



COMMUNITY IMPACT
at Columbia University



Jobs and Education Empowerment Project (J.E.E.P.)
English for Speakers of Other Languages (ESOL)

ESOL Student Orientation Guide

= Summer 2015 =

The following is important information that you will need to succeed this semester.

Community Impact at Columbia University
105 Earl Hall, 2980 Broadway
New York, NY 10027
212.854.1492



www.facebook.com/ESOLatCommunityImpact

Welcome to the Job and Education Empowerment Project's (J.E.E.P.'s) English for Speakers of Other Languages (ESOL) Program at Community Impact. This guide is meant to supplement the information you will be receiving during the first day of class. At Orientation, students will receive their class placements with details about their room assignments and textbooks. Finally, students will receive important information concerning the program and services available through other Community Impact programs and initiatives.

Attendance Policy

Attendance for the first two days of classes is mandatory. You will not be enrolled in the program if you do not attend these classes!

- We do not tolerate tardiness. You are expected to be at class on time every day. Be advised: teachers will not tolerate disruptions and are allowed to deny students entry into the classroom after 15 minutes from the start of class. This means you may not be allowed to participate in class if you are late.
- Students are expected to attend all classes. Plan on attending 4 days per week for the 12 weeks of the program.
- Please schedule appointments, etc. around your class schedule.
- Students are allowed three unexcused absences per semester. Excused absences are illnesses and family emergencies. All absences require written documentation, such as a doctor's note, in order to be excused.
- If you have more than three unexcused absences, you must speak with an ESOL Coordinator and you may be asked to leave the program.
- If you know that you cannot commit to this attendance policy, we ask that you not enroll in the program until your schedule permits it.

Level Assignments

Students will receive level placement on the 1st day of orientation based on their placement test or final exam scores. The ESOL staff aims to place students in the class that is best for them. You must attend the class which you are assigned for one week. Students will not be allowed to change levels without teacher recommendations and there will be no level changes after midterms. Any level changes must be approved by an ESOL Coordinator. If you do not attend the level to which you are assigned, you may be asked to leave the program.

What is expected from me?

Respect

This is an adult program. We expect and require our students and staff to treat one another and their surroundings with respect.

- This is a diverse program—students have many different views, beliefs, opinions, and abilities. You don't need to agree with everyone, but you do need to respect them.
- Classes are a safe space. Personal attacks or insults will not be tolerated.
- In the event that a disagreement arises, we expect students to conduct themselves appropriately by seeking out a staff member (ESOL Coordinator) to help resolve the situation. Any escalation (i.e. arguing, shouting, etc.) will not be tolerated and may result in a student being asked to leave the program.

Participation

Teachers, tutors, Coordinators, and Program Specialists are here to help, but your success depends on you. The more work you put into your education—in classes and at home—the more you will get out of it! You are expected to be an active participant in class.

Communication

- We expect every student to be able to communicate with teachers and staff.
- When you registered for the program, we asked for your phone number and/or an email address. Please let an ESOL Coordinator or Specialist know if your number changes, or is out of service.

Textbooks

In order to participate fully in your classes and complete your homework, you must buy your textbooks by the end of the first week of classes. Books can be purchased at the Columbia University / Barnes & Noble Bookstore at 2922 Broadway (at 115th St). The bookstore is open Monday through Friday from 9am – 9pm, Saturday and Sunday from 11am – 6pm. Students should wait to know their class placements before purchasing textbooks, as different levels use different textbooks. Students must purchase the correct edition of the textbook. If you have not purchased the book, you may be asked to leave the program. Please purchase one of the following book packages according to your level assignment:

Level 1: Future Student Book with Practice Plus CD-ROM and Workbook Package
Level 1 - ISBN: 9780132455817

Level 2: Future Student Book with Practice Plus CD-ROM and Workbook Package
Level 2 - ISBN: 9780132455848

Level 3: Future Student Book with Practice Plus CD-ROM and Workbook Package
Level 3 - ISBN: 9780132455831

Level 4: Future Student Book with Practice Plus CD-ROM and Workbook Package
Level 4 - ISBN: 9780132455794

Level 5: Future Student Book with Practice Plus CD-ROM and Workbook Package
Level 5 - ISBN: 9780132455824

Pronunciation: To be announced the first day of class

Writing Seminar: To be announced the first day of class

Students with Disabilities

Community Impact is an equal opportunity employer. Auxiliary aids and services are available on request to individuals with disabilities. Phone number for the hearing impaired: TDD/TTY 1-800-662-1220. Columbia University Disability Services phone number: General information (212) 854-2284

How can I get the most from my class?

