Table of Contents

General Information ........................................................................................................................................... 5
ALI Mission Statement ........................................................................................................................................ 5
ALI People .......................................................................................................................................................... 6
ALI Website ...................................................................................................................................................... 6
Important Phone Numbers ................................................................................................................................. 6
Academic Calendar ........................................................................................................................................... 6
Email / UserID .................................................................................................................................................. 6
Campus ID/UMKC One Card ............................................................................................................................. 6
Pathway (Understanding Holds) ....................................................................................................................... 7
   ISAO Holds .................................................................................................................................................. 7
   Cashier's Holds .......................................................................................................................................... 7
   ALI Holds ................................................................................................................................................... 8
   Blackboard ............................................................................................................................................... 8
Educational System Differences .......................................................................................................................... 9
Course Syllabi ................................................................................................................................................... 10
   What is a Syllabus ...................................................................................................................................... 10
   How to Use a Syllabus ............................................................................................................................... 10
Classroom Etiquette ........................................................................................................................................ 10
   Values Americans Live By, by L. Robert Kohls (1984) ........................................................................... 10
   Respect ....................................................................................................................................................... 11
   Attendance ................................................................................................................................................ 11
   Time in U.S. Culture ................................................................................................................................. 12
   Grades ......................................................................................................................................................... 12
   Academic Honesty and Plagiarism .......................................................................................................... 12
   Communication ........................................................................................................................................ 12
ALI Policies ..................................................................................................................................................... 13
Placement Procedures ..................................................................................................................................... 13
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Appeal a Placement</td>
<td>13</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>14</td>
</tr>
<tr>
<td>Making Satisfactory Progress in Your Studies</td>
<td>14</td>
</tr>
<tr>
<td>Assessment</td>
<td>15</td>
</tr>
<tr>
<td>How Progress is Monitored</td>
<td>15</td>
</tr>
<tr>
<td>Homework and Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Promotion to the Next Level</td>
<td>15</td>
</tr>
<tr>
<td>Successfully Finishing the Program</td>
<td>15</td>
</tr>
<tr>
<td>How to Appeal a Grade</td>
<td>15</td>
</tr>
<tr>
<td>How to File a Complaint</td>
<td>16</td>
</tr>
<tr>
<td>Summer Semester Intensity</td>
<td>17</td>
</tr>
<tr>
<td>Returning on Time for the Following Semester</td>
<td>17</td>
</tr>
<tr>
<td>Understanding Immigration Regulations</td>
<td>17</td>
</tr>
<tr>
<td>Housing</td>
<td>18</td>
</tr>
<tr>
<td>Housing Options</td>
<td>18</td>
</tr>
<tr>
<td>How the ALI can Help</td>
<td>18</td>
</tr>
<tr>
<td>How to File a Complaint</td>
<td>18</td>
</tr>
<tr>
<td>Other Resources</td>
<td>19</td>
</tr>
<tr>
<td>Cashier's Department</td>
<td>19</td>
</tr>
<tr>
<td>Childcare</td>
<td>19</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>19</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>20</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>20</td>
</tr>
<tr>
<td>Food (Where to Eat)</td>
<td>20</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>20</td>
</tr>
<tr>
<td>ISAO</td>
<td>20</td>
</tr>
<tr>
<td>Library</td>
<td>20</td>
</tr>
<tr>
<td>Parking</td>
<td>21</td>
</tr>
</tbody>
</table>
General Information

ALI Mission Statement

The Institute’s mission is to offer comprehensive English-as-a-Second-Language (ESL) instruction for academic, personal or professional purposes as well as language acquisition and cross-cultural classes and seminars. In addition, the Institute aims to provide students with an understanding of U.S. culture and values, particularly within the educational environment, while acknowledging and valuing students' own cultures and languages.
**ALI People**
Director: Monica Mingucci, Ph.D.  816-235-5399
Associate Director: Adam Shoemaker  816-235-5436
Academic Advisor: Lara Tenbarge  816-235-5405
Housing Coordinator: Fran Golden  816-235-2594
International Student Liaison: April Stratman  816-235-1149

**ALI Website**
Umkc.edu/ALI.

**Important Phone Numbers**
UMKC – Main Number  816-235-1000
ALI Main Office  816-235-1233
ISAO  816-235-1113
Campus Police  816-235-1515
Police Emergency  911
Call Center (computer help)  816-235-2000

**Academic Calendar**
ALI Semester Calendar:  UMKC.edu/ALI/news_events.asp
UMKC Academic Calendar:  UMKC.edu/calendar

**Email / UserID**
After you are officially enrolled, contact the UMKC Call Center (816-235-2000) to get your UMKC email set up. Please check your UMKC email daily to ensure that you receive necessary communications from instructors, the ALI, and the University.

**Campus ID/UMKC One Card**
To obtain a campus ID, also known as One Card, please go to the Student Union Room 410. You will need a valid government issued photo ID (such as your passport).
Pathway (Understanding Holds)

Pathway is the UMKC online system for enrolling in classes and many other important services. You can also view Holds that might prevent you from enrolling:

### ISAO Holds

| ISA | International Student Affairs | ISAO Check-In | KCITY |

You must finish immigration check-in. Contact ISAO. **No registering for classes allowed**

### Cashier’s Holds

| C11 | Past Due - Stop Registration | Past Due | KC |
| C12 | No Charging Privileges | Past Term Balance | KC |
| C13 | Cashier-No Enrollment | Prior Term | KC |

All of these holds mean money is still owed to the Cashier’s department. Contact Cashier’s. **No registering for classes allowed.**
ALI Holds

Current ALI student who has not completed the program requirements

New student who is required to take English placement exam

Pathway can be accessed at Pathway.umkc.edu.

More information about Pathway can be found at: http://www.umkc.edu/registrar/pathway.asp.

Blackboard
Blackboard is a Learning Management System that provides an online space where instructors can communicate in many different ways with students. Blackboard can be easily accessed from the UMKC home web page http://www.umkc.edu/
Educational System Differences

Most university classrooms in the United States use a “Learner-Centered” approach to teaching. However, many universities around the world use a “Teacher-Centered” approach. The educational system in your home country may be very different from that of the United States.

This table shows some of the differences. The “Learner-Centered” approach in the last column is common in the United States.

<table>
<thead>
<tr>
<th>ASPECT</th>
<th>Teacher-Centered Approach</th>
<th>Learner-Centered Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching method</td>
<td>Lecture</td>
<td>Lecture, discussion in large and small groups</td>
</tr>
<tr>
<td>Teacher’s role in classroom</td>
<td>Be the source of knowledge</td>
<td>Present course material; engage students</td>
</tr>
<tr>
<td>Student’s role in classroom</td>
<td>Listen to lecture; take notes,</td>
<td>Listen; take notes; read; think critically about content;</td>
</tr>
<tr>
<td></td>
<td>read assigned texts; memorize</td>
<td>express understanding of material in the classroom;</td>
</tr>
<tr>
<td></td>
<td>content</td>
<td>participate in classroom discussion</td>
</tr>
<tr>
<td>Learning method</td>
<td>Teacher imparts knowledge to</td>
<td>Interactive between teacher and student</td>
</tr>
<tr>
<td></td>
<td>students</td>
<td></td>
</tr>
<tr>
<td>Evaluation method</td>
<td>Written and spoken exams</td>
<td>Written and spoken exams; presentations; class participation;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>papers; quizzes; group projects; classmate’ evaluations</td>
</tr>
</tbody>
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Class Participation

- Your opinion matters -- share your knowledge
- Speak directly and confidently
- Be prepared – with readings, personal stories, and experiences
• It’s o.k. to disagree with the teacher – do it politely

Course Syllabi

What is a Syllabus
A syllabus is an outline and plan of topics to be covered throughout your class during that semester.

How to Use a Syllabus
You can use the syllabus to find important, specific information, such as:
• How, when, and where to contact the teacher
• A schedule of test dates and dates that assignments are due
• The course description
• The grading policy
• The classroom rules
• The university rules
• Expected student outcomes
• Required textbook(s)

Classroom Etiquette

Values Americans Live By, by L. Robert Kohls (1984)
All individuals are different, but these 13 values below, originally stated by L. Robert Kohls, are very common in U.S. culture:

1. Personal Control Over the Environment - We believe we have the right to alter nature for our own purposes and to use control over the natural world to the level we are able; fate is in our hands.

2. Change is good - Change is good and is associated with progress and improvement and is considered important to development.
3. **Time & Its Control is important** - Time is considered an important service and needs to be used wisely, leading to emphasis on time management and obeying to schedules.

4. **Equality & Fairness** - There is a central belief in the basic equality of opportunity for human beings and equal protection under the law, as well as equal social treatment.

5. **Individualism & Privacy** - Each person is considered a unique individual and a high value is placed on personal style and action. Privacy is valued as necessary time to one’s self and is often carefully protected.

6. **Self-help** - Success is based upon what one does for oneself, and getting ahead requires individual effort.

7. **Competition & Free Creativity** - Competition is viewed as natural and positive and free enterprise is the preferred economic system to help this process.

8. **Future Direction** - Belief that “the best is yet to come” makes Americans focus on the future rather than the past or present; we generally have happy beliefs.

9. **Action/Work Participation** - Active participation and planning is seen as useful. “Don’t just stand there, do something” is a basic American attitude. One’s identity is created from what one does for a living. Busy is good.

10. **Informality** - Importance is on a casual approach to many things including social interactions, clothes, and communication styles.

11. **Directness, Openness, Honesty** - Honesty is thought to be proved by the amount of open and truthful discussion involved. Honesty is connected with a certain directness and openness.

12. **Wisdom & Usefulness** - “What works” is valued, truthful assessments preferred to moral thoughts, and making things "better" and "faster" celebrated.

13. **Materialism** - Buying goods and services is a natural reward for hard work

**Respect**

It is important to show equal respect to all your instructors and to all your fellow students.

**Attendance**
Attendance is required, even if your teacher does not give you a grade for attendance. Attendance is useful to you, the student, as it will help you learn English. It is also a sign of respect for your teacher and for the other students.

**Time in U.S. Culture**

It is very important to be “on time” to class and appointments. Being “on time” to class means being in your seat with your books open and ready to learn at the time that class begins. In other words, you should arrive in class (or to appointments) a few minutes early.

**Grades**

- Grades are never negotiated.
- Grades are earned, not given
- Each student earns grades individually – there is no competition among other students of grades or performance in a U.S. classroom
- Grades are based on each student’s individual performance and understanding of topic.

**Academic Honesty and Plagiarism**

Plagiarism means taking someone else's work and using it as yours without giving them proper credit. In your classes you will learn the proper way to give credit for any ideas or words you borrow from another source. However, you must never take anyone else's words or ideas without making the original source clear.

Also, students must complete their own work. It is never acceptable to have another individual do your work for you. It is a form of cheating.

**Communication**

- In the U.S., writing is the preferred method of communication.
- Email is best when communicating with your teacher
- Emails should be polite.
- Teachers are available during their office hours
- Office hours are used for:
  - Talking to your teacher about an assignment or exams
  - One-on-one time to review classroom topics for more understanding
  - Questions
ALI Policies

Placement Procedures
When students first arrive at the ALI, they are given a series of evaluations to determine English proficiency in Reading, Writing, Speaking and Listening. Based on these evaluations, students are placed in an appropriate level. During the first week of class, students are further reevaluated to ensure the accuracy of the placement.

How to Appeal a Placement
You have been put in this level because your placement tests or previous production in a previous semester, including all reading, writing, listening and speaking tests, demonstrated to several experienced English language professors that your English language ability was appropriate for this particular level. Please take into account that the first week or so of class usually begins with a review and will thus become more challenging as the semester develops. After understanding all of this, if you still believe that you have been placed in too high or too low of a level, you should speak to the instructor of the course during the first week you attend class. Please do this before or after class or during the instructor's office hours, not during class time.

The instructor will assess your proficiency during class to determine whether you have been placed appropriately. The determination is based solely on your current English proficiency, not by grades in previous courses or a desire to enter academics quickly. If the instructor believes that you belong in another level, he or she will speak with you and the instructor of the other level to initiate the process of a level change.

Students may not retake the initial placement exams. Reassessment during the first week is a normal part of the placement process.

If, after discussing the issue of placement with your instructor, you believe that you are still not in the proper level, you may speak with the Associate Director, Adam Shoemaker.

Level changes are only considered if the student's skills are not the appropriate match for the level. Level changes are not made based on a preference for a higher level or a need to get into academics as soon as possible. If a student were placed in a level that does not match his
or her English proficiency, it would only slow the process of language learning and make progress more difficult.

**Attendance Policy**

Students are expected to attend each session of each class for which they are registered. Full attendance includes arriving early enough for class to be at one’s desk and prepared to participate when class begins.

Students are not graded on attendance; however, if you do not come to class, you will miss assessments that are graded: assignments, tests, quizzes and other in-class demonstrations of proficiency. Missing these assessments will result in a lower grade.

Students are not penalized for excused absences, which include: absences due to illness of the student, illness of an immediate family member for whom the student must care, death of an immediate family member, religious observance (where the nature of the observance prevents the student from being present during class), representation of UMKC in an official capacity, and other compelling circumstances beyond the student's control. Students seeking an excused absence must provide documentation upon request to substantiate the excuse.

If you miss an assignment due to an excused absence, you should speak to the instructor about making up the missed assignment. It is the student's responsibility to make this request (and to complete the work in a reasonable amount of time), not the instructor's.

Keep in mind that there may be some assessments (teacher observation of your performance during group work, for instance) that cannot be made up even with an excused absence.

**Making Satisfactory Progress in Your Studies**

If you are planning to enter UMKC to study in a non-ESL academic program, it is important to check with that department. Some departments require students to maintain a certain Grade Point Average (GPA). Failing to maintain the required GPA might prevent you from being accepted into a program of study. See also University Policy on Academic Probation: [http://catalog.umkc.edu/undergraduate-academic-regulations-information/academic-standing/academic-probation-eligibility/](http://catalog.umkc.edu/undergraduate-academic-regulations-information/academic-standing/academic-probation-eligibility/)
Assessment

How Progress is Monitored
During the semester, your instructors will give you a variety of assessments to determine your progress in learning English. These may include tests, quizzes, essays, presentations, group projects, and more. Your instructor will evaluate your assessments and provide you feedback so that you can know how you are progressing in the course.

Homework and Attendance
Attending class regularly will lead to increase learning, which will result in better grades, but attendance itself is not graded. Your instructors may choose to evaluate and grade homework assignments, but students do not receive a grades simply for completing homework.

Promotion to the Next Level
To be promoted to the next level, a student must pass the current level with a C grade or higher. Grades are based on students' performance on the student learning outcomes for each course.

Successfully Finishing the Program
When a student has passed all of the level 4 classes (Grammar, Writing, Reading, and Listening/Speaking) with a grade of C or better, then he or she has successfully completed the ALI intensive English program.

How to Appeal a Grade
If a student believes they have received an incorrect or unfair grade for an assignment or for a course and wants to appeal it, the student must follow the following steps:

1. The student should first discuss the grade fully with the instructor of the course. For course grades, this must be done within six weeks after the beginning of the next regular academic semester (per UMKC policy).
2. **After talking with the instructor**, if the student feels that the issue is not resolved, he or she may discuss the grade with the Associate Director (Adam Shoemaker) or the Academic Advisor.

3. If, after talking with one of these individuals, the issue is still not resolved, the instructor should make an appointment to speak with the Director of the Applied Language Institute (Monica Mingucci).

4. If the issue is still not resolved, the student may appeal to the Dean of the College of Arts and Sciences ([http://www.umkc.edu/helpline/grade_appeals.asp](http://www.umkc.edu/helpline/grade_appeals.asp)). This can only be done, though, if the issue is unfair treatment. You cannot appeal your grade to the Dean simply because you do not like your grade. The University defines unfair grading as any of the following:

   - The assignment of a grade to a particular student on some basis other than the performance in the course
   - The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course
   - The assignment of a grade by a substantial departure from the instructor's previously announced standards as stated on the course syllabus.

**How to File a Complaint**

If a student has an issue with an individual at the ALI (student, faculty, or administrator), he or she must follow the following steps:

1. If the issue is related to discrimination or sexual harassment, the student should bring the issue directly to the UMKC Office of Affirmative Action.

   UMKC Office of Affirmative Action  
   5115 Oak Street  
   212 Administrative Center  
   Kansas City, MO 64110  
   816-235-1323

2. Otherwise, the student should first speak with the person directly responsible for that issue (for Homestay issues, speak with the Homestay Coordinator, Fran Golden; for class issues, speak with the instructor; for other academic issues, speak with Lara Tenbarge).
3. **After talking with the individual**, if the student feels that the issue is not resolved, he or she may meet with the Associate Director (Adam Shoemaker).

4. If, after talking with one of these individuals, the issue is still not resolved, the instructor should make an appointment to speak with the Director of the Applied Language Institute (Monica Mingucci).

5. If the issue is still not resolved, the student may appeal to the Dean of the College of Arts and Sciences in writing.

**Summer Semester Intensity**
Summer semesters last 8 weeks instead of the usual 16 weeks, but they cover the same amount of material. If you decide to study during the summer, you should be prepared to spend more time in the classroom, but also to spend more time than usual outside of the classroom in studying.

**Returning on Time for the Following Semester**
The first week of class is very important. It is necessary that you arrive in the United States at least a few days *before* the semester begins so that you can be prepared for the first day of class. If you return late, you will miss the initial week of class, when instructors re-evaluate students' placement and consider requests to change a student's level.

**Understanding Immigration Regulations**
Immigration regulations can be very complex, but it is the *student's* responsibility to make sure that you understand and follow them. If you have any questions about immigration regulations, please contact ISAO (International Student Affairs Office).
Housing

Housing Options
At UMKC there are a variety of housing options: homestay (staying with an American family), Residence Halls, On-Campus Apartments, and Off-Campus Housing. For more information, please visit the ALI Housing website at: http://www.umkc.edu/ali/housing.asp.

How the ALI can Help
If you are interested in a homestay, please contact Fran Golden at the Applied Language Institute. Phone: 816-235-2594. Email: goldenf@umkc.edu.

How to File a Complaint
Fran Golden is the ALI Homestay Coordinator. She can help students with any issues related to the homestay program. Issues with general UMKC housing (dormitories and apartments) are not handled by the ALI, but by the Director of Residential Life, Sean A. Grube. However, if a student needs assistance or advice in dealing with Residential Life, the Homestay Coordinator is happy to help when possible.
Other Resources

Cashier's Department
The Cashier's Department is where payments are made for tuition and other fees. Their website (http://www.umkc.edu/finadmin/cashiers/) provides information about payment due dates, estimating fees, refunds, and many other financial issues. The Cashier's Department is located in the Administrative Center at 5115 Oak Street. Phone: 816-235-1365

Childcare
The Edgar L. & Rheta A. Berkley Child and Family Development Center at UMKC is an early childhood school for children of students. Visit their website or call 816-235-2600 for information about tuition and enrollment. Be advised that there is often a waiting list for enrollment.

There are many other private childcare facilities in Kansas City. You can find them by searching the internet or talking with other students. The Applied Language Institute does NOT endorse or recommend any particular childcare facility.

Computer Labs
This is a list of the student general use computer labs and their locations. Please visit http://www.umkc.edu/is/labs/hourslocations/ to view hours and locations.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room(s)</th>
<th>Computer #</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloch School of Management</td>
<td>110</td>
<td>38</td>
<td>(816) 235-5488</td>
</tr>
<tr>
<td>Health Sciences Building</td>
<td>3304</td>
<td>30</td>
<td>(816) 235-6635</td>
</tr>
<tr>
<td>Miller Nichols Library</td>
<td>2nd Floor</td>
<td>48</td>
<td>(816) 235-5307</td>
</tr>
<tr>
<td>Royall Hall</td>
<td>303</td>
<td>42</td>
<td>(816) 235-5896</td>
</tr>
<tr>
<td>School of Education</td>
<td>129</td>
<td>49</td>
<td>(816) 235-2253</td>
</tr>
<tr>
<td>Student Union</td>
<td>210</td>
<td>19</td>
<td>(816) 235-5489</td>
</tr>
<tr>
<td>Language Resource Center (Scofield Hall)</td>
<td>109</td>
<td>30</td>
<td>(816) 235-2824</td>
</tr>
</tbody>
</table>
Academic Advising
Students in need of Academic Advising should contact the ALL Academic Advisor.

Counseling Center
The UMKC Counseling Center works to support the psychological health and well being of students. A variety of confidential counseling services are available to students. (Confidential means that your visit to the counseling center and anything you say there will be private.) To make an appointment call 816-235-1635. For more information, visit http://www.umkc.edu/counselingcenter/.

Food (Where to Eat)
UMKC Dining Services provides food on campus (see https://umkc.sodexomyway.com/). Students can purchase a meal plan from UMKC Dining Services. For restaurants located near UMKC with reviews, visit: http://www.urbanspoon.com/n/34/51130/Kansas-City/UMKC-restaurants.

Health Insurance
All international students on an F-1, F-2 or J-1 visa are required to purchase UMKC health insurance as part of the enrollment and registration process unless they have a waiver from the University. For more information, see http://info.umkc.edu/studenthealth/student-health-insurance/.

ISAO
ISAO is the International Student Affairs Office. ISAO provides orientation and advising on immigration regulations and other issues of importance to international students. ISAO is located in the Student Success Center (5000 Holmes Street) on the Ground Floor (G-04) with an entrance on the North side of the building. Phone: 816-235-1113. Email: isao@umkc.edu. Web: www.umkc.edu/isao.

Library
The main UMKC library, the Miller-Nichols Library, provides access to books, magazines, journals, study areas, computer labs, and more. For more information on the Miller-Nichols and other UMKC Libraries please visit http://library.umkc.edu/.
Parking
There is no free parking on campus day or night. To park on campus, permits may be ordered in the Parking Operations Office, 5115 Oak Street, Suite 221. See http://www.umkc.edu/finadmin/parking/permits.cfm for more information.

Student Health & Wellness Center
The Student Health and Wellness Center offers student a wide range of medical services. The Student Health and Wellness Center is located at 4825 Troost, Suite 115. Phone: 816-235-6133. Hours: Monday, Thursday and Friday: 8:30 am.–noon, 1:30–4:30 pm. Tuesday and Wednesday: 8:30 am.–noon, 1:30–6:30 pm. Website: http://info.umkc.edu/studenthealth/

Student ID / UMKC One Card Uses
With your UMKC One Card (student ID), you can

- ride the KC metro buses for FREE
- print in campus libraries and computer labs
- eat at dining service locations
- check out materials at the campus library
- attend UMKC sporting events
- get discounts at local and national shops and movie theaters

Textbooks
The UMKC bookstore is located in the Student Union building or online at http://www.umkcb ookstore.com/. You can print your book list online from the bookstore website.

Writing Studio
The UMKC Writing Studio provides free peer (other students) assistance with writing for students. The Writing Studio helps undergraduate and graduate students with any stage of their writing.
The Writing Studio accepts walk-ins (no appointment), or you can make an appointment in advance. 816-235-1146 or UMKC.EDU/WritingStudio.