



NEW YORK LANGUAGE CENTER

STUDENT GUIDE

2018-2019

New York Language Center Student Guide

TABLE OF CONTENTS

Welcome to NYLC	4
Mission Statement	4
Certifications and Affiliations	4
Our Facilities	5
Staff	6
Teaching Faculty	6
Teaching Method	6
Level Placement	6
Programs Offered	7
Proficiency Descriptors by Levels	10
Course Description – Daytime Programs	12
Change of Level Procedure	12
Change of Program Procedure	13
School Fees	13
Payments	13
Rules and Policies and Other Important Information	14
Attendance	14
Attendance Policy	14
Grading, Pass and Fail and Level Progression	14
Grading Scale	15
Grade Reports on the NYLC App	15
Certificate Protocol	15
NYLC Policy & Procedure for Appealing Final Grade	16
Rules of Conduct	16
Textbooks	17
Copyright Policy	17
Termination by the School	17
Requesting a Refund	17
Student Life and Services	18
New Student Orientation and Office Hours	18
Agent Referred Students	18
Student Activities	18
Help for Distressed Students	18
Cultural Adjustment and Culture Shock	18
Professional Medical or Mental Health Referrals	19
Health Insurance	19
Safety	19
Student Identification Cards	20
Housing	20
College or University Placements	20
Banking	20
Student Complaints	20
Student Complaint Procedure	21
Student Survey	21
Updates to Student Information	21

Confidentiality of Information	21
Weather Related Closings	21
Recovery Hours	21
Responsibilities for F1 Students	21
Terminology Related to F1 Students	22
Passport and I-20	23
Change of Address / End of Program Reporting	23
Attendance / Medical Leave	23
Travel for F1 Students	23
NYLC Annual Vacation Policy for F1 Students	23
Extensions	24
Transfers	24
Employment	24
Duration of Status	24
Getting to New York Language Center Branches	25
New York Life	26
NYLC Guide to New York	28
Top Picks For Things to Do in NYC	29
Excuse Me, Can You Help Me?	30
Helpful Websites	32
Subscribe to Our Blog	34

Welcome to NYLC

Welcome to New York Language Center. At New York Language Center, students come first. New York Language Center students study English in an exciting multi-cultural atmosphere and meet new friends from all over the world. New York Language Center offers the international community a challenging English curriculum and the opportunity to experience American culture, all at an affordable cost.

We want your time with us to be wonderful. We want you to learn. We want you to improve your English while you enjoy all that our amazing city has to offer. We hope that upon returning to your home country, you will be happy you chose to study English with us. You are important to us and your success and learning is our success. We wish you an unforgettable experience.

Barbara Dick
Founder and Executive Director

Mission Statement

New York Language Center's mission is twofold: to provide high quality, affordable English classes to international students in a supportive, friendly atmosphere where students come first, whether their goal is academic, professional, or personal self-improvement, and expose them to American culture. At the same time, we are committed to providing immigrant New Yorkers with ESL classes that accommodate their needs and prepare them to be part of the society where they live, work and educate their children. The curriculum at New York Language Center is designed to support this mission by providing students with the necessary language tools to help them achieve their goals. New York Language Center is committed to excellence and service at the highest degree and is consistently reevaluating student, faculty, and administrative performance.

Certifications and Affiliations

NYLC – Midtown, Manhattan Uptown, and Jackson Heights are accredited by the **Commission on English Language Program Accreditation (CEA)** for the period of December 2013 through December 2018 and NYLC agrees to uphold the CEA Standards for English Language Programs and Institutions

- Member of **English USA**
- NYLC Midtown, Manhattan Uptown, and Jackson Heights are members of **Quality English**
- Certified by the **New York State Education Department**
- Member of **One-To-World**
- Key staff persons are members of the **Association of International Educators (NAFSA)**
- Key staff persons are members of **TESOL International** and **New York State TESOL**
(Teachers of English to Speakers of Other Languages)

Our Facilities

Midtown

The Midtown branch is located on the 11th floor of a secure high-rise building with a full time lobby attendant. The school is located steps from Times Square and is accessible to all subway lines as well as the Port Authority bus terminal and Penn Station.

The floor is approximately 4,000 square feet and houses the schools offices, a conference room which doubles as a testing area, and seven classrooms.

Classes are offered by level mornings and afternoons.

There is a student lounge area which has computers for student use, table and seating for students, as well as a teacher's resource area. The TOEFL room has a charging station with 15 laptops for student use and tables. Students can also use the microwave, toaster and refrigerator. Students are invited to use empty classrooms during school hours, as well. There is also a photocopy machine for faculty use.

Jackson Heights

The Jackson Heights school is in original location where New York Language Center began in 1985. It is in the most ethnically diverse area of New York and much has been written about the Jackson Heights neighborhood's ethnic and cultural diversity. The school is steps from the # 7 train which runs from Times Square to Flushing (Chinatown), Queens and is 8 blocks from a major transportation hub. The school occupies the second floor of a two story building at approximately 3,500 square feet. There are eight classrooms with flat screen TVs, three restrooms, a conference room and offices. There is no student lounge. Students and faculty use the empty classrooms in the afternoon for preparation or study. The facility is open from 8 am until 10 pm Monday to Thursday, all day Friday and half a day Saturday.

Manhattan Uptown

The school is located in the culturally rich neighborhood of the Manhattan Uptown full of shops and prewar buildings. Columbia University, Central Park and Riverside Park are a short walk away. There are many student residences nearby. The subway (local stop) is on the corner.

The space is 4,000 square feet with eight classrooms, four workstations and offices.

There is a large glass window in the front looking down on Broadway that faces the student lounge. The student lounge area is spacious with tables and chairs and a long bench. The faculty also have an ample work area. The location has four unisex restrooms, a water fountain, and a snack machine. The school has a microwave for student use. Faculty have access to three workstations, flat screen TVs in the classrooms, and other materials. Staff have seven workstations. Students have access to 15 laptop computers, charging stations, and additional computer kiosks. The facility is open from 8 am until 10 pm Monday to Thursday, all day Friday and half a day on Saturday.

The Bronx

The school is located on the corner of Fordham Road and East 188 Street in the heart of a central shopping district. Many buses and subways stop nearby. The school occupies approximately 7,500 square feet and has 3 offices, a testing room, 12 classrooms and a student lounge with a cafeteria. Classrooms are equipped with television monitors. The facility is open 7 days a week from 8 am until 9 pm and Saturdays and Sundays.

Staff

New York Language Center's staff is committed to providing a friendly, welcoming environment, quality education and student services. We are always available to answer your questions and help to make your experience at New York Language Center an enjoyable one. If you need to see a specific staff member and they are not available that day, please schedule an official appointment to see the staff member the next class day immediately before or after your classes.

Teaching Faculty

English as a Second Language teachers must have a baccalaureate degree in any discipline *AND*

1. Completion of a Teaching English as a Second Language training (e.g. CELTA) program, *OR*
2. A minimum of 6 graduate credits in TESOL or Linguistics

Many of our faculty members have experience living and teaching abroad. Our faculty members are committed to ongoing professional development. Faculty members are monitored by our Academic Team to ensure the highest quality of instruction for all of our students. Additionally, students fill out student satisfaction surveys which evaluate faculty members' performance.

