INTERNATIONAL ENGLISH LANGUAGE INSTITUTE
at HUNTER

Spring II 2016 Catalog

Learn English in New York City for Work, Study and Success!

/IELIatHunter

Updated: March 2, 2016
Do you want to perfect your English speaking skills for school or work? Perhaps you are looking to improve your conversation skills for social events. The International English Language Institute at Hunter College (IELI) offers classes to prepare students for the academic challenges of an American college or university, to sharpen English skills for business and to help build confidence speaking English.

The IELI offers full-time and part-time classes in order to:

- Prepare students to enter an American college or university.
- Develop accuracy for academic or business communication.
- Develop fluency and confidence in social and business situations.

**The IELI is located in the heart of Manhattan**

Our 68th Street main campus and our 94th Street Hunter College Campus Schools are located on the Upper East Side—close to public transportation, Central Park, shopping, restaurants, museums and theaters. Our Silberman Campus on 119th Street, is surrounded by the Jazz and Soul of multi-cultural Harlem. Our Brookdale Campus on 25th Street is just one stop away from Union Square 14th Street, near famous landmarks, such as the Flatiron and Empire State buildings, and a short train ride from bustling Times Square 42nd Street, where students can enjoy the sights and sounds of Manhattan. Whichever the campus, one thing is certain: You are sure to get a taste of the NYC life!

Our courses are affordable and convenient for your lifestyle. We offer daytime, evening and Saturday courses to meet your needs.

The IELI is the perfect complement to the offerings of Continuing Education Programs (CEP) at Hunter College. We invite all of you to take part in everything that Hunter has to offer. Visit www.hunter.cuny.edu/ceprograms to learn more about the CEP department.
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**Benefit of Completing our Program:**

*If you complete level 8 of the IELI and pass the Level 8 writing final, then you do not need to take the TOEFL exam in order to be admitted to any CUNY college (except Baruch).*

*Only applies to undergraduate programs.*
# Academic Calendar 2016-2017

## Programs

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<tr>
<th>Program</th>
<th>Spring II</th>
<th>Summer</th>
<th>Fall I</th>
<th>Fall II</th>
<th>Spring I 2017</th>
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<tr>
<td><strong>Day</strong></td>
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<td><strong>Certificate Programs</strong></td>
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<td>Professional English (Sat)</td>
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<td>Business English (Mon-Thu)</td>
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<td><strong>Saturday Integrated Skills</strong></td>
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<td><strong>July @ the IELI</strong></td>
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<td><strong>Winter/Summer Intersession</strong></td>
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**U.S.A. Holidays (No Classes):** 5/30, 7/4, 11/24, 11/25, 11/26, 12/24, 12/25

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## Registration Office Hours

**Hunter College**  
68th St. & Lexington Avenue,  
East Building 10th Floor, Room E1022  
Tel: (212) 772-4292  
Email: ieli@hunter.cuny.edu

**After 5pm:**  
In case of emergencies, please call  
(917) 346-1587

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[twitter.com/IELIatHunter](http://twitter.com/IELIatHunter)

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**Contact**  
[hunter.cuny.edu/iei](http://hunter.cuny.edu/iei) / IELI@hunter.cuny.edu / 212.772.4292
The Academic Skills Program’s supportive and challenging environment provides intensive English instruction in the skills required for success in American colleges or graduate programs. This program is ideal for anyone whose goal is to apply to an English-language university. Academic Skills classes run in 8 week cycles. Upon successful completion of one semester, the student will move up a level.

Note: Students that successfully complete Level 8 and the final writing exam will be waived from taking the TOEFL when entering any CUNY undergraduate program, except Baruch College.

The Academic Skills Program consists of the following:

**Grammar**
Grammar classes review grammatical structures that students have previously learned while introducing students to new grammatical rules of English. Students are taught to apply grammar rules in order to become more accurate in both written and conversational English.

**Academic Writing**
Writing classes are designed to help students develop and improve their written English in preparation for college-level writing. This is achieved through a process of revising and editing in which students learn the elements of effective essay writing: outlining, organizing and composing, as well as identifying their own grammar mistakes.

**Academic Reading, Vocabulary and Test-Taking Skills**
Reading, Vocabulary and Test-Taking Skills classes help students improve their reading comprehension and critical thinking skills by teaching them specific reading strategies. These include summarizing, skimming, scanning, paraphrasing, reading for inference, predicting and guessing meaning from context. These classes also help prepare students for test-taking. Vocabulary building is emphasized.

