University of San Diego®

PROFESSIONAL AND CONTINUING EDUCATION

SPRING 2017 CATALOG

Always Move Forward.

English Language Academy Courses and Programs

ENROLLMENT OPEN

Classroom, Customized Study, and Online

(619) 260-8887

sandiego.edu/englishlanguageacademy

Dean's Message

Professional and Continuing Education at the University of San Diego (USD) began more than four decades ago when the leaders of our young university recognized the need to extend the mission of the University into the community and provide quality academic experiences for those who could not participate in full-time programs at USD.

In recent years USD's Professional and Continuing Education has taken significant steps to expand the range of academic offerings available to our city, county, state, national and international communities. With hundreds of courses, dozens of certificates, and a series of academic events being offered each year, Professional and Continuing Education offers opportunities for growth and learning to business professionals, teachers and other education professionals, engaged and interested community members, and those seeking to prepare for full-time study or employment with language and professional certifications.

Professional and Continuing Education offers online master's degrees, and supports the online education efforts of USD's School of Leadership and Education Science, Shiley-Marcos School of Engineering, and Hahn School of Nursing and Health Science. The reach of USD is expanding to serve those who have place, family, and work commitments with these new degree program options.

The University of San Diego is realizing a new and higher level of community engagement as so many non-traditional students, like you, are finding ways to advance their careers, create new possibilities, and connect with the promise of a brighter future made possible through courses, certificates, and programs offered or supported by Professional and Continuing Education.

Please look through our website and find the educational pathway that will take you where you want to go.

Best wishes,

Jason Lemon, PhD
Dean, Professional and Continuing Education

Admissions Criteria and Process for IELP

Academic Calendar

Each academic year, ELA schedules two 14-week preparatory IELPs fall and spring, and one 10 week program in the summer.

Spring 2017 (14 weeks)

Application deadline: Friday, December 16, 2016

Orientation and check in: Tuesday, January 17, 2017 (mandatory)

Classes begin: Monday, January 23, 2017

Classes end: Friday, May 5, 2017

Summer 2017 (10 weeks)

Application deadline: April 21, 2017

Orientation and check in: Tuesday, May 23, 2017 (mandatory)

Classes begin: Monday, May 29, 2017

Classes end: Friday, August 4, 2017

Fall 2017 (14 weeks)

Application deadline: Friday, July 28, 2017

Orientation and check in: Tuesday, August 29, 2017 (mandatory)

Classes begin: Tuesday, September 5, 2017

Classes end: Friday, December 8, 2017

Program Costs

Application Fee: $200.00 (Non-Refundable)

Deposit: $500.00 (Non-Refundable)

Health Center Fee: $110.00

Student Association Fee: $75.00

Book Fee: $300 Spring and Fall
$260 Summer

Program Cost: (Fee does not include housing or health insurance.)

- Intensive English Language: $5,650 for Spring and Fall, $4,500 for Summer

Prices are subject to change.

How to Register for the IELP

If you have completed high school in good academic standing, you may register for the IELP by completing the Application and Registration processes below. We advise you to apply in advance of the program start date in order to secure housing and an F-1 student visa.

Step 1 Application and Registration Process

1. Create your Student Account by logging on http://pce.sandiego.edu
   A. Click on **Login** in the top navigation, and then select **Student Login**. Under "**I am a new user,**" enter your primary email and then Continue. Create your student profile by completing the requested information.
   B. Click **submit** (2 emails will be forwarded to you, one with your password and one with your user name).
2. Login to your student account after receiving the user name and password. Once logged in, click on the **Programs** drop down menu at the top tool bar. Then click on **English Language Academy**.
3. Scroll to the bottom of the page and select I**ntensive English Language Certificate**. Proceed with the English Language Application by pressing the **Apply Now** button.
4. Follow the steps to complete your application.

Step 2 Payment Process

1. After completing your application, click on the **Programs** drop down menu and proceed to **English Language Academy**. Scroll to the bottom of the page and click on **Intensive English Language Certificate**.
2. Under Courses click on ELA-X700 Intensive English Language.
3. Select a section to enroll in, click on **Add to Cart**, then **Checkout**. Continue Checkout and follow the payment instructions.

PLEASE NOTE: The ELA will send you a confirmation email detailing all necessary documents required to complete your application.