- Take Notes
- To get the most out of your class, it is important to take notes. You are expected to bring a notebook and pen or pencil to class every day.

Homework & Studying

Learning does not end when you leave the classroom. In order to succeed, you must complete your homework and study your materials.

- You are expected to complete any homework that your teachers may assign. Your teacher assigns the work to help you better understand the material. If you have trouble, your teachers are here to help.
- Reading through material once is often not enough to fully understand it. It may help to re-read at home what you covered in class that day—both the textbook chapters and your notes.
- When you re-read at home, take note of anything that you don't understand so that you can discuss it with your teachers and fellow students later on.

How can I get the most from other J.E.E.P. programs?

J.E.E.P. offers many programs that might help you to achieve your goals whether you are completing your TASC, finding a job or enrolling in additional post-secondary education (college or additional job training). With that in mind, we ask our students to think carefully about their short-term and long-term goals while they are at Community Impact and seek out counselors from the programs listed to receive the guidance and support they need to reach those goals. Students are always welcome to talk to the ESOL staff about their education plans – we are here to help you get where you want to go!

TASC Classes:

TASC classes help adults achieve high school equivalency diplomas and move on to college and employment. Volunteers teach classes in the subject areas of the **TASC exam**: Literature, Writing, Mathematics, Science and Social Studies.

TASC Program Coordinators:

Telephone: 212.854.1492

Job Road:

The Job Road program offers free career counseling and job search help. If you are looking for a job, or want to find a better career, Job Road is a great place to start!

- A counselor will be able to meet with you one-on-one to help you improve your resume, practice your interview skills, and help you find a job, internship, or training program.
- To schedule an interview, call 212.854.6247 and leave a message with your name and contact information

Job Road Coordinator:

Amanda Brzezowski Email: amandab.jobroad@gmail.com
Telephone: 212.854.4500

College Road:

The College Road program offers free college counseling sessions to students who are planning to further their education after getting their TASC. If you want to continue your education, you'll want to talk to the College Road Coordinators!

- The College Road Coordinators will help you find a school that suits your needs, and will help you through the application and financial aid process.
- To schedule a meeting, or for more information, call 212.854.1492

College Road Coordinator:

David Kim Email: david.college.ci@gmail.com
Telephone: 212.854.4500

What if I have a problem or questions?

Questions about class

If you have questions about the material you are learning in class, please talk to your teacher. Teachers are here to help you learn, and will often be able to talk with you after class or during breaks to help clarify things for you.

Questions about the program

If you have a problem, issues with peers or volunteers, or a question that your teacher can't answer, please feel free to talk to an ESOL Specialist or Coordinator. They are here to help you get the most out of your program! Specialists and Coordinators can be reached in person (105 Earl Hall), by phone (212.854.1492) or by e-mail. (See contact information on page)

Why am I here, anyway? The J.E.E.P. Philosophy

The Educational Philosophy for the Adult Education programs at Community Impact is not only to give adult learners the academic skills to meet the immediate objective of improving your English, but to go beyond that to develop skills and strategies that will make you:

- A life-long learner.
- Prepared and eager to continue on to additional training or education.
- A productive, engaged, self-sufficient member of society.
- Better equipped to compete in the workplace.
- A more involved, better-informed family and community member.

The staff, teachers, and tutors in the J.E.E.P. program are here to work with you. As peers and fellow members of the community, they are dedicated to helping you build the analytical and critical thinking skills needed both in your class and in whatever path you take after taking the ESOL course – whether that is a career or continued education.

ESOL Program Contact Information

ESOL Program Coordinators:

Jose M. Flores	Email: jose.flores@communityimpact.columbia.edu
Ricardo Bustamante	Email: ricbustamante.ciesl@gmail.com
Jennifer Sluka	Email: jennifersluka@gmail.com

All ESOL Coordinators can be reached by telephone at 212.854.1492

ESOL Teacher Coordinator:

Justine De Peralta	Email: justinedeperalta.ci@gmail.com
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Spanish TASC Coordinator:

Jose M. Flores	Email: jose.flores@communityimpact.columbia.edu
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Community Impact staff members can be reached in person in the office at 105 Earl Hall, 9am – 5pm, Monday through Fridays or by phone (212-854- 1492). Please see them first to address any issues or concerns you may have.

J.E.E.P. & Community Impact Contact List

April Frazier

J.E.E.P. Coordinator for ESOL, Evening TASC, College Road, and Spanish TASC
E-mail: afrazier4285@gmail.com Phone: 212.854.0733

Rendolph Walker

J.E.E.P. Coordinator for Workforce, AM TASC, Satellite TASC, and Tutoring
E-mail: rwalkerci@gmail.com Phone: 212.854.0733

Jeffrey Zeiler

J.E.E.P. Coordinator for Job Road and Computer Training
E-mail: jz2208@columbia.edu Phone: 212.854.4500

Sandy Helling

Director of Programs - serves as the J.E.E.P. Director.
E-mail: sh18@columbia.edu Phone: 212.854.9621

Sonia Reese

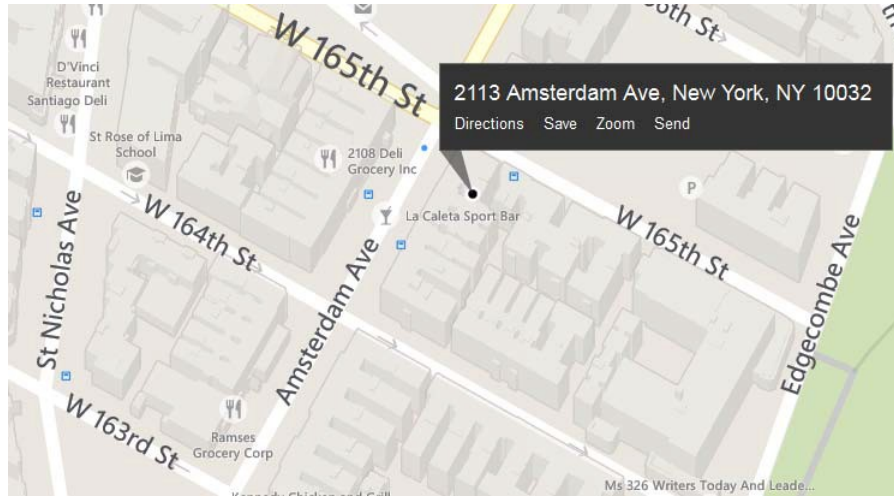
Executive Director – serves as the Director for all CI programs

Summer 2015 Calendar

June 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
8 First day of classes	9	10	11	12 NO CLASSES ON FRIDAYS
15	16	17	18	19 NO CLASSES ON FRIDAYS
22	23	24	25	26 NO CLASSES ON FRIDAYS
29	30	1	2	3 NO CLASSES ON FRIDAYS
July 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
6	7	8	9	10 NO CLASSES ON FRIDAYS
13	14	15	16	17 NO CLASSES ON FRIDAYS
20	21	22	23	24 NO CLASSES ON FRIDAYS
27	28	29	30	31 NO CLASSES ON FRIDAYS
August 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 NO CLASSES ON FRIDAYS
10	11	12	13 Last Day of Classes	14 NO CLASSES ON FRIDAYS

Where do I attend classes?

Community League of the Heights (CLOTH) Technology Center, 2113 Amsterdam Avenue, New York, NY 10032



Columbia University's Campus