**Oral Skills**
Oral Skills classes give students the opportunity to practice their speaking and listening. Students will focus on academic, cultural, or work-related topics and themes. Discussions on various topics, role play, and presentations will be a key focus of these classes.
Register for our NEW Introduction to English courses for only $1500!

Introduction to English offers courses in Basic Grammar, Speaking, Writing and Reading. These specially designed courses will provide students with the elementary skills in the English sound, grammar and writing systems necessary to survive in an English social or academic environment. Classes focus around using English in real-life situations through individual and group activities.

**Introduction To English Grammar: BEGGR1**
Students will be introduced to basic grammatical structures through the use of practical simple phrases and expressions to help them with everyday English speaking and future academic work.

**Introduction To English Writing: BEGWR1**
Students will be introduced to the basic concepts of English writing necessary for everyday writing and academic work.

**Introduction To English Reading: BEGRV1**
This course will provide you an appropriate vocabulary for academic reading. Students will demonstrate comprehension of readings through class discussions.

**Oral Skills: 1AO1**
Oral Skills classes give students the opportunity to practice their speaking and listening. Students will focus on academic, cultural, or work-related topics and themes. Discussions on various topics, role play, and presentations will be a key focus of these classes.

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**SPRING 2016 SPECIAL PROMOTION FOR PART TIME STUDENTS:**
Choose any 3 subjects out of the 4 language skills that the IELI offers for $1500

This promotion cannot be combined with any other discount.
Academic Skills Program

Daytime Classes

Academic Skills - Daytime (DAY/FULL)
18 Academic Hours per week for 8 weeks/ Tuition: $2000  Levels: Beginner-8

Daytime Academic Skills classes offer courses from beginner through advanced levels. These classes focus on reading, writing, grammar, and oral skills for a total of 18 academic hours per week for Full Time students. We also offer various advanced level Full Time courses. Daytime classes can also be taken on a part time basis if space allows.

Daytime Academic Skills offers:

Levels Beginner-8: Reading, Writing, Grammar and Oral Skills.

Writing Exam: All students will take the IELI Final Writing Exam at the end of each semester.

Oral Exam: Students in Levels 4 & 6 will take the Oral Proficiency Test at the end of each semester.

Additional options for advanced students in Levels 7 & 8:

Advanced American Theater or Literature (AV1): The class is highly interactive and requires both individual and teamwork. Students will read and analyze the play or novel for symbolism, meaning and acting interpretation.

• Introduction to American Literature and Film: Advanced level students will read and analyze the book, then see and discuss the companion work on film/DVD. College level reading, writing, grammar and oral skills are incorporated into all coursework. Students will research the author, director, actors, themes and cultural settings and, as a final project, they will present their findings in a Film Forum. This course is offered during our Fall II and Spring II semesters.

• Introduction to American Theater: The American theater course will introduce advanced level students to an American play, a celebrated American playwright and the film version of this masterpiece. The grand finale will be a real stage performance. This course is offered during our Fall I, Spring I, and summer.

Certificate in Business English (BEC/HLD): This certificate program, designed for advanced ESL students, provides an understanding of the financial decision-making process and insights into how financial markets function. The courses will include basic financial English terminology and best practices for business. For more information, please see page 11.

TOEFL Preparation (TOEFULL)  See page 9.

Placement Exam
Fee: $50
(Includes registration fee / non-refundable)

Schedule your test and register online now!
www.hunter.cuny.edu/ieli

*One academic hour is equal to 50 minutes  *Dates and fees subject to change
Academic Skills - Evening (EVE/FULL) Levels: 3-8
Full Time: 18 Academic Hours per week for 8 weeks/ Tuition: $1800
Part Time: 4.5 Academic Hours per week for 8 weeks/ Tuition: $600 per skill

Evening Academic Skills classes offer a standardized schedule. These classes are ideal for anyone whose goal is to apply to an English-language institution for college, graduate, and professional programs. Students in Levels 3-8 take classes in reading, writing, grammar and oral skills. Evening classes can also be taken on a part-time basis.