Pre-Assessment Test Determines Course Placement

When you arrive at the ELA, you will be given a test to measure your proficiency in: Reading, Writing, Listening and Speaking. You will be placed in one of six levels. Once classes begin, your instructors will give a short assessment test in each class to be sure you are appropriately placed.

Post-Assessment

Once the term is complete, you will be re-tested to determine the progress you have made over the course of the semester.

Student Placements for Returning Students

Students who have successfully passed all courses with a grade of C or above in the previous semester are automatically transferred to the next level. Students who earn a D or F in a class must repeat that class.

Student Placements for New Students

Once you are placed in the classes appropriate for your skill level, you will receive a schedule of classes. Your Student Advisor will go over this schedule with you. Should you want to move up to a higher level, you will be required to take a diagnostic test for each class you wish to change.

NOTE: *Students who arrive later than the day required for Orientation and Check-in will not be able to transfer in or out of classes once they receive their schedule.*

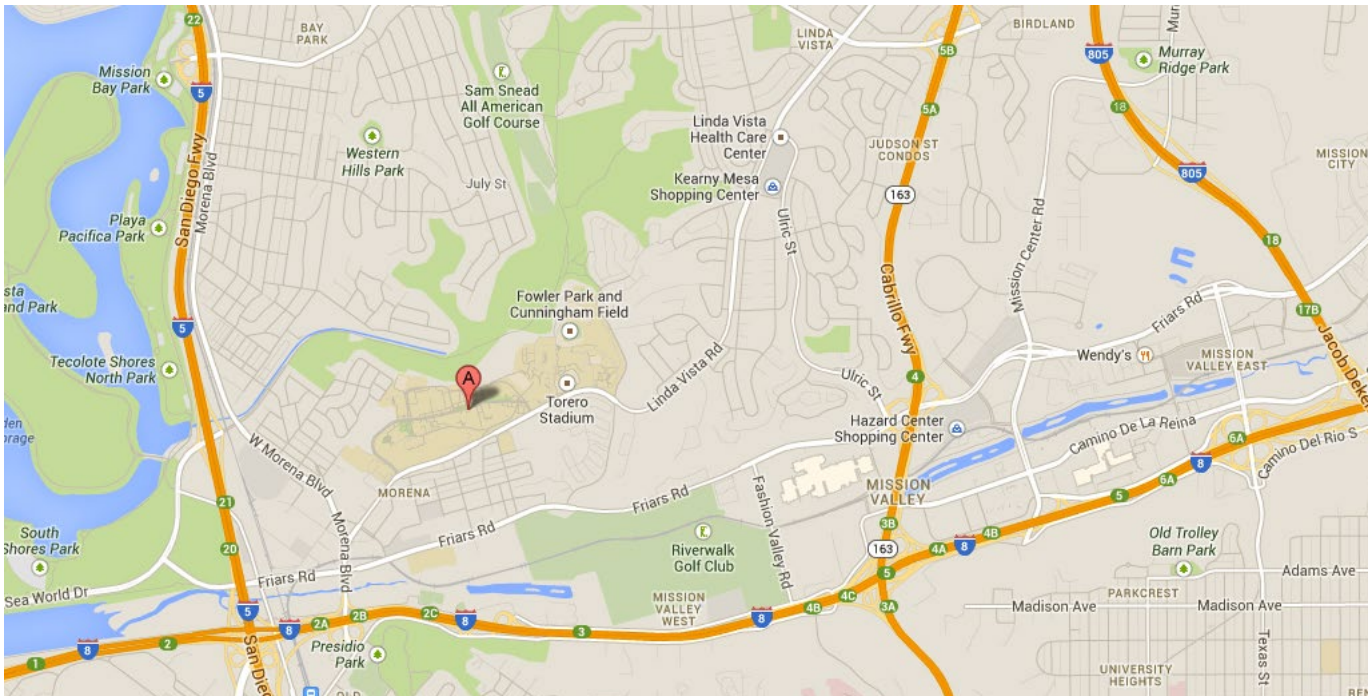
Individual Course of Study

The ELA offers approximately 23-25 hours of classroom instruction per week at each level. To maintain your student visa, you must attend a minimum of 18 hours of classes per week. In addition to the core courses in reading, writing, listening, speaking, grammar, and TOEFL, the ELA offers a variety of other courses designed to make learning English fun and interesting.

Sample Schedule: Here is a sample of what your schedule might look like.

*Schedules are subject to change.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:30 9:00-11:00	Reading	TOEFL	Reading	TOEFL	Reading
10:45-12:15 11:15-12:30	Writing	Speaking	Writing	Speaking	Writing
1:30-2:30 1:45-3:00	Grammar	Listening	Grammar	Listening	Grammar
2:45-4:00	Electives	Electives	Electives	Electives	Electives



Directions to the University of San Diego

The University of San Diego is located 10 minutes from downtown San Diego, San Diego International Airport, Sea World, San Diego Bay and five minutes from Old Town and Mission Bay.

- **From the North**
  Use I-5 (South), exit at Sea World Drive and Tecolote Road (just past the Hilton Hotel on Mission Bay). Turn left on Tecolote Road. Right at Morena Blvd. Left on Napa Street to Linda Vista Road.
  Make a left at the second stoplight on Linda Vista Road, Marian Way, USD's West Entrance.

- **From the South**
  Use I-5 (North) to I-8 (East) and exit at the first exit, Morena Blvd. Follow Morena Blvd, and veer right onto Linda Vista Road.
  Make a left at the second stoplight on Linda Vista Road, Marian Way, USD's West entrance.

- **From the East**
  Use I-8 (West), exit at Morena Blvd. Veer right onto Linda Vista Road.
  Make a left at the second stoplight on Linda Vista Road, Marian Way, USD's West Entrance.

- **When on Campus**
  Professional and Continuing Education offices are located in Founders Hall. From the West Entrance of campus, go directly up the hill. Go straight through your first four way stop sign. Founders Hall, is the third building on your left. Street parking is available to visitors leading up the hill, as well as in the West Parking Structure.

If visitors can only park on the hill & in the west parking structure, why describe going through the 4-way stop? Mention of the tram from the parking structure would be nice.

To access an interactive campus map online, CLICK HERE.

Intensive English Language Programs

Intensive English Language

The Intensive English Language Program provides non-native English speakers with specific English language skills for students seeking a U.S. university education. The English Language Academy (ELA) maintains a rigorous academic course of study, with a focus on five core skills and TOEFL preparation. Many of our successful graduates have gone on to undergraduate and graduate programs across the country.

Who Should Attend: International students who are considering entering a U.S. college or university.

Intensive English Language –10 & 14 week Program | 25 units

The English Language Academy is a premier university offering:

- Highly qualified, experienced professors
- Average class size of 12 students with a maximum of 20
- State-of-the-art computer technology
- Assistance with I-20s, if needed

Accreditation

ELA is a member of the American Association of Intensive English Programs (AAIEP), Association of International Educators (NAFSA), and is accredited by the Commission on English Language Accreditation (CEA).

Course Schedule and Enrollment Links	Term	Location/Format	Price
ELA-X700 Intensive English Language	January-May May-August August-December	USD Campus Classroom	$5,650 for Spring /Fall $4,500 for Summer
Application Fee (one-time fee)			$200

Learn more! Or Contact Us to Apply.

English Language Academy
(619) 260 – 8887 | englishacademy@sandiego.edu

TEFL (Teaching English as a Foreign Language)

Travel and teach English in the U.S and abroad!

This pathway to TEFL Certification program is for educators and aspiring teachers who are looking for professional opportunities to develop their knowledge and skills in Teaching English as a Second, Foreign and an International Language. The program provides an introduction to understanding the structure of the English language, the process of language learning and acquisition, and the methods for teaching English as a second, foreign and international language to children, as well as adults, in academic, business, and other vocational settings.

Who should attend:
Recent graduates, career changers, aspiring teachers and educators who wish to develop their competencies in the fields of TEFL and TESOL. People looking for an international experience by teaching English abroad.

ELTF-X750 Foundations in TEFL | 2 units
In this course you take the first step toward TEFL Certification and will be introduced to the field of teaching English as a Foreign Language in the U.S. and abroad. You will learn the foundational concepts in the fields of language acquisition, linguistics, methods of teaching, and what it means to teach English as a global language in today's context.
ELTF-X751 TEFL Immersion | 8 units
In this course you will synthesize theoretical knowledge in the field of linguistics and second language acquisition with the "practice" of creating materials and utilizing instructional methodologies in the ESL classroom. Classroom in **San Diego.**

Course Schedule and Enrollment Links	Term	Location/Format	Price
ELTF-X750 Foundations in TEFL	FA, SP, SU	Online Fixed-Date	$370
ELTF-X751 TEFL Immersion	FA, SP, SU	USD Campus Classroom in San Diego	$1,050
Certificate Fee (one-time fee)			$45

Learn more! Or Contact Us to Apply.

English Language Academy
(619) 260 – 8887 | englishacademy@sandiego.edu

Career Advanced English Customized Programs

These programs are available as customized versions for a private schedule at your organization or at our site.

Contact us for customized training proposal for your organization! (619) 260-7621 | francinechemnick@sandiego.edu

Accent Modification Professional Program

Increase Your Career Growth Opportunities with More Effective Communication Skills in Business and Social Situations

The Accent Modification Program is a customized instructional program for people who speak English as a second language and who have average to advanced English skills. It addresses the need for effective verbal skills in every profession. Managing people, sharing new ideas, speaking on the telephone, and growing a business all require clear and effective pronunciation. A strong accent may interfere with the ability to be understood.

Who Should Attend: Attorneys, Scientists, Medical Personnel, Executives, Customer Service Representatives, Managers, or Employees who speak English as a Second Language and whose job requires clear and effective communication in English. An intermediate or above level of English is required.

Aviation English Program

Advance in Aviation School with Specific English Learning Development

Achieve a command of the Six ICAO Level 4 Language Proficiency Levels required in the Aviation Industry. The Aviation English Operational Level 4 program is designed to complement the student's flight training. For students with specific language requirements, participating in Aviation English classes may actually reduce the total cost of flight training. By the end of the program, the student will have a good command of the English skills required in the aviation industry, and in all areas of communications for radiotelephony use.

Who Should Attend: This program is for professionals who speak English as a Second Language, and who are planning to or are already taking part in flight training programs or Air Traffic Control (ATC) training programs. An intermediate or above level of English is required.

Business English Program

Develop and Expand English Language Skills

The Business English program is focused on building conversational English language skills to help business professionals comfortably converse in a business setting. Areas of concentration include vocabulary work, presentations, telephone skills, meetings and negotiations, business writing, socializing, and developing cultural competence in Business English situations. Oral skill development will include an emphasis on clear speech patterns for effective communication in spoken English.

Who Should Attend: Business professionals who speak English as a Second Language, and who want to advance in their profession and improve their business writing, presentations, and communication in an American business setting.

Summer Junior Program

Classroom

Summer International Junior Program

The English Language Academy offers a residential Summer Program at the beautiful University of San Diego campus. Beginning in end of June through mid-August, non-native English speakers who are between the ages of 13 and 17 can practice their language skills in and out of the classroom. In-class instruction includes skill development in reading/writing and listening/speaking. Students can use their new skills as they participate in field trips, activities, and social events in the afternoons and on weekends.

- An intensive all-English environment to practice and refine language skills
- Afternoon cultural workshops
- Field trips that provide opportunities to interact with the local population to reinforce English and culture
- Small class sizes of 8 average, 10 maximum
- Flexible program options for a minimum of 2 weeks to a maximum of 4 weeks

Who Should Attend: Non-native English speakers who are between the ages of 13 and 17.

SUYP-X780 Summer International Youth + Discover Southern CA | 2-4 weeks
In-class instruction includes skill development in reading/writing and listening/speaking. Students can use their new skills as they participate in field trips, activities and social events in the afternoon and on weekends.

Contact Francine Chemnick for more information about the Summer International Junior Program!

francinechemnick@sandiego.edu | Call: (619) 260-7621 | Fax: (619) 260-8833

Courses Schedule and Enrollment Links	Term	Location/Format	Price
SUYP-X780 Summer International Junior Program + Discover Southern CA	Weeks available from: July 3-August 11, 2017 All courses : 9:00-12:30 PM	USD Campus Classroom	*Varies by no. of weeks
SUYP-X781 Summer International Junior Program + College Prep	Weeks available from: July 10-28, 2017 All courses : 9:00-12:30 PM	USD Campus Classroom	*Varies by no. of weeks

Graduate Writing Workshop

Classroom

Write Graduate Level Papers with Improved College Level Writing Skills

The Graduate Writing Workshop is designed for English language learners who need to improve their sentence accuracy as writers in an academic setting. Students will use the writing assignments required for the courses in their degree program as the basis for study

Who Should Attend: This course is designed for international students enrolled in graduate programs at the University of San Diego who need to improve their academic writing skills for communicating effectively through research papers or other writing assignments at the graduate level.

EDU-X700XB Graduate Writing Workshop | 3 units
This seminar style course will help students understand the written assignment, identify their strengths and weaknesses in their writing, develop self-editing strategies, and strengthen their grammatical skills.

EDU-X701XB Graduate Legal Writing Workshop | 3 units
Designed for English Language Learners who are enrolled in a comparative law program, and who wish to improve their academic writing. Students will be given the types of writing projects typically assigned in law school, thus preparing them for future writing assignments.

Courses Schedule and Enrollment Links	Term	Location/Format	Price
EDU-X700XB Graduate Writing Workshop	FA, SP	USD Campus Classroom	$475
EDU-X701XB Graduate Legal Writing Workshop	FA, SP	USD Campus Classroom	$700

Learn more! **(619) 260-7621 | francinechemnick@sandiego.edu**

Join Our Team Of Accomplished Practitioner Instructors!

Do you want to teach and develop knowledge and skills in others?

Professional and Continuing Education (PCE) is continually growing, expanding, and updating a wide variety of courses and programs of study. Last year alone, there were over 35,000 enrollments in over 400 courses. Many of those courses were new.

As part of a top ranked university, PCE hires instructors who are experienced practitioners that can develop and/or teach in a stimulating and participative learning environment for students. Being an instructor is a rewarding role for anyone that has knowledge and practical real-world experience. If you are currently an instructor or ready to become one as an expert in your field, contact us.

Contact Us to Discuss Your Interests and apply to be an Instructor or Subject Matter Expert.

Business Programs: Pamela Cappiello, Manager
(619) 260-4772 | pcappiello@sandiego.edu

English Language Programs: Francine Chemnick, Director
(619) 260-7621 | francinechemnick@sandiego.edu

Paralegal Programs: Tara Murphy, Director
(619) 260-4579 | taramurphy@sandiego.edu

Test Preparation: Douglas Young, Program Manager
(619) 260-4579 | dyoung@sandiego.edu

Customized Programs: Jodi Waterhouse, Director
(619) 260-4231 | jodiw@sandiego.edu

Third Party Recruiters, Agents and International Students

Are you an expert in educational advising and student recruitment?

The English Language Academy (ELA) at the University of San Diego (USD) is looking for agents with connections in different parts of the world who are interested in recruiting students to one of the top English language programs in the United States. ELA draws a large number of students for its effective, quality programs offered on the beautiful USD campus in San Diego, and welcomes new agent applicants to help expand our network.

Our Intensive English Language Program, for example, prepares students for academic study in the U.S. with customized core and elective courses. Each student receives a personalized course schedule that is based on current English proficiencies assessed on 6-levels of English comprehension and competency.

As an advising agent and recruiter, you will be involved in activities such as contacting university counselors, students, corporations, business and professional associations and other relevant groups for the purpose of providing accurate information and recruiting prospective students. The advising Agent is required to comply with the professional practices and policies of the University of San Diego.

English Language Academy is a member of the American Association of Intensive English Programs (AAIEP) and the Association of International Educators (NAFSA).

ELA prior to partnering with a third party recruiter expects the agent to adhere closely to the standards established by the American International Recruitment Council (AIRC) for international student placement. These standards safeguard the interest of both international students and enrolling institutions through the promotion of ethical and standards-based international recruitment strategies.

Visit the AIRC website and review the standards, then complete the Agent Profile form and forward to the email below to apply. An Agent Agreement, Letter of Representation and promotional materials will be forwarded depending on the outcome of the reference check.

Contact Us

English Language Academy Programs: Francine Chemnick, Director

(619) 260-7621 | francinechemnick@sandiego.edu

University of San Diego
PROFESSIONAL AND CONTINUING EDUCATION

Register Any Time

Classroom, Customized Study, and Online

Spring 2017

ENROLL ONLINE

pce.sandiego.edu
or (619) 260-4585

CONTACT US

English Language Academy
General Office
(619) 260 - 8887

Toll Free
(888) 321 - 6658

Monday–Friday, 8:30 am–5:00 pm