Session 1 after they return.

Students who take a vacation for two or more sessions may be required to take a progress test on the first day of the session that they return from their vacations to measure their current level of proficiency.

The Academic Coordinator and the student will verify the student's level placement upon the student's return to the program.

Any student returning from vacation is required to attend the Study Skills Seminar the first session of their return to review material that they missed and to enhance their academic success.

Enrollment Agreement and Cancellation Policy: Every student of Internexus must read and sign the Enrollment Agreement and Cancellation Policy. Please see a copy of this form on the next page. After you have read this document, please talk to us if you have ANY questions about it. You must sign this document and give it to the Administrative Assistant. She /He will make a copy for you to keep and we will put a copy in your student file.

Tuition Refunds and Cancellation Policies

1. Tuition Refund Policy

Each 12-week Internexus program level consists of 48 days of instruction (4 days of instruction per week x 12 weeks). These are broken into three 4-week sessions. Each 4-week session has 16 instructional days (4 days of instruction per week x 4 weeks). Cancellations and refunds are based upon the number of days of instruction you have attended.

From the moment you enroll up through the first day of instruction, you are eligible for a full tuition refund minus any applicable non-refundable fees (application fees, shipping fees, etc.).

After the first day of instruction: If you cancel before you complete 60% of the program (29 days of instruction), you will be eligible for a refund of the unused portion of your tuition. Once you have completed 60% of the program (29 days of instruction), you are no longer eligible for any tuition refund

If you enroll for a shorter period of time (for example you enter at the start of the second session and then decide to withdraw, or were attending one of our short-term programs), we will calculate your refund amounts based upon the total number of weeks you were enrolled to study. For example, if you entered at the beginning of the second 4-week session, there would be 8 weeks of instruction left, consisting of 32 days of instruction. You would be eligible for a refund until you completed 60% (19 instructional days) of the program.

Important Note: For Intercultural, Language Plus, Exam and other specialty/package programs only : After 60% of the program has been completed, there will be no refunds and any unpaid balance is due immediately.

You must complete and submit a Course Withdrawal Form in order to qualify for a refund. This form is located in the Student Resources folder in your AStudent.Internexus@gmail.com google drive.

2. Housing Refund Policy

If you wish to cancel your housing agreement, you must give 30 days written notice. You will be charged a penalty of 1 month's housing fee, the remainder will be refunded to you.

To cancel your housing agreement, you must complete and submit a Housing Withdrawal Form. This form is located in the Student Resources folder in your AStudent.Internexus@gmail.com google drive.

3. Fees that are not refundable

Application fees, health insurance fees, etc.

Your Right to Cancel

You will receive any refunds due within 45 days of your withdrawal date.

If you start classes but decide to withdraw before completing 60% of their contracted number of weeks, you will be charged for the number of instructional days completed and given a refund for the unused days. All tuition discounts or special offers are dependent upon completion of the total contracted weeks of study.

How We Calculate Refunds:

Please note the amounts used here are for ease of demonstration only and may not reflect current tuition charges.

Example:

You enrolled in our 12 Week Intermediate English Program. Tuition for the 12 Week Program: \$1200. Number of days of instruction (5 days a week x 12 weeks): 60; Daily Tuition Rate(\$1200 divided by 60 day): \$20.

You decide to withdraw at the end of the first session (4 weeks of classes, 20 instructional days).

Number of days you have attended Internexus: 20

Daily tuition: \$20

Total tuition you will be charged: \$400

\$1200 (Full Program Tuition) - \$400 (Day of instruction you attended) = \$800 Refund

Note: The following only applies to US Citizens and Permanent Legal Residents

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against you, including applying any income tax

refund to which you are entitled to reduce the balance owed on the loan.

You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Enrollment Agreement

I certify that the information I supplied on my application form is correct.

I certify that I have received a copy of the school catalog.

I have received and I understand all of the program costs and fees for my program of study at Internexus.

I agree to pay all course fees by or on the first day of class. I am aware that I will have to pay a late payment fee of US\$25.00 per week for outstanding payments.

I understand that I will take a placement test after arriving at the Internexus Center. I will be placed in the best level for my ability based on those tests.

I understand that if I come on an I-20, I must attend Internexus for at least one session. To transfer legally to another school, I must have an I-20 or Letter of Acceptance from the new school.

I understand that I must have medical insurance during my stay at Internexus. I must show proof of insurance or I must purchase a policy recommended by Internexus at the time of registration.

Medical Authorization: If you are under 21, your parent or guardian must sign this section.

“I authorize qualified medical diagnosis and treatment of injury for the student below and authorize release of medical information for treatment and insurance purposes. I understand that I am responsible for medical expenses outside the limits of any applicable medical insurance and that preexisting health conditions are not covered by health insurance.”

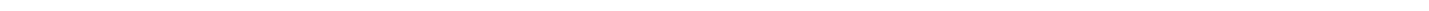
I understand and agree to all provisions as stated herein above.

Date _____

Signature of student (if 21)/parent/guardian

Name of Student (Printed): _____

Name of Parent/Guardian (if applicable): _____



11. Student Grievance Process

What to Do If You are Unhappy about Something at Internexus Los Angeles

At Internexus Los Angeles your success is our goal. Your feedback is welcome and we will always try to use your suggestions to improve our program and services.

The Academic ESL Program consists of:

Daily ESL classes, class schedules, level placement, instructors, textbooks, Academic Probation, Study Skills Seminar, LLL, Course Guidelines, Skip-Level Testing

If you ever become dissatisfied with something in the Academic Program, fill out an Internexus student complaint form and follow these steps accordingly:

1. Talk with your instructor. Instructors expect to hear from you with comments and questions.
2. Talk with the Academic Coordinator. The Academic Coordinator's job is to help you understand Internexus policies and procedures of the academic program and to accommodate your specific needs when possible.

Here are some examples: You are unhappy with the book selection, or you don't like your class schedule. The Academic Coordinator can help you with these types of issues.

Student Services consist of:

Planning for university study, medical insurance, driving information, information about banking, apartments, homestay, entertainment activities

If you ever become dissatisfied with something with Student Services, fill out an Internexus student complaint form and follow these steps accordingly:

1. Talk with your Student Services Coordinator. The Student Services Coordinator's job is to guide you in the resolution process.

Here are some examples: You don't like the planned activity, or you can't find any information about the university you want to go to. The Student Services Coordinator can help you with these types of issues.

Homestay consists of:

Living with a family, house rules, food, pets, smoking, expectations

If you ever become dissatisfied with something with your homestay, here are the steps to follow:

1. Talk with your Homestay Coordinator. The Homestay Coordinator's job is to guide you in the resolution process.

Here are some examples: You don't like the food your homestay family prepares, or you don't like the house rules. The Homestay Coordinator can help you with these types of issues.

Program Administration consists of:

Applications, transfers, enrollment, letters, transcripts

If you ever become dissatisfied with something in the Internexus office, fill out an Internexus student complaint form and follow these steps accordingly:

1. Talk with the Center Director or the Academic Coordinator. Their job is to ensure ease of student access.

Here are some examples: You have been waiting more than 2 business days for your social security letter, or you filled out an application for your friend, but haven't received a reply from Internexus. The Center Director or Academic Coordinator can help you with these types of issues.

You may submit your concern in writing when you fill out the "Student Evaluation Form". The Student Evaluation Forms are handed out in class at the end of each Term by the instructor. The instructor leaves the room while the students are filling out the forms. The forms have no place for a student's name. We encourage you not only to circle the numbers on the form, but "write something". You can comment on anything from your love of the textbook to suggestions on how to make Orientation better. Constructive criticism is best, but sometimes negative feedback is more to the point. After filling out the form (students are usually give about 10 minutes at the end of a class), you place your form in a large manila envelope. The last student to place his/her form in the envelope seals it. Students call the instructor back to the class. The instructor turns in the sealed envelopes (from several classes) to the Academic Coordinator. The Academic Coordinator reads the comments, sorts them into categories such as, class concern, office concern, multiple concerns, no concern, etc. and takes action that is necessary upon consultation with the Center Director.

Keep in mind that we want to make sure your experience is positive, so we will work hard to help you have a good experience at Internexus!

12. Student Services

Activities:

Each session there will be some social activities. Activities will provide opportunities for you to experience some of the cultural life in Los Angeles, as well as fun things you can do.

Typical activities include:

- Hiking
- Beach Volleyball
- Picnics in local parks
- Universal City Walk
- Los Angeles Dodgers Baseball Game
- Los Angeles Lakers/Clippers Basketball
- Premium Outlet Mall Shopping
- Volleyball
- Farmer's Market
- Mini-Golf
- Bowling

- *Monthly Activities Calendar.* We have a calendar of session activities available to all students on the student information system at www.jupitergrades.com and also at our website: la.internexus.edu. At Student Orientation and during Listening/Speaking classes, we will explain which activities are free, which activities have a fee (this activity will be optional), and which activities are not optional.□

Travel: You can travel INSIDE the United States during holidays, or at other times when there are no classes. You cannot miss English classes because you want to travel. If you would like to travel OUTSIDE the country alone, with friends, or even with your host family, the Internexus Center Director must sign your I-20 BEFORE you leave. If he/she does not sign your I-20, you may not be able to return to the United States. You must get the Center Director's signature on your I-20 every time you travel out of the United States. {Remember that an I-20 is valid for only one year.}

Transfers:

- *Transfer within Internexus.* If you want to see more of the United States, or if you just want to try a new place, you can transfer to any other Internexus center. All transfers must happen at the end of a session.□
- *Transfer outside Internexus.* If you would like to transfer to another ESL school, you must be doing good work in your classes (you must have at least an 80% (GPA 2.7) grade in your classwork), and you must be attending all your classes at least 80% of the time. If you are not doing these things, we cannot sign your transfer form and you must stay at Internexus until you are doing well in your classes (80%) (GPA 2.7) and have good attendance in all your classes.□

However, sometimes your instructors, the Academic Coordinator, and/or the Center Director may support your transfer. If you are dismissed from the language program for poor academic performance or poor attendance, the Center staff will assist you in transferring to another

program. We realize that sometimes a student needs a new atmosphere in which to learn English well.

Advising: The Student Services Coordinator will be your advisor at Internexus Los Angeles. The Student Services Coordinator will help you with any questions or problems you have. You just need to ask. During the second week of classes, you will answer some questions so that we know how you are doing at our Center. Then, every term, the Student Services Coordinator will make an appointment with you so you can talk about any questions or needs that you have. Remember that we want you to be satisfied at Internexus Los Angeles, and the Student Services Coordinator, Academic Coordinator, Instructors or Center Director can help you be satisfied.

Standardized Tests: Many students, especially graduate students, need to take standardized tests, such as the TOEFL, TOEIC, or IELTS. Ask the Student Services Coordinator to assist you in registering for these tests. At Internexus Los Angeles, we periodically offer courses to study the TOEFL, IELTS, and GRE. Sometimes these courses are offered as tutored or Super courses. Please ask the Academic Coordinator if you are interested in studying for standardized tests.

Course Evaluation: At the end of each Term, you are given the opportunity to voice your opinion about all courses, activities, administration, and instructors in our ESL program. We value any ideas or suggestions to make our program the best in the world! Each student receives an evaluation form. The forms are filled out in anonymity, so you may feel free to express your opinions about everything we do.

Student Identification (ID) Cards: You will receive an ID card for the University of Los Angeles on the first Friday of the session. You can use this card at the sports facilities on the university campus. The ID card can also be used to attend special entertainment events on the campus.

Facilities, Equipment and Supplies:

The Internexus office has facilities, equipment, and supplies available to you as well. The Internexus office has 5 classrooms. There is also a recreation room that is used for various purposes, including computers for students to use on their free-time. All of your textbooks are available at the Internexus office.

13. Accommodations

Homestay: If you are living with a host family, you must understand and follow host family rules. You should also know what the host family should do for you. You should have already received information about homestay. If you have any questions or concerns about your homestay, please speak to the Homestay Coordinator.

Apartments/Hotels: You must be 18 years or older to live in an off-campus apartment. If you are staying in an off-campus apartment, Internexus Los Angeles is not responsible for any problems that you may have. However, we will be happy to help you if you have problems in your apartment or with the apartment managers.

Transportation to and from Accommodations: If you live in a homestay, your homestay family will arrange your transportation. Homestay families in Los Angeles may drive you to the Center, or make arrangements for another homestay family to drive you to the Center. You are responsible for your own transportation if you live in an apartment

14. Additional Information

Here is a list of important information to make your new life a little easier.

Holidays:

You will receive a packet of information in Listening/Speaking class explaining the cultural significance of each American holiday. You are encouraged to use the information as a starting point for sharing cultural awareness with native language speakers. Our instructors use the information in the holiday packets in many ways. In addition to the observance of the holidays listed below, we also provide information to you about special days such as Valentine's Day, St. Patrick's Day, Mothers' Day, etc. We will observe the following holidays:

Date	Holiday
January 1	New Year's Day
3rd Monday in January	Martin Luther King Jr. Day
3rd Monday in February	Presidents Day
Varies	Good Friday
4th Monday in May	Memorial Day
July 4	Independence Day
1st Monday in September	Labor Day
4th Thursday and Friday in November	Thanksgiving Weekend
December 24 & 25	Christmas Eve & Christmas Day

Mail:

Probably the most important thing for you right now as you begin your language study in Los Angeles is how to receive mail from your family and friends. While you are at Internexus, your mailing address will be one of the following:

- If you live in a homestay, your family and friends can write to you at the address of the family.
- If you live in an apartment, your family and friends can write to you at the address of your apartment.
- In an emergency, you can use the Center's address. If you do this, give your address as follows:
 - > YOUR NAME
 - > Internexus Los Angeles Ø 400 Corporate Pointe, Suite 300
 - > Culver City, CA 90230
 - > USA

Even if it is not an emergency, you can receive your mail at the Internexus office. If you are not sure how to address a letter to another country, talk to the Student Services Coordinator.

If you receive mail at the Center, the Administrative Assistant will keep it for you and you can come to the Internexus office for your mail.

You can mail letters from the Internexus office.

- If you want to mail a package, you must go the nearest U.S. Post Office. The nearest Post Office is open Monday to Friday from 7:00am to 5:00pm. On Saturday and Sunday, the Post Office is closed.
- The Post Office address is: 51 E Jefferson St, Los Angeles, FL 32801 The Post Office website is: www.usps.com

Long Distance Bus Lines:

You can get Greyhound Bus from downtown Los Angeles to travel anywhere in the United States.

- The Greyhound website is: www.greyhound.com

Airport:

- The Los Angeles International Airport is located a few minutes South of our campus. It is the departure point for you to travel anywhere in the United States.
- The MCO website is: www.flylax.com/

Bicycles:

You can bicycle anywhere in the city of Los Angeles during all seasons.

You may be able to borrow a bicycle from your homestay family. Otherwise, you must buy a bicycle on your own. You may safely leave your bicycle at the Internexus office, chained to the bike rack. To see all the bike trails available in the Los Angeles area, go to www.mapmyride.com.

Cars:

Can I drive in the US with my foreign license?

Yes! If you have a valid driver's license from your home country. Check the date stamped on your I-94 card (usually stapled to your passport). For one year, beginning on that date, you may drive without an Los Angeles driver's license, but you must carry:

- Your valid license from your home country
- California does not recognize international drivers' licenses. .
- Your passport with I-94 card attached

When do I apply for an Los Angeles license?

You can apply for an Los Angeles license any time after you arrive. However, if you are driving on your foreign license, you should begin the process of getting an Los Angeles license no more than seven months after you arrive. You must be at least 16 years of age to get a learner's permit and 16 years of age plus 6 months in order to get a permanent license.

Where do I apply for an Los Angeles driver's license?

You apply at the local branch of the California Department of Motor Vehicles (DMV). Visit the DMV website at dmv.ca.gov.

What do I do first?

Get a copy of the California Driver Manual. The DMV provides copies for free. You can print out an electronic version by going to the DMV website at dmv.ca.gov

The driver manual has information about traffic laws, traffic signs, and other regulations that affect driving and owning a car in Los Angeles. When you apply for a license, you must take a written test. To pass the written test, you have to know the information in the driver manual. After you have studied and understand the rules in the manual, you are ready to take the written test.

When I am ready for the written test, what do I have to take to the DMV?

When you have studied the Los Angeles Driver Manual thoroughly, take the following items to the DMV:

1. Primary Document:

Valid Passport with Visa information and I-94 card attached.

2. Secondary Documents:

At least two of the following items:

Student ID card

Bank statement with name

Insurance card with name

Major credit or debit card

3. Proof of a mailing address in Los Angeles

Bank statement that shows name and mailing address

Utility bill for mailing address

Credit card bill for mailing address

4. Your social security card (with social security number).

If you are eligible for a social security number, then you cannot apply for a driver's license until you have your social security card. The Student Services Coordinator can help you determine whether you are eligible for a social security number, and can explain what you have to do to get that number. You get your social security number from the Social Security Administration, not from the DMV.

If you are not eligible to receive a social security number, you do not need the social security card. You must explain to THE DMV staff that you are not eligible for a social security number. The DMV will use the number on your I-94 card instead.

What will happen at the DMV?

You will take a number and wait. It is usually faster to go in the middle of the month, rather than in the first or last week of the month when the office can be very busy.

When your number is called, a staff member will look over your documents. If you do not need to have a social security number, the DMV will send copies of some of the documents to the office in Los Angeles for verification. If you have brought all the documents you need, you will then take a written test that requires you to answer fifty questions. Each question will provide four possible answers; you must select the correct one.

If you pass the written test, then you will take a vision test. If you need to wear glasses or contact lenses to pass the vision test, then your license will require that you wear these whenever you are driving.

If you have a social security number and have completed all the steps, THE DMV will issue the learner's permit. You will be charged \$9 for this permit. If you do not need to have a social security number, the DMV will send your documents and test results to the office in Los Angeles. You will receive a notice when you may go to get your learner's permit.

What do I do with a Learner's Permit?

The learner's permits allow you to drive a car as long as an adult, 21 years or older, with a permanent (not foreign) driver's license, is in the front seat of the car with you.

I have obtained my learner's permit. When can I get my license?

You must wait for 60 days after you get your learner's permit before you can apply for your permanent license.

After 60 days, if you have a social security number, then you can return to the DMV with your documents and apply for a road test.

If you do not need to have a social security number:

You will get a notice mailed to you. The notice will tell you whether the documents you submitted for the learner's permit have been accepted. If they have not been accepted, you should follow the directions in the letter.

If 60 days have passed and if you have received a notice that your documents are acceptable and if you are ready to take a road test to show how well you drive, then go to the DMV again and apply to get your permanent license. They will follow the same procedure that you followed when you received your learner's permit. You will take another written test. When staff have verified and approved your documents for a permanent license, THE DMV will send you a notice. You must have this notice before you can get your license.

When you have the notice and when you have waited 60 days, go back to the DMV and make an appointment for a driving test. Usually, you cannot get an appointment for the same day, so you will have to come back another day.

What does one do for a driving test?

Go to THE DMV at your appointment time. Be on time or you may have to make another appointment. You must have a car with a valid license plate to drive for the test (THE DMV does not provide a vehicle for the test). An official licensed driving examiner will sit in the passenger seat for the test. He or she will ask you to drive and tell you in which direction to go, where to turn, park, etc. The examiner will decide if you can handle the car safely (including parking), and if you know and obey driving rules. If you violate even one driving rule, you will fail the test. The driver manual describes this test. The driving test usually lasts for only 10 to 15 minutes.

If you pass the driver's test, the DMV will photograph you and collect some additional information, and a staff member will prepare your license. You can leave with your valid Los Angeles driver's license.

Other Rules of the Road

Can I buy a car?

You can buy a car if you have the money. If you have a permanent driver's license, and buy your car from a car dealer, the car dealer will give you a temporary license plate. That plate is good for a maximum of 30 days. You must register the car to get a new plate before the 30 days expires.

You must also show proof of automobile insurance coverage. It is against the law to drive a car without having insurance. Check the Internet under automobile insurance. You will find many companies and the types of insurance they offer. Contact the company of your choice to give them all the necessary information about your car. When you have done all of the above, go to the DMV. Be sure to bring:

- **Bill of Sale:**
This is a receipt that the car dealer gives you when you pay for the car.
- **Title and Registration Card:**
When you buy a car, the dealer sends information to THE DMV in Los Angeles. They send you title to the car as well as a registration card. If you have financed the car through a local bank, the title to the car will go to the lending institution, not to you. However, you will have a registration card.
- **Proof of Auto Insurance:**
You must have an auto insurance card or letter to verify that you have coverage on your automobile.
- **Social Security Card:**
If you do not have a social security card, take all your immigration documents including your passport and I-94.

When you get to THE DMV, take a number and when you are called, tell the staff member that you want to get a license plate (the same thing as registering a car). They will review your documents. You will have to pay a fee usually between \$25 and \$1000 – depending on the price you pay for your car and the model year of the car.

What if I need to rent a car for just a few days?

If you do not plan to buy a car and would like to have one for just a few days to go somewhere, you need to contact a car rental agency. As long as you can prove that you are a full-time student, are at least 25 years or older, and have a valid US or foreign driver's license with a picture ID, you are usually eligible to rent a car. You must purchase full automobile coverage for the vehicle either from an insurance agent, or from the car rental agency from whom you have rented the car. * Most major car rental companies are located at the Los Angeles International Airport. The following car rental companies are also located near Internexus Los Angeles:

- Hertz Rent a Car
hertz.com
- Avis Car Rental
avis.com

Can I lease a car for the whole time I am here?

Yes. If you are going to need a car for several months or even a year or more, but do not want to buy one, you can lease an automobile from a new car dealership. You will have to bring a letter from Internexus Los Angeles saying you are a full time student, your I-20 indicating your anticipated length of stay here at Internexus Los Angeles, and your valid US or foreign driver's license showing your picture ID. You will also have to purchase full coverage insurance on the car you intend to lease.*

***Note:** The information given is general. Different rental agencies and car dealerships may have other requirements. Be sure to call and check with them once you have decided on which agency or dealership you would like to rent or lease from.

Final Notes:

If you lose your learner's permit, then you must start from the very beginning and bring in all your documents again.

If you lose your permanent license, you must start all over again with the learner's permit.

If your license or permit is taken from you by a police officer, then you may have to wait awhile before being allowed to reapply. Again, you would start with the necessary documentation for a learner's permit.

If you need more information, go to the DMV website at: dmv.ca.gov

Social Security Number:

You do not need a social security number to buy a car or to drive a car. However, you must have a letter from the Social Security office waiving this requirement. You need a letter from Internexus to the Social Security office in order to get this waiver. Talk to the Administrative Assistant if you need this letter.

- Social Security Office address is 3760 S Robertson Blvd, Culver City, CA 90232

- Social Security Administration website is: www.socialsecurity.gov

Telephone Cards:

You will probably not need telephone cards unless you are a very short-stay student. You can use your cell phone to make calls. If you do need a telephone card, you may purchase them at most retail stores, such as Wal-Mart or Publix.

Fax Machine:

You may ask the Administrative Assistant if you need to use a fax machine. There is a machine in the Internexus office. There is a nominal charge for using the fax machine.

1st page: \$1.00

2nd page or more: \$0.50/page

Library:

You have access to the main Los Angeles Public Library or one of the branches near your home.

- To find the location nearest you visit: lacountrylibrary.org

15. Internexus Neighborhood Information

Local Entertainment: There are many fun things to do in the Internexus neighborhood. Speak with our Student Services Coordinator for information on visiting Disney World, Universal Theme Parks, Sea World, LegoLand, or one of the many other world-class attractions in Los Angeles. To discover more attractions and activities, go to discoverlosangeles.com

Shopping: Los Angeles has many shopping opportunities. This mall is very near Internexus Los Angeles.

Westfield Culver City

6000 Sepulveda Blvd,
Culver City, CA 90230

Food: There are dozens of great places to eat right outside the school building. Talk to our Student Services Coordinator about great places to eat that match your tastes and dietary restrictions. Visit discoverlosangeles.com for a list of great places right by Internexus Los Angeles.

Radio Stations: In Los Angeles, you can listen to a wide variety of radio stations. Visit <https://radio-locator.com/cgi-bin/locate?select=city&city=Los%20Angeles&state=CA> for a list of the top radio stations.

Measurements: The United States does not use the metric system. However, you can easily find conversion information between the metric and imperial (used in the U.S.) measurements on the Internet. Most Americans only know the imperial system, but are familiar with:

1 inch = 2.54 centimeters

1 mile = 1.6 kilometers

1 pound = .45 grams

1 gallon = 3.7 liters

You also will need to recognize the imperial system as used in the US:

12 inches = 1 foot

3 feet = 1 yard

16 ounces = 1 pound

4 quarts = 1 gallon

Temperature is measure in Fahrenheit degrees. 32 = Freezing (0 Celsius)

You can find easy conversion apps for your phone or go to the website: www.metric-conversion.org

The staff of Internexus Los Angeles in Los Angeles welcomes you to our Center. *Your* goal here is to learn English well and *our* goal is to help you to do so. If you have any questions, concerns, or problems for us, please let us know.

If you have suggestions on how we can improve the services we offer, please let us know this, too! Los Angeles and Internexus will be your home for the next few weeks or months. We want you to be comfortable in your new home. When you leave us to return to your country, or to go to university, we want you to have good memories of your stay with us.

Help us to help you be a success in learning English!