Evening Academic Skills consist of the following classes:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday and Wednesday</th>
<th>Tuesday and Thursday</th>
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<tbody>
<tr>
<td>5:35pm–7:30pm</td>
<td>Understanding English Grammar (EVE/ASGR)</td>
<td>Academic Writing (EVE/ASWR)</td>
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<tr>
<td>7:40pm–9:35pm</td>
<td>Oral Skills* (EVE/ASCW)</td>
<td>Academic Reading, Vocabulary &amp; Test-Taking Skills (EVE/ASRV)</td>
</tr>
</tbody>
</table>

*Oral Skills
Understanding and Practicing English Conversation (ASECW3) Levels 3 & 4
This course has been designed to benefit students who want to build their communication skills. Universities and jobs require individuals to communicate ideas and opinions effectively, in spoken and written language; however, due to lack of confidence, language learners face great amount of fear before they can express themselves in front of others. In this class, students will explore the methods in delivering ideas correctly and effectively by understanding the communication methods, language and culture.

Let's Chat (ASECW4) Levels 5 & 6
This course will help students gain confidence and accuracy in spoken English. Each week students will express their opinions and reactions to contemporary topics and issues. In addition, students will practice pronunciation of English vowels and consonants. In this class students will practice speaking and gain confidence, improve pronunciation through focused attention to specific sounds, increase vocabulary and grammatical accuracy, and improve comprehension.

Life in the 21st Century (ASECW5) Levels 7 & 8
In this class, students will improve their listening and speaking skills by exploring and discussing various current topics that are relevant to their lives. Students will increase confidence in spoken English, become better conversationalists, build vocabulary and improve pronunciation through accent reduction.

Placement Exam Fee: $50 (includes registration fee /non-refundable). Schedule your test online!
www.hunter.cuny.edu/ieli

Special ‘Part Time’ Promotion: Register for 3 classes for only $1500 or Register for two classes and receive a 10% discount.

Evening levels are combined:
Intermediate (Level 3 & 4)
High Intermediate (Level 5 & 6)
Advanced (Level 7 & 8)
Our TOEFL iBT Preparation Classes prepare students for all sections of the test: Reading, Writing, Listening, and Speaking

Skills and Practice for the TOEFL iBT* (TOEFULL)
Option A: 18 Academic Hours per Week for 4 weeks (Evening)
Option B: 18 Academic Hours per Week for 8 weeks (Daytime)
Levels: 7-8

These classes are designed to teach the language skills and test-taking strategies needed to achieve a competitive score on the reading, writing, listening, and speaking segments of the TOEFL iBT. Students will take practice TOEFL tests to become familiar with the exam. They will then analyze results to find areas to improve using the skills learned. Note: Students from level 6 can take the full time TOEFL program with special permission.

<table>
<thead>
<tr>
<th>TOEFL iBT</th>
<th>Option A: 4 weeks</th>
<th>Option B: 8 weeks</th>
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<tbody>
<tr>
<td>Hours</td>
<td>72 hours Evening</td>
<td>144 hours Daytime</td>
</tr>
<tr>
<td>Time</td>
<td>5:35-9:20pm Mon-Thu</td>
<td>Between 8:50am-2:50pm Mon- Fri</td>
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<tr>
<td>Spring II 2016 Dates</td>
<td>Apr. 11- May 5</td>
<td>Mar. 28- May 20</td>
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<tr>
<td>Registration Fee</td>
<td>$25</td>
<td>$25</td>
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<tr>
<td>Tuition</td>
<td>$1000</td>
<td>$2000</td>
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<tr>
<td>Total</td>
<td>$1025</td>
<td>$2025</td>
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TOEFL iBT:* 36 Hours
Part Time/Tuition: $600

This class will help prepare students for the TOEFL iBT test. Students will learn how to listen for main ideas, details, function, and inferences. Students will learn how to compare and contrast information in the integrated skills section. TOEFL-level vocabulary will be learned in context.

Saturdays/ 7 weeks (TOEFPAR/2) Levels: 5-8
Time: 9:00am- 1:30pm
Dates: Apr.9- May 21

*Students planning to take TOEFL classes are required to take the placement exam.
Professional English Certificate* (SATURDAY)
Certificate: $1300; Individual Courses: $550 each/ 5 weeks
Levels: Advanced, 6-8

The Professional English Certificate is designed for professionals who are seeking to perfect and polish the English language skills they need at work. The program focuses on three areas of language competency: writing, pronunciation/speaking, and grammar. All courses meet Saturday mornings. The certificate is ideal for professionals with limited time who feel they can benefit from improving their accuracy and efficiency in communicating in English.

The schedule runs for 15 weeks. Each class runs for 5 weeks with 4 hours of class time per week.

Classes will concentrate on:

Pronunciation for Professionals (PECADRV)
Students learn to identify their pronunciation difficulties and increase their accuracy in producing more native-like American English. This class will also focus on producing appropriate rhythms, intonation and stress in conversational English.
Sat.12:30pm-4:30pm (Feb. 6 - Mar. 5)

Grammar for Professionals (PECADGR)
Students will review advanced level grammar which will help them to improve their overall written and spoken accuracy in order to function more efficiently and feel more secure in a business environment.
Sat.12:30pm-4:30pm (Mar. 12 - Apr. 9)

Writing for Professionals (PECADWR)
Students will analyze, practice and improve their skills in written business communication, including business letters, reports, memos, summaries, email messages, and meeting minutes, while reviewing and correcting necessary English grammar.
Sat.12:30pm-4:30pm (Apr. 16 - May 14)

*Oral interviews are required for the Pronunciation course, and placement exams are required for the Writing course and Grammar course. Prospective students in need of an oral interview should email the IELI at ieli@hunter.cuny.edu to schedule a phone interview and must provide a phone number where they can be reached. Students administered the placement exam must place at level 6 for entry.
Certificate in Business English (BEC/HLD) $2000

This certificate provides an understanding of the finance decision-making process and insights into how financial markets function. The curriculum provides an integral part of the education for students seeking finance positions in financial institutions, industry, government or nonprofit institutions. Courses in finance are divided into financial planning and taxation categories. The courses will include basic financial English terminology and best practices for business. This certificate program is only open to non-degree adult students and requires a high level of English fluency. Students must be level 8 or must have completed the equivalent of ENG 101-102.

Certificate Course Descriptions:

Financial Planning, Budgeting & Management (BECPBM): This comprehensive course is designed to enhance knowledge of accounting and finance for business. It focuses on a student's ability to understand basic accounting principles including transactions and financial statements that include the balance sheet, cash flow and income statement. In addition, students will learn forecasting formulas and decision analysis, and specific factors to be analyzed for control and performance evaluation including: revenue, cost & break even analysis, budgeting, overhead cost allocation and operational efficiency. Students will be introduced to the components of a business plan and the basics of marketing a business.

Mon. & Wed, 9:30am-12:30pm (Mar. 28 - May 18)

Financial Decision Making & Banking (BECDMP): This comprehensive course is designed to help students understand how to interpret and analyze financial statements. Topics include: cash flow statement preparation & reconciliation as the life force of a business; understanding how to identify types of risk, assets vs. liabilities, receivables & sales; and pricing, cost-volume-profit and analytical procedures to determine appropriate business decisions. Finally, the course will explore the banking industry and the necessary statements to secure lending.

Tue. & Thu, 9:30am-12:30pm (Mar. 29 - May 19)

Accounting (BECACCT): This course is designed to develop the students’ abilities to understand business transactions and financial statements and determine the most appropriate financial measures for those events. There is an investigation of underlying rationale for accounting practices and an assessment of their effectiveness in providing useful information for decision-making. Emphasis is placed on accounting practices including corporate financial position, operating results, cash flows, manager performance and financial strength. Required Text: Financial Accounting, Spiceland, Thomas, Herrmann, Second Edition.

Wed. 5:30pm-7:30pm (Mar. 28 - May 25)

Taxation (BECTAX): The purpose of this course is to develop, on a sound conceptual base, a basic understanding of federal income taxation to provide tools for a practical application to business and nonbusiness situations. This course includes such topics as capital asset and property transactions, business and personal deductions, depreciation, depletion, accounting methods and periods, retirement plans, tax credits and the alternative minimum tax system. While the emphasis is on business income of individuals, the course also provides an introduction to the taxation of corporations and partnerships. During the fall semester, the students are required to enter the annual tax tournament scheduled for late November. Students in the spring semester are required to complete a group take-home project similar to the tax tournament case study.

Wed. 7:40pm-9:40pm (Mar. 28 - May 25)

For more course information, please visit: https://www.hunter.cuny.edu/ieli/programs/BEC
Saturday Integrated Skills Program- (SAT/MOR) $399/ 7 weeks

These Saturday morning classes focus on integrating reading, writing, grammar, vocabulary, and listening/speaking skills in order to help students develop and solidify the language skills they need socially, in the workplace, for study in the future, and in everyday situations common to life in New York.

Spring II 2016: 9:30am-12:00pm, Apr. 9- May 21
Summer 2016: 9:30am-12:00pm, Jun. 11- Jul. 30

Intermediate Levels 3 & 4 | High Intermediate Levels 5 & 6 | Advanced Levels 7 & 8

Winter and Summer Intersession- January/August

These short, part time classes are designed to help students increase their fluency in reading, writing, speaking and listening. Course materials will provide support for students to practice and refine their abilities. There will be no tests or grades (pass/fail only). Instead, all of the time will be used for extensive practice of the language. Enrollment is limited. 9-15 students per class.

Visit our website for more information: www.hunter.cuny.edu/ieli/programs/intersession-programs

July@theIELI

Spend your summer soaking in the sun and sights of New York City! July@theIELI is an intensive summer program for students with 4 hours of daily instruction and weekly cultural adventures in NYC with the IELI. Classes will include instruction and practice for improved speaking, listening, reading and writing.

Trips to points of interest in New York City add a fun element to this summer program. Included in our program are a boat ride and a Broadway Musical. Immerse yourself in the English Language and NYC living this summer!

Visit our website for more information: www.hunter.cuny.edu/ieli/programs/JulyatIELI

IELI Online

The IELI will soon introduce IELI ONLINE CLASSES. Students who enroll for an online course will not be required to come to campus. These classes are ideal courses for students who want to improve and review their English language skills. Students will use various types of technology and should make sure their computer meets certain technical requirements before enrolling in the course(s). These courses will be taught in English.
How to Become an IELI Student

To become a student at the IELI is easy! Just follow these three steps.

Step 1:
Choose a program

- Academic Skills: Daytime, Evening
- Academic Skills: Introduction to English
- Professional English Certificate
- Certificate in Business English
- Saturday Integrated Skills Program
- TOEFL Preparation
- Intersession
- July@theIELI

Step 2:
Register for classes. Visit the link below for online registration.
https://ielireg.hunter.cuny.edu/cers.aspx

Step 3:
Schedule your placement exam. Visit the link below to schedule your test.
http://www.hunter.cuny.edu/ieli/pressroom/events/placement-exams

Note: You may register for the placement exam without registering for classes. The placement exam fee is $50 and is non-refundable.

Visit https://ielireg.hunter.cuny.edu/cers.aspx and use course code TEST to register.
How to Apply to the IELI as a Full Time International Student

In order to apply for the I-20 form required for your visa application, the following steps must be taken:

Note: ‘IELI at Hunter College’ does not issue visas, only the I-20 form.

1. **Application:**
   Print the application for the program and complete it legibly. Do not forget to sign the application and register for the corresponding semester.
   - [Abroad-Application](http://www.hunter.cuny.edu/ieli/repository/files/Abroad-Application)
   - [Transfer-Application](http://www.hunter.cuny.edu/ieli/repository/files/Transfer-Application)

2. **Collection of documents:**
   Submit a valid copy of your passport, make sure all information is visible. If you plan to travel with your spouse and/or children, a copy of their passport(s) and financial information must be provided as well (note: passports must be valid for at least six months).

3. **Payment information:**
   A payment of $2,275 is required to process the application: $2000 (first semester tuition), $200 (application fee and placement exam), $25 (registration fee), $50 (international express mail fee). If your visa is denied, application fee and registration fee are non-refundable. Submission of the application must be done approximately five (5) weeks before the start of the session. Payment for each session must be paid before classes begin. To pay with a credit card, visit the following webpage: [https://ielireg.hunter.cuny.edu/cers.aspx](https://ielireg.hunter.cuny.edu/cers.aspx). Bank check or money orders made to the order of ‘Hunter College-IELI’ are also accepted.

4. **Verification of Sponsor and Funds:**
   Verification of funds ($20,000 USD) must be submitted in the form of a bank statement or letter issued by a bank. The name on the bank statement/letter must match the sponsor document (Affidavit of Support). This document must not be older than 90 days. These must be originals, translated into English, and with the stamp/seal or signature from the bank.

5. **Interview:**
   If your I-20 has been approved, contact the embassy or consulate of the United States in your country. Once you receive your I-20 form, be sure to have all the information and documentation required by the embassy or consulate at the time of the interview.

   *If you are a current F-1 student transferring into the IELI, please disregard all ‘interview’ information.

Note: Applications will not be processed until all original documents listed above are received. In order for international students to study full time, an F-1 student visa is required, unless the student has residency. Applicants must be 17 years or older.

Need help? Contact: ieliss@hunter.cuny.edu
Website: [http://www.hunter.cuny.edu/ieli/IELI-ISO](http://www.hunter.cuny.edu/ieli/IELI-ISO)