Teaching Method

New York Language Center uses a *practical* approach to teaching our students English. From the very first class at the lowest level, students will use English in a practical and realistic way. We encourage active student participation. Translation is not allowed. Many students who have studied English in their home countries know the language passively but cannot use it. We try to break that barrier. Our instructors have specific goals for each week. These goals are what students *will be able to do* at the end of the lesson. Oral and written assessments allow students to see their achievement.

Level Placement

New students are given a placement test which includes grammar, reading comprehension, writing and an oral interview. Based on the results of the placement test and oral interview, the student will be assigned to a level. There is no fee to take the placement test, and students are invited to try classes before deciding whether or not to enroll. If a student feels that the assigned level is too difficult or too easy within the first three days of class, a level change request can be made. The instructor can make the same request after careful observation of the student's performance during his/her first week of attendance.

Programs Offered

Midtown

AMERICAN ENGLISH INTENSIVE PROGRAM (INTENSIVE LANGUAGE PROGRAM)

Course Length: 8 weeks per level

16 Hours of Integrated Skills

4 Hours of Workshop

Meetings: 20 hours per week

Business English, TOEFL Test Preparation and Post-Advanced courses can also be taken in the Intensive Program. This program is mandatory for persons on an F-1 student visa.

ESL/EFL SEMI INTENSIVE PROGRAM (SEMI-INTENSIVE LANGUAGE PROGRAM)

Course Length: 8 weeks per level

16 Hours of Integrated Skills

Meetings: 16 Hours per week

Business English, TOEFL Test Preparation and Post-Advanced courses can also be taken in the Semi-Intensive Program.

PRIVATE LESSONS

For students with specific needs, private lessons can be arranged to complement a student's schedule, or these lessons may be taken on their own. An assessment to determine your English level will be given prior to the start of any private lessons. Private lessons must be purchased in five-hour blocks.

Jackson Heights (Queens) and Manhattan Uptown

EVERYDAY ENGLISH PROGRAM (Mornings or Evenings)

Course Length: 8 weeks per level

Meetings: 8 hours per week

WEEKEND ENGLISH PROGRAM -Saturday

Course Length: 8 weeks per level

Meetings: 4 hours per week

AMERICAN ENGLISH INTENSIVE PROGRAM (INTENSIVE LANGUAGE PROGRAM)

Course Length: 8 weeks per level

Meetings: 12 Hours of Integrated Skills

4 Hours of Skills Focus

4 Hours of Workshop

Total: 20 hours per week

Business English, TOEFL Test Preparation and Post-Advanced courses can also be taken in the Intensive Program. This program is mandatory for persons on an F-1 student visa.

ESL/EFL SEMI INTENSIVE PROGRAM (SEMI-INTENSIVE LANGUAGE PROGRAM)

Course Length: 8 weeks per course

Meetings: 12 Hours of Integrated Skills
4 Hours of Skills Focus

Total: 16 hours per week

Business English, TOEFL Test Preparation and Post-Advanced courses can also be taken in the Semi-Intensive Program.

PART-TIME PROGRAM

Course Length: 8 weeks per level

Meetings: 12 hours of Integrated Skills

Business English, TOEFL Test Preparation and Post-Advanced courses can also be taken in the Part Time Program.

PRIVATE LESSONS

For students with specific needs private lessons can be arranged to complement a student's schedule, or these lessons may be taken on their own. An assessment to determine your English level will be given prior to the start of any private lessons. Private lessons must be purchased in five hour blocks.

Daytime Programs – Midtown, Manhattan Uptown and Jackson Heights

New students may join the class any Monday. Not all levels are available at all times and are subject to change.

Course	Level Description: Integrated Skills
<ul style="list-style-type: none">• Level 0	Absolute Beginner (not offered in Midtown)
<ul style="list-style-type: none">• Level 1• Level 2	Beginner
<ul style="list-style-type: none">• Level 3• Level 4	Intermediate
<ul style="list-style-type: none">• Level 5• Level 6	High Intermediate
<ul style="list-style-type: none">• Level 7• Level 8	Advanced
<ul style="list-style-type: none">• TOEFL Preparation• Business English• Reading and Writing• Listening and Speaking	Post-Advanced

Programmatic Goals

Upon completion of the ESL Program, students will:

1. Demonstrate ability to comprehend, interpret and apply spoken and written forms of communication;
2. Demonstrate awareness of both explicit and implied meaning in extended spoken discourse;
3. Read with comprehension of both content and organization;
4. Recognize and utilize key vocabulary appropriate to a variety of situations;
5. Apply a range of language structures to interact effectively in work and school situations;
6. Write about a variety of topics with level-appropriate correctness, clarity and detail.

Everyday English and Weekend English - Jackson Heights and Manhattan Uptown

The Everyday English/Weekend English program is specifically designed for students who live and work in New York but it is open to anyone needing English. The program concentrates on teaching and building English skills in order to gain confidence at work, at home, and in the community. The offering of courses depends upon sufficient enrollment.

Course	Level Description: Integrated Skills
Everyday English/Weekend English Level Basic	Basic/ Pre-beginner
Everyday English/Weekend English Level 1	Beginner 1
Everyday English/Weekend English Level 2	Beginner 2
Everyday English/Weekend English Level 3	Intermediate 1
Every day English/Weekend English Level 4	Intermediate 2
Every day English/Weekend English Fluency Development	High Intermediate –Offered in 5 different modules: <ol style="list-style-type: none">1. Integrated skills2. Grammar and conversation3. Listening and speaking4. Vocabulary and writing5. Building skills for TOEFL

Programmatic Goals (same for both programs)

Upon completion of the Everyday English and Weekend English ESL Programs, students will:

1. Participate appropriately in discussions on familiar topics;
2. Listen and respond appropriately to spoken English in a variety of workplace and social situations;
3. Comprehend and appropriately use basic grammatical structures in both written and spoken English;
4. Predict and identify main ideas in short passages;
5. Comprehend simple oral and written instructions;
6. Write simple messages, notes and sentences on familiar topics related to self, home, work and family

Proficiency Descriptors by Levels

Daytime Programs

Level 0 – Pre-Beginner (Level 0/Basic-not offered in Midtown). The student is a true beginner with minimal or no previous knowledge of the English language who is unable to communicate in English and may not be fully literate in any language.

Level 1 - Beginner 1. This level is appropriate for students who may have been exposed to English passively or have studied it a long time ago or to a limited extent. The student may be able to read and write letters, numbers and a limited number of basic words and phrases related to immediate needs.

Level 2 – Beginner 2. The student can understand simple sentences and instructions used in familiar settings, but has limited vocabulary and only uses isolated words and expressions. The student can use short, memorized language chunks, but frequent errors interfere with communication.

Level 3 – Intermediate 1. The student can communicate using simple phrases, sentences and questions. He/she can describe events, opinions and plans with some difficulty due to limited vocabulary and control of grammatical content.

Level 4 – Intermediate 2. The student is capable of expressing him/herself in a limited number of areas. He/she can understand the main idea and some details of extended discourse. The student can communicate and participate in conversation in familiar social situations.

Level 5 – High Intermediate 1. The student is able to use more complex sentences when speaking and writing, but may have inconsistent control of more complex structures. He/she is able to communicate in a variety of settings and can comprehend and produce language on familiar topics, but may lack variety in vocabulary and sentence structure.

Level 6 – High Intermediate 2. The student understands everyday language and is capable of comprehending and expressing general ideas with nuances, despite some grammatical and lexical errors. He/she is able to communicate in a variety of settings but may lack variety of sentence structure in written work.

Level 7 – Advanced 1. The student is capable of expressing him/herself confidently in various situations. Structural and lexical errors may still occur, but the student is able to communicate effectively orally and in writing. The student can comprehend and produce detailed texts and participate in discussions.

Level 8 – Advanced 2. The student's language skills are sufficient for communication in a wide variety of situations. He/she may still have difficulty with complex structures, idiomatic expressions and words with multiple and/or nuanced meanings. The student can comprehend and produce clear, detailed and organized texts on complex topics, although errors may be present.

Post-Advanced Levels. The student is able to communicate with ease, flexibility and spontaneity. Communication skills are sufficient for use in academic and/or professional settings.

Everyday English (EE) / Weekend English (WE)

Course	Listening/Speaking	Reading	Writing
EE/WE Level Basic	<p>Learns to identify and produce English sounds and words</p> <p>Gives single word answers</p> <p>Able to answer yes/no questions</p> <p>Able to answer questions related to daily activities</p>	<p>Can identify basic vocabulary words related to self</p> <p>Can read simple forms</p> <p>Can read simple conversations related to self</p> <p>Reads short phrases aloud</p>	<p>Can write familiar words related to self</p>
EE/WE Level 1	<p>Identifies and produces English phonemes</p> <p>Can give short answers to yes/no and information questions.</p>	<p>Reads basic texts with everyday vocabulary</p> <p>Reads basic forms</p> <p>Reads conversations on everyday topics</p>	<p>Answer questions in written form on basic everyday topics, family, school, work.</p> <p>Writes simple sentences</p>
EE/WE Level 2	<p>Can answer questions on familiar topics.</p> <p>Can verbalize information about self, school, family, work and everyday activities in spoken English</p>	<p>Reads longer texts on familiar topics</p> <p>Reads forms</p>	<p>Writes sentences using the present and the past.</p> <p>Can answer questions with complete sentences in writing</p>
EE/WE Level 3	<p>Can respond appropriately (formally or informally) in spoken English to questions.</p> <p>Can ask for clarification.</p> <p>Can describe using the present, past and future.</p>	<p>Can read and comprehend simple texts</p>	<p>Can write about present, past and future events in simple sentences.</p>
EE/WE Level 4	<p>Can respond to and understand sustained discourse.</p>	<p>Can read and comprehend longer texts</p>	<p>Can write short paragraphs</p>
Fluency Development	<p>Responds appropriately to questions in a variety of tenses.</p>	<p>Can understand the main idea in a longer text</p>	<p>Can write extended paragraphs.</p>

COURSE DESCRIPTION – DAYTIME PROGRAMS

Integrated Skills – Levels 0-8: (Level 0/Basic-not offered in Midtown). Our integrated skills program is designed to provide quality instruction and practice to improve students' listening, speaking, reading and writing skills at every level. Students will learn how and when to use the vocabulary, pronunciation and grammar that is needed to become a more fluent speaker of English. Fun and creative learning activities will prepare students to use English in real-life situations such as work, socializing, academic studies and everyday interactions. Faculty will assess student progress and give helpful feedback.

TOEFL Preparation: This course develops students' ability improve their score on language associated with TOEFL tests. Using practice materials similar to those found on the exams, students will extensively practice language structures and functions needed for success on the TOEFL test.

Business English: This advanced course develops students' ability to identify, understand and utilize terminology, phrases and structures used in a professional setting. Students will engage in meetings, negotiations, analysis of business problems and brainstorming of solutions, all in English.

Post-Advanced Listening and Speaking: In this course, students will develop critical thinking skills and gain insight into American attitudes and values. Students will engage in discussion and debate to promote spoken fluency. Students will learn how to clarify, interpret and evaluate ideas from the listening and reading activities as well as improve vocabulary.

Post-Advanced Reading and Writing: This course features texts on high-interest topics, step-by-step writing instruction and practice, vocabulary expansion, tailored grammar review as well as critical thinking skill development, discussion and fluency building. Students will learn a variety of writing forms and styles.

Friday Workshops: Friday workshops provide Intensive Language Program students (those taking 20 hours per week) with enhanced practice with authentic materials such as newspaper articles, podcasts and online videos. Students interact with real English through new themes each week to improve listening, speaking reading and writing skills in real-life settings.

Skills Focus: (not offered in Midtown program). Taught at Beginner, Intermediate, High Intermediate, Advanced and Post-Advanced levels. Students concentrate on developing their listening/speaking and reading/writing skills. This course is part of Semi-Intensive and Intensive programs.

Change of Level Procedure

Students are not permitted to choose their own level. Students requesting a level change will be reevaluated by the academic staff and/or teacher of the assigned level. Written and/or oral evaluations may be administered to determine whether a level change request will be granted or denied. Formal level change requests (which are granted or denied) are recorded.

If the instructor believes that a student is in the wrong level, he/she is advised to consult the Academic Coordinator regarding the options for that student. Written and/or oral evaluations may be administered to determine whether a level change is appropriate.

Change of Program Procedure

Students may wish to transfer between programs, branches and/or schedules (e.g. weekend to daytime, Midtown to Manhattan Uptown, daytime to evening, etc.). Our programs have different goals at different times, and programs among branches can differ. For this reason, students requesting a change of session must meet with the ESL Academic Coordinator and may need to take a new placement test. The level the student is placed in can be different from the level or course he or she is currently in.

School Fees

The following are permanent fees charged at NYLC *excluding* tuition:

REGISTRATION FEES		
INTENSIVE LANGUAGE PROGRAM	Midtown, Uptown, Queens	\$100
SEMI-INTENSIVE LANGUAGE PROGRAM	Midtown	\$100
SEMI- INTENSIVE LANGUAGE PROGRAM	Uptown & Queens	\$50
PART-TIME	Uptown & Queens	\$50
	Bronx	\$35
EDUCATIONAL RESOURCE/MATERIALS FEES		
FULL-TIME/SEMI-INTENSIVE	Midtown	\$80
SEMI-INTENSIVE	Uptown & Queens	\$50
LOST/DAMAGED REPLACEMENT BOOK	Midtown, Uptown, Queens	\$35
MATERIAL FEE (PART TIME AND EVERYDAY ENGLISH)	Uptown, Queens, The Bronx	\$25 or \$40
MAILING FEES (All Schools)		
EXPRESS MAIL		\$95
REGULAR MAIL		\$20
HOUSING FEES (All Schools)		
HOUSING PLACEMENT		\$150
HOUSING RE-BOOKING		\$50

Payments

All students are expected to make payments in a timely fashion. Payments are to be made to staff at the front desk. Students who have payments overdue may not be allowed to enter class, get their academic report or completion certificate until the balance due is paid.

Rules and Policies and Other Important Information

Attendance

All students are expected to attend class every time the class meets. Regular attendance is necessary to avoid falling behind academically.

Instructors take daily attendance by calling students' names aloud and recording attendance in the attendance folder. Students need to indicate that they are present when their name is called. If a student does not hear his or her name called, they must inform the instructor that they are present and should be marked present.

Students are expected to be in class on time and return from the break on time. Arriving late is disruptive to the instructor and classmates. Instructors will not repeat material missed by late students. Students who arrive late to class will be marked *Late*. Students who leave before dismissal will be marked as *Early Departure*. Three latenesses and/or early departures in any combination equals an absence. If a student misses two or more weeks of class, the student can be terminated. In the case of illness or emergency, official documentation should be provided.

Attendance Policy

Students are required to attend at least 80 percent class hours per session. When a student attends class, he or she gains the full advantage of tuition. When classes are missed, students are unable to benefit from learning opportunities. For students on F1 status, the NYLC attendance policy and responsibilities form must be signed. The policy is provided to students at orientation.

Grading, Pass and Fail and Level Progression

Levels 0-8 and Everyday English/Weekend English

Students must achieve a score of 70% in order to progress to the next level in sequence.

Bi-weekly formative assessments do not count in the grade. The final summative exam accounts for 100% of the final score. Students who do not achieve the minimum passing score must remain in the same level in the subsequent session.

Post Advanced (PA): TOFEL Prep, Business English, Listening/ Speaking and Reading/Writing

To enter these courses, students must:

1. Be placed into the post-advanced track upon arrival **OR**
2. Pass level 8 with 70% or more

Students who complete enrollment prior to the final week of the level will receive a score based on bi-weekly assessments taken.

Grading Scale

All assessments will be graded according to the scoring scale outlined below.

90-100 – Excellent. An outstanding performance in which the student demonstrates maximum understanding of the required skills for his/her level.

85-89 – Very Good. Exceeds more than average performance in language skills and has achieved an understanding of the required skills for his/her level.

79-84 – Good. A more than adequate performance in which the student demonstrates a basic understanding of the skills of the level.

70-78 – At level. An adequate performance in which the student demonstrates a general adequate understanding of the skills required in the level.

0-69 – Below level. An inadequate performance. Failed to demonstrate mastery of the skills necessary to be “at level”.

0- Incomplete. Student did not take an assessment. Student will be permitted to take the assessment on an alternate date.

Grade Reports on the NYLC App

Students have access to their grades on the New York Language Center App. Instructions to download the app to an iPhone or Android devices along with a username and temporary password are sent via email or given in person. Once an account is created, we suggest creating a permanent password that is easy to remember. Students may then check their assessment scores, as well as attendance.

Certificate Protocol

NYLC offers 3 documents: **Enrollment Certificate**, **Certificate of Completion**, and **Transcript**. Each is issued per student request only.

1. Students can request an **Enrollment Certificate** after completing their enrollment period. Students are eligible for an Enrollment Certificate after they have completed the time they have registered for AND made all payments for that time.
2. A **Certificate of Completion** is issued after a student has completed a program or a module: Level 8 or one Post-Advanced in our Daytime program course or two Fluency Development classes in our Weekend English or Everyday English programs. Completing a module (in Daytime Program only) is defined as completing Level 2, (Beginner Module) Level 4 (Intermediate Module), Level 6 (High Intermediate Module) or Level 8 (Advanced Module and Program).

If a student joins in the middle of the Level (for example a student joins Level 4 in the 3rd week of the course) the student is still eligible for a Completion Certificate once they have completed Level 4. A Completion Certificate is only issued once the final exam has been taken and passed and once all payments for the module or program in question have been made. There are no Module Certificates issued for Everyday English and Weekend English programs.

3. A **Transcript** is the only document that includes students’ main Level grade(s). If a level was repeated, the passing grades are listed. If a level is failed and then repeated but not completed, a score based on bi-weekly assessments determines the final grade for the level.

NYLC Policy & Procedure for Appealing Final Grade

Students **may** appeal their **final** grades for the following reasons:

- Grade miscalculation
- Errors in the final exam if a change in final exam grade would cause a change in the course grade

Students **may not** appeal final grades for disagreements with teaching methodologies or attendance policies.

Process for Final Grade Appeal

- a) The student obtains a Final Grade Appeal Form from Student Services.
- b) The **instructor will complete his/her portion** of the Form within 3 business days.
- c) If the instructor agrees with the student request for grade change, a Grade Change Form will be forwarded by the instructor to the Academic Coordinator.
- d) If the instructor does not agree with the student's request for a grade change, the student may appeal to the Academic Coordinator directly.
- e) The Academic Coordinator will meet with the school Director and discuss and make a decision.
- f) Their decision for a grade change will be final.

Rules of Conduct

- *Attendance and Lateness:* Please be sure to arrive on time and prepared for classes every day. If your class has a break, you must return to class at the end of the break. Your teacher can't wait for late students to begin the lessons.
- *Cell Phones:* Please do not use cell phones in class. If you need to take an important phone call, you must exit the classroom to take the call. Please do not send text messages or use the internet for personal reasons during class time. It is very distracting and disrespectful to your teacher and classmates.
- *English Only:* Please speak English at all times during class. Of course, it is acceptable to translate one word every once in a while or to use a dictionary, but if you depend on translation, your English won't advance. Most importantly, you must speak English with your classmates. If many students in the class speak the same native language, they often revert to using their language in class. This is very disrespectful to the other students in class who can't understand, and is counterproductive to everyone's goal of improving English skills.
- *Homework:* New York Language Center instructors give homework and we expect students to complete homework assignments. Homework is important to practice and reinforce what is learned in class.

- *Building Rules:* Please do not stand in front of the building. If you want to talk with friends or smoke outside, please move away from the building entrance. You may not go to the roof (Midtown only).

Textbooks

Students must come to class with their textbooks. Textbooks are provided to students either on the first day of class or the first day of a new level. Fees for textbooks are part of a student school fees. Textbooks must not be left in the classroom overnight. Students must pay a fee for replacing lost books.

Copyright Policy

New York Language Center adheres to copyright laws. Our policy is posted next to our copy machines.

Termination by the School

The school may terminate a student for any of the following reasons:

- Non-payment of tuition.
- Failure to attend 2 consecutive weeks without notifying the school.
- Unsatisfactory conduct in school or in class. This includes, but not limited to: consumption of drugs or alcohol, harassment (sexual or otherwise), verbal abuse and any other activity deemed unlawful by current statutes.
- Violation of the attendance policy (F1 students).
- Soliciting or selling for personal gain on school premises without permission.

Requesting a Refund

Students may find that they want to leave the school, shorten their program or for other reasons, may request a refund. Requesting a refund does not mean that a student is eligible for a refund. The refund policy is listed on the enrollment agreement. If payment was made to the school by an agent, the refund will be made to the agent. In order to request a refund, students must ask for a refund request form from the front desk or email info@nylanguagecenter.com and ask for it. Note that refunds are made in the form of payment received: credit card payments will be refunded by credit card, etc. For overseas refunds by wire, a bank fee is charged. Refunds are always made to the person who paid. Refunds are made within 30 days provided the information has been received by the school. In lieu of a refund, or when the student is not eligible for a refund, he or she may request a credit to be used within six months.

Student Life and Services

New Student Orientation and Office Hours

New York Language Center offers general student orientations and F1 student orientations at all branches. The orientation is announced and is every Monday at the Midtown school and Monday or Tuesdays at the Manhattan Uptown and Jackson Heights schools. For evening and weekend part-time program, the orientation takes place at the start of a new session. Students who miss the orientation may schedule a one-on-one orientation with an NYLC International Student Advisor if they are on F1 status or with an Academic Coordinator if they are not on F1 status. NYLC is an open access school, and students may visit NYLC advisors every weekday before or after classes. Students may schedule an appointment to see a specific advisor for important issues. For questions about housing, activities, medical insurance, university applications, referral to a medical professional, or anything else you may also call (212) 268- 6500 and ask for the Director of Student Life or for F1 status questions, the Principal Designated School Official in the International Student Office.

Agent Referred Students

Students referred to New York Language Center by an Overseas Agent Partner take our Agency Survey upon arrival at the school. This survey is also available at any time online at: www.surveymonkey.com/s/NYLC-Agency-Survey. If a student believes that an agency has misrepresented the school he/she must immediately get in touch with the school's Executive Director.

Student Activities

New York Language Center offers a range of student activities which are always led by one or more of our faculty members. Depending on the season, we offer 1-2 chaperoned activities every week, which are free, low-cost, or discounted for our students. We also offer a calendar with suggestions of activities to do on your own. Participation in student activities is an important factor in making friends, getting to know New York and getting extra practice in using English. Some of our more popular activities include visits to the Empire State Building, guided tours of the United Nations, walks across the Brooklyn Bridge, Coney Island, the Bronx Zoo, a variety of museums, guided tours of Columbia University, professional and university sporting events, various cultural festivals, parades and celebrations. We also offer various workshop. To learn more about school activities, students may see the Director of Student Life or refer to posters, Facebook and the blog for regular updates and announcements.

Help for Distressed Students

All students can request help from NYLC professional level staff or the Director of Student Life for references to professional help. Part-Time students attending classes in the evening or weekends are encouraged to schedule appointments at their branch.

Cultural Adjustment and Culture Shock

NYLC staff members are here to help students with their transition to a new country. Adjusting to a new culture is difficult and we encourage students to speak to us if they have any concerns. Students will receive some information about cultural adjustment at the orientation, and instructors and staff also can

be a source of help. Participating in NYLC group activities help students adjust and make friends. We encourage students to join a group of people who share similar passions or hobbies. Students can also join our Facebook community (www.facebook.com/ilovenylc) or see the Student Life team for recommendations about how to get out and meet people who share your interests.

Professional Medical or Mental Health Referrals

If a New York Language Center staff member suspects that a student may need mental health assistance or medical assistance, the matter is treated as confidential and urgent and the staff member will offer to help the student get a referral to a trained medical professional or therapist, or go directly to an emergency room.

Health Insurance

It is highly recommended that NYLC students buy health insurance. The consequences and risks of not having adequate medical coverage are severe; for those without coverage a serious injury or illness can cost tens of thousands of dollars and there is a risk of inadequate or poor health care. Students can visit www.internationalstudentinsurance.com to book medical insurance themselves before departure to the United States, they can visit an NYLC advisor immediately upon arrival for assistance, or they can buy insurance themselves from another company. The school also has contacts with insurance providers who visit the school periodically and provide assistance on site.

Safety

In the schools: Your safety is important to us whether you are in the building or outside. It is important that you take note of the following:

Please note where the emergency exits are located in your building. We will point them out to you. If there is an emergency, please exit the building in an orderly fashion using the stairs. Never use the elevator if there is an emergency or the fire alarm sounds, use the stairs to exit directly into the street. Do not leave your personal belongings unattended during breaks or at any time as they can get stolen.

The Midtown school is in a high rise office building with many offices and a lot of public traffic. If you ever feel uncomfortable about getting into the elevator with someone, do not go in and wait for the next elevator. Remember that smoking is not allowed inside any building in New York City nor is it allowed in outdoor public spaces.

Outside of the schools: New York is relatively safe, but it's still a big city and you should always be on guard. Late at night, consider taking a taxi home or taking a taxi from the subway station nearest to your home. All registered public transportation vehicles in New York City (yellow taxi, green taxi, UBER, etc) have a "T" in the license plate.

If you ride the subway late at night, wait in the late-night waiting area (you'll see a yellow line on the wall marking this area in the station or on the platforms where there are cameras). On buses late at night after 11 pm you have the right to ask the bus driver to drop you off right in front of your building (if your building is directly on the bus route). Do not wait by yourself on a deserted platform late at night, find the late-night waiting area marked in yellow that is under video surveillance or stay near other people if you cannot find the video surveillance area. Keep your back to the wall, face the platform and oncoming train, and do not lean over the tracks. On the subway trains keep your belongings on your lap or secure in your bag around your shoulder. On the streets late at night, avoid deserted streets and avenues, do not enter parks, and walk where there are more people. Know where you are going and keep your important

documents and your money secure. Try to avoid pulling out your wallet.

It is very important to keep cell phones, tablets and computers out of sight in the subway. If you go out with friends to bars or clubs, be sure you all leave together. Never leave your friends behind.

To call the police, fire department, or ambulance in New York City, dial 911. For non-emergency questions or needs, dial 311.

Student Identification Cards

If you would like a New York Language Center Student identification card, please bring a small photograph to the office (one inch by one inch) upon arrival in New York City or we can take a picture for you. Allow one week for processing. The NYLC ID is not a legal ID. Carry your legal ID with you at all times.

Housing

New York Language Center offers safe and convenient homestays, apartment referrals and student residences. If you have any problems with your housing, please contact the Director of Student Life or the Housing Coordinator. If you would like to reserve housing on your own, you may also see them for recommendations of trustworthy housing agencies such as <http://nyhabitat.com>. As with any internet transactions, please be cautious when using any online listings such as Craigslist. Do not pay any money or give out your credit card information or bank account information until you have seen the apartment and met the leaseholder.

Students who have obtained housing through NYLC will be asked to complete a brief survey upon exit.

College or University Placements

New York Language Center has relationships with several degree-granting institutes and universities, and NYLC staff members are familiar with the American community college and university system. Students can request letters of pre-admission from some of our partner schools, and may be granted a waiver of the TOEFL score requirement in certain cases. Please see the Director of Student Life for further information.

Banking

NYLC advisors can help you open a bank account at in New York City. International students usually need some combination of the following documents:

- Proof of local address
- Proof of the international address (the address as noted in the passport or a piece of mail from NYLC that was sent to the international address)
- 2 forms of ID (for example, passport and NYLC ID card)
- NYLC attendance verification letter listing your US address, and signed by an NYLC designated staff member
- I-20 (if you are an F1 student)

Student Complaints

Satisfied students are our goal. However, sometimes, a student may have a serious issue that involves the school, directly or indirectly. If a student has a complaint, he/she should speak to Academic Coordinator, Director of Student Life, Manager or to the front desk student services where he/she will be able to write a formal complaint. The complaint will be promptly investigated by the school management.

Student Complaint Procedure

Students should feel free speak to the front desk staff, Academic Coordinator, Manager, or Director to discuss any concerns. If after discussing his/her complaint with the appropriate staff member, the student still feels the complaint has not been resolved, he/she may follow the procedure listed below:

1. Complete a Student Complaint form which can be obtained from the front desk in the Midtown, Manhattan Uptown, or Jackson Heights branch, and include documentation, such as a written description of complaint, and present it to the Academic staff member in charge.
2. The Academic Staff Member will consult with the Director of Faculty or the Executive Director.
3. Upon receipt of the student complaint form and documentation, the aforementioned Management Team will investigate the complaint.
4. A complaint may also be emailed.
5. The Executive Director will confer with the key staff involved and provide the student with a resolution to the complaint.

Student Survey

New York Language Center continually seeks student feedback regarding its services. Therefore, throughout your time with us, you may be asked to complete any of the following surveys: Agent, Student Satisfaction, Housing, Marketing Survey or different surveys where the administration may seek student input. Exit surveys are very important to us as well as alumni surveys which we email once you leave our school. A link to the student satisfaction survey is on our website under *STUDENTS*.

Updates to Student Information

Students should inform the school of any changes of address or phone numbers.

Confidentiality of Information

New York Language Center student privacy policy is on our website. We would never share student information without his/her written consent. The exception to this would be a government employee who is authorized to obtain student information such as F-1 information, or by subpoena.

Weather Related Closings

Students are responsible for checking our website and/or Facebook pages for any important announcements.

Recovery Hours

In the event of an unplanned school closure due to weather events or disaster, we will provide students with options for making up the time.

Responsibilities for F1 Students

Responsibilities are given to students at orientation. Maintainig F1 status is the student's responsibility.

Terminology Related to F1 Students

Term	Definition
Department of Homeland Security (DHS)	DHS makes the regulations governing F1 students
United States Citizenship and Immigration Services (USCIS)	USCIS is a unit within DHS (that oversees many aspects of F1 students once they are in the U.S.)
United States Immigration and Customs Enforcement (USICE)	USICE is a unit within DHS (that oversees U.S. borders and immigration enforcement)
I-20 Certificate of Eligibility (I-20)	The document issued to the F1 student by the school (it is not an F1 student visa but it is required before a student may request the student visa)
School and Exchange Visitor Information System (SEVIS)	SEVIS is the database for tracking F1 students, and where our DSOs and PDSOs log in to make I-20s
Designated School Officials (DSO) and Principal Designated School Official (PDSO)	These are the officials at NYLC authorized by DHS to make I-20s and make reports to DHS through SEVIS.

Passport and I-20

F1 (I-20) students must maintain a valid passport and I-20 at all times. If your passport will expire in the next six months, please contact your country's consulate to ask for a renewal. If the I-20 from NYLC will expire, it is your responsibility to get a new I-20 from us or to arrange your transfer to a new school before the I-20 expires. Keep a photocopy of all your important documents in a safe and separate place.

Change of Address / End of Program Reporting

Any change of address or end of your ESL program must be reported in writing to a DSO, or PDSO in writing within 10 days (for a change of address) or by the last day of your program. Students need to request the correct form to report such a change. The DSO or PDSO will inform DHS/USCIS using SEVIS.

Attendance / Medical Leave

F1 status students are required to be enrolled in 20 hours of class per week and are required to maintain a satisfactory 80% attendance rate at New York Language Center (NYLC). Students must arrive on time to classes or risk accumulated lateness consequences. It is the student's responsibility to attend 20 hours of class per week at NYLC. Failure to maintain adequate attendance may jeopardize a student's status and may also lead to dismissal from NYLC and termination in SEVIS. Sick leave or emergency leave must be documented and authorized when the incident occurs (not several weeks later). Students must contact a DSO/PDSO within 24 hours of an emergency or situation which prevents the student from attending class. The student or the student's representative must fill out a medical leave request form, vacation form, or leave of absence form as required by the DSO or PDSO and provide documentation. The request for medical leave, vacation, or leave of absence must be approved by a DSO or PDSO.

Travel for F1 Students

To travel outside the United States, even to Canada or the adjacent Caribbean Islands, students must schedule an appointment with DSO/PDSO to get the necessary signatures and approval.

NYLC Annual Vacation Policy for F1 Students

Annual vacation at New York Language Center is only for those F1 students who have completed at least twenty-six weeks of continuous study, and who intend to come back to New York Language Center. Under special circumstances, other vacation arrangements may be made. Students who have maintained a satisfactory attendance rate are eligible to receive an eight week annual vacation at the beginning of the next 8-week session. The Designated School Official (DSO) or Principal Designated School Official (PDSO) also has the discretion to grant the 8 week vacation starting at other times. It's the student's responsibility to catch up with the class once they return from their vacation if necessary. Upon return from vacation, students should see the Academic Coordinator. If a student is on attendance probation, a student cannot take vacation until completing the probation period and getting clearance from the DSO or PDSO.

To receive permission for vacation, an F-1 student must obtain written permission from the DSO or PDSO at least one week before the start of the vacation and payments must be up-to-date. Students must make a non-refundable deposit equal to 4 weeks of tuition, which will apply to the tuition payments upon the student's return. Students who intend to travel outside the United States must see the DSO/PDSO and bring their I-20 and passports. Upon returning from vacation, the student must report to the DSO.

Extensions

To apply for an extension of the I-20, students must see a DSO/PDSO at least 30 days prior to the completion date on the I-20. Students will be evaluated by the Academic Coordinator to determine if they can benefit from continuing studies at New York Language Center. The DSO/PDSO will determine if the student qualifies for an extension. Extensions cannot be granted after the I-20 expires.

Transfers

F-1 students at NYLC are required to study with us for at least 8 weeks and maintain 80% attendance to be eligible to transfer in good status to another school. Students on attendance probation, are recommended to complete the probation period with satisfactory attendance to get back in good standing before transferring out. To transfer to another school, students must notify us of the intent to transfer at least two weeks in advance, and must provide an acceptance letter from the new school. SEVIS internet records will be released to the new school only after students have registered at that school. NO TRANSFER REQUEST WILL BE PROCESSED ON THE SAME DAY REQUESTED. The new school will determine whether a student is eligible to transfer and when he or she must start.

Employment

Under F-1 status, students may not work legally except in special circumstances.

Duration of Status

An F-1 student is admitted to the United States for the duration of status (D/S). This is defined as the time in which the student pursues a full course of study plus a reasonable amount of time to transfer to another school or depart the United States.

GETTING TO NEW YORK LANGUAGE CENTER BRANCHES

NYLC – Midtown

226 W. 37th Street, 11th floor (between 7-8 Ave)
New York, NY 10018
Tel: (212) 268-6500

NYLC – Midtown is within walking distance from Port Authority bus terminal (New Jersey buses), Penn Station and the PATH station at 33rd Street. Long Island Railroad and New Jersey transit trains go to Penn Station.

Subway: #1, 2, 3, 7, S, N, R, Q subway to 42nd-Times Square; A, C, E to 42nd-8th Avenue, or #1, 2, 3, B, D, F, M, N, R, Q to 34th Street.

NYLC – Manhattan Uptown

2710 Broadway, 2nd floor (between 103-104 Streets)
New York, NY 10025
Tel: (212) 678-5800

Subway: #2, or 3 to 96th Street or #1 to 103rd Street

NYLC – Jackson Heights, Queens

37-66 82nd Street, 2nd floor (near Roosevelt Avenue)
Jackson Heights, NY 11372
Tel: (718) 476-7600

Subway: #7 to 82nd Street, or E, F, M, R to 74th Street-Roosevelt Avenue
LIRR (Long Island Railroad) to Woodside Station and change for the #7 subway line (direction Flushing/Main Street)

NYLC – Bronx

2450 Grand Concourse (at 188th Street)
Bronx, NY 10458
Tel: (718) 561-6000

Metro North Train: to Fordham Station (then walk to school or take Bx 12 bus going west)
Subway: B, D, or #4 to Fordham Road; Bus: Bx 12 to Fordham Road.

Contact us:

Email: info@nylanguagecenter.com

Web: www.nylanguagecenter.com

Facebook: www.facebook.com/ilovenylc

NEW YORK LIFE

Weekend trips

Activities are available through either of the following:

www.one-to-world.org One to World International

www.tourquest.com American International Tours

Unpaid Intern Information

www.urbaninterns.com

www.internqueen.com

www.internshipprograms.com

www.linkedin.com

Social Life

Sign up for a free account and look for happy hours and meetings.

www.meetup.com

Find and meet up with like-minded people who like what you like. Try New York Public Libraries (main one at 40th St. / 5th Ave.). Try career centers at universities.

Food - Restaurants

There are thousands of inexpensive dining options in New York for all ethnic preferences and locations throughout the city. We recommend these neighborhoods for finding less expensive ethnic restaurants:

- Chinatown
N, R, Q, 6 subways to Canal Street, or B or D to Grand Street
- Spanish Harlem
6 to E. 116th Street
- Astoria, Queens
N or Q subway to Broadway or 30th Avenue stops in Queens
- Jackson Heights, Queens
E, F, R, M, or # 7 to 74th/Roosevelt Avenue in Queens
- Curry Hill
6 to 23rd Street/Lexington Avenue in Manhattan
- Koreatown
B, D, F, M, N, Q, R to 34th/Herald Sq or 2, 3 to 34th Street

Food Shopping

Ways to have a hardy meal without having to use a kitchen! (You may need access to a microwave).
Note: NYLC Midtown has a refrigerator and microwave on the premises

Associated Supermarket - Locations throughout the 5 boroughs.

Your classic one-stop grocery and meat store. They always have weekly sales and specials for you to stock up on the necessities.

Trader Joe's

Locations: 72nd Street & Broadway, 14th Street near 3rd Avenue, and 6th Avenue near 23rd Street.

A specialty grocery store providing affordable organic products. They specialize in a wide variety of fresh and frozen microwaveable entrees. Very affordable.

Whole Foods

Locations:

Manhattan Uptown: 97th St. and Columbus Ave.

West Side: Columbus Circle

Time Warner Building; and four locations downtown.

A mega market that offers healthy & organic produce & buffet style meals to shampoo & other hygiene products. They have a huge salad bar, hot entrée food bar, and a dessert bar with picnic tables to eat in or you may take the food to go.

Duane Reade

Locations throughout the 5 boroughs.

A convenience store open 24 hours, 7 days a week with dozens of locations through- out Manhattan, providing great options for fast and easy meals that only require a microwave.

Additional Sources of Dining Locations

Time Out Magazine

New York Magazine

<http://nymag.com/restaurants/cheapeats/2010/67146/>

Time Out NY

<http://newyork.timeout.com/things-to-do/this-week-in-new-york>

Information is courtesy of New York Language Center. We try our best to update this and to make it as accurate as possible, but please note that all information in this Student Guide is subject to change at any time. We are also not responsible for incorrect information as this information is provided as a courtesy.

When visiting an unfamiliar neighborhood, ask a New Yorker about safety. If you have suggestions for inexpensive eats or for anything else we could add to this guide, please email them to activities@nylanguagecenter.com. Thank you.



New York Language Center-

Download this guide from our website and use Google Translate if needed!
<http://www.nylanguagecenter.com/en/foreign-students/student-downloads>

Important Phone Numbers

Emergencies - 911 General Emergencies	LIFENET Hotline 1-800-LIFENET For people experiencing a mental health crisis
General Information - 311 Government and non-emergency information; Street parking information; report potholes, noise or blocked driveways; to give the Mayor a message; and more. (24 hours/ 7 days a week)	NYC Tourist & Visitor Information 1-212-484-1222 Questions about attractions, tours or anything related to New York City tourism. Monday through Friday 8:30 a.m. - 6 p.m.; Saturday and Sunday 9 a.m. - 5 p.m.
Samaritans of New York Suicide Hotline 1-212-673-3000	Poison Control Center 1- 800-222-1222

Welcome to New York!

Do you have a smartphone? Download these FREE Apps.

NYLC APP- Gives you the Student Guide, Grades and Attendance.

<http://web.mta.info/apps> --Subway and bus information

NYC 311 - gives you City government-related info, like alternate-side parking updates.

Time Out New York – read about things to do in NY, reviews of art exhibitions, concerts, bars and restaurants.

New York City on the Cheap - explore the City on a budget. Read about FREE events and tours, museums with free admission, discount shopping, inexpensive dining and more.

YELP – search for nearby restaurants, bars, businesses and stores. Read user reviews to find the best places in NY!

NYC Tip - calculates the tip for meals or services with standard tipping percentages.

MenuPages - Look up menus and restaurants by type, neighborhood and price range.

Groupon –offers daily discounts on restaurants, shopping, fitness and activities.



Our *TOP PICKS* For Things to Do in NYC

- Take English classes at **NYLC**.
- Enjoy view from **Top of the Rock**.
- Get lunch from **Chelsea Market** and walk **The High Line**.
- Walk across the **Brooklyn Bridge** and eat pizza at **Grimaldi's**.
- Relax in **Central Park**.
- Visit the **Statue of Liberty & Ellis Island**.
- Take a walk in **Prospect Park**.
- Go to **Smorgasbord** on the weekend and try a new dish
- Take the ferry to **Governor's Island**.
- Explore **Chinatown**.
- Go to the **9/11 Memorial**.
- Stand in the middle of **Grand Central Station** and enjoy its beauty.
- Take pictures in **Times Square**.
- Look at famous artwork at **the Met** and **the MOMA**.
- Go shopping in **SOHO**.
- Go to a hidden *speakeasy* bar and order a whiskey cocktail. (if you're of age!)
- Watch a baseball game and eat a hotdog
- Visit the **Cloisters** and take a walk in Tryon Park
- Go out for **Sunday Brunch**.
- Meet a *New Yorker* and practice your English

“Excuse Me, Can You Help Me?”



Is New York safe?

Yes! The crime rate in NY is very low compared to other big cities. According to FBI data, **NYC is the safest big city in the U.S** with the lowest crime rate in 50 years. It is much safer than it used to be in the 1970s and 1980s. However, it is always important to be careful. Make sure to walk in well-lit areas with lots of people at night. Don't leave your bags or personal items unattended. Protect your money and phone on the subway and when walking in crowded areas. Every city can be dangerous, but it's best to use common sense and be aware of your surroundings. See the table of ***Important Phone Numbers*** to contact someone if you need help.

Where can I buy medicine and personal items?

Duane Reed, Walgreens, CVS, and Rite Aid are all common drugstores in New York. You can find things like medicine, soap, shampoo, make-up, and other personal items. Many streets also have small delis or convenience stores that sell snacks and other common items, like razors or toilet paper. These stores are often open very late or 24 hours.

Where can I shop for food?

New York has many types of supermarkets. These are popular supermarkets in NYC. You can find them around the city.

\$ - Key Foods, Trader Joe's, Associated Supermarket

\$\$ - Super Stop and Shop, Fairway

\$\$\$ Gristedes, Food Emporium, Whole Foods

You can also find farmer's markets all over the city. They are usually two days a week in different neighborhoods around New York. (*Hell's Kitchen, Union Square, Astoria* and many neighborhoods in Brooklyn) You can buy fresh food at lower prices. Go to **Union Square Greenmarket** on the weekends for seasonal fresh fruits, vegetables, meat, cheese and more!

Where can I exercise?

New Yorkers like to exercise. You can see people running and biking all over the city. The parks are common areas for people to exercise, i.e. **Central Park, Prospect Park, and Riverside Park**. Sometimes there are free classes in the parks. You can join a gym too. **Planet Fitness \$, Crunch Fitness \$\$, and New York Sports Club \$\$\$** are popular gyms. You can also find many types of fitness classes all over the city like Yoga, Pilates, Cycling, and Kickboxing. Websites like groupon.com or livingsocial.com usually have discounted prices on fitness classes and more.

Where is a good place to go shopping?

There are many great places in New York to go shopping. You can go to the famous **Macy's** on 34th street. This giant department store has everything! **Manhattan Mall** is located close to Macy's. You can find a lot of popular stores like *H&M* and *Victoria's Secret*. **5th Avenue** is another great area for shopping. There are many luxury brands like *Louis Vuitton, Gucci, and Tiffany*. **SOHO** is another popular shopping district. In **SOHO**, you can find a lot of name brand stores as well as many small boutiques. It's a great area to walk around and look. **Queens Mall** is a good example of a typical American mall with over 70 stores. Also, don't forget about the flea markets. **Artists and Fleas, Brooklyn Flea, and Chelsea Antiques Garage** are some of the best flea markets in NY. You can find antiques, clothing, jewelry, and crafts. It's great just to look even if you don't want to buy anything!

Where can I see live music and entertainment?

New York is home to many talented actors and musicians so finding entertainment is easy! If you have some money to spend, go to the **theatre district** in midtown Manhattan. You can see a **Broadway** or **Off-Broadway show**. **Lincoln Center, Radio City Music Hall, Madison Square Garden, and Carnegie Hall** are also famous venues for music and entertainment. There are many venues throughout the city. Go to downtown Manhattan and *Williamsburg, Brooklyn* to find smaller music venues and more local artists. **Rockwood Music Hall** is a great place in the *Lower East Side* where you can see free music on most nights. Or you can go to uptown. There are many places in *Harlem* where you can listen to jazz. And of course you can find live music and entertainment on the streets and subways of Manhattan. Street Entertainment is everywhere!

What neighborhoods are cool and trendy?

Head downtown to *Greenwich Village*. The *East Village* and the *Lower East Side* are young and eclectic. Take the “L” train over to Brooklyn and go to *Williamsburg*. This is becoming one of the trendiest new neighborhoods in the city. If you are looking to go dancing, The *Meatpacking District* in *Chelsea* is where you can go out to feel like a celebrity. You may even see one or two!

How do I get a taxi to stop?

It’s easy! Stand on a corner and wave your hand in the air. Taxis have numbers on the top of the car. If the numbers are lit up, the taxi is available. If the numbers are not lit, the taxi is not available. Don’t worry if the taxis are not stopping for you. They are not ignoring you. They might just not be available.

Where can I go on a romantic date?

New York has many options when you want to take your special someone out for a romantic date. **Central Park** is a great date spot because it can be casual, fun, or romantic. You can have a picnic, rent a rowboat, or just find a place to relax. Another idea is to take a cooking or dance class together. **Appetite for Seduction** offers cooking classes for couples. It includes a three course meal and wine. Taking classes is fun and original.

You can also visit one of the many museums of New York. If you go to the **Metropolitan Museum of Art** (“the Met”), be sure to bring your date to the rooftop terrace for an amazing view of Central Park. If you want to go somewhere new and different, visit **the Cloisters** and take a walk in **Tryon Park** after.

Taking a walk with your special someone is a great way to explore areas of the city while getting to know them. New York is a great walking city. Get lunch from **Chelsea Market** and walk along the **Highline**. Or walk along the **Brooklyn Heights Promenade** for a great view of the Manhattan skyline. For a classic dinner date, go to yelp.com to look for romantic restaurants in the city. There are so many to choose!

What are some of the best things to do in New York in the summer?

Summer is a great time in NYC. You can do so many things. Look for **outdoor street fairs**. You can find one almost every weekend in different neighborhoods. Watch an outdoor movie in one of the public parks. **Bryant Park** and **McCarren Park** usually have free outdoor movies each week in the summer. There are often free concerts in the parks and other public places. You can also take the free ferry to **Governor’s Island**. You can rent a bike, relax in a hammock, and enjoy the waterfront view. You must go to **Coney Island** in Brooklyn. After you go to the beach, visit the famous amusement park. There you can ride the historical rollercoaster, “The Cyclone” and try a Nathan’s famous hot dog. If you like food, you need to go to **Smorgasbord** in *Brooklyn* on the weekends. This is your opportunity to try unique and delicious food. And you should definitely enjoy one of America’s favorite sports. Go to **Citi Field** or **Yankee Stadium** for a baseball game. Will you be a *Mets* or *Yankees* fan? Choose wisely.

Where can I practice my English outside of class?

NYLC offers many activities and excursions around New York. This is a great way to meet new students and practice the English you learn in the class

We recommend going on these trips! Meet your classmates and explore the city together. **New York Public Library** also offers free English classes sometimes. Go to your local library. You can borrow books, movies, and music. Watching movies and listening to music is always a great way to practice. Go to hulu.com to watch TV shows in English. YouTube.com is another popular site to view videos. If you want to make some friends and practice your English, meetup.com is a website that connects people in New York with similar interests like sports, music, languages, etc. There are also many language learning apps that can help, too. Download **DuoLingo** and **Learn English Grammar** by The British Council. Remember to save these apps for outside of class, NOT in the classroom.

HELPFUL WEBSITES

- www.one-to-world.org**
Community events for international students in NYC
- www.tourquest.com**
Weekend trips to Washington, Boston, Philadelphia, Niagara Falls/ Toronto, Amish Country, and more....see an NYLC advisor for more information
- www.internationalstudent.com**
Useful information for international students
- www.newyork.timeout.com** or **www.villagevoice.com**
For NYC culture and entertainment
- www.freenyc.net**
Free events in NYC!
- www.ohmyrockness.com**
A comprehensive list of rock shows in NYC and surrounding areas
- www.nycgovparks.org**
Lists of museums that are free every day, museums that have “pay what you wish” hours/days and museums that have suggested donations instead of a full admission fee
- www.nycgo.com**
Useful information for tourists and New Yorkers alike
- www.ny.com/museums/free.html**
Lists of museums that are free every day, museums that have “pay what you wish” hours/days and museums that have suggested donations instead of a full admission fee
- http://dks.thing.net**
List of NYC art openings
- www.artinfo.com/galleryguide/** or **www.artreach.com**
For information about NYC art museums, galleries and openings
- http://mta.info/**
New York’s public transportation makes commuting easy and affordable. Check out their website to find maps and other useful information

WEBSITES FOR TRIPS

- Weekend trips/activities are available through either of the following:
- www.one-to-world.org**
One to World International
 - www.tourquest.com**
American International Tours

UNPAID INTERN INFORMATION

- www.urbaninterns.com**
- www.internqueen.com**
- www.internshipprograms.com**
- www.linkedin.com**
Sign up for a free account and look for happy hours and meetings
- www.meetup.com**
Find and meet up with like-minded people who like what you like
- Try New York Public Libraries (main one at 40th St. / 5th Ave.)
- Try career centers at universities



FUN THINGS TO DO IN NEW YORK

(This information is provided as a courtesy and may change at any time. Please make sure you call and confirm before you go.)

FREE EVERY DAY	
American Museum of Natural History	Daily 1:00am-5:45pm (closed Thanksgiving and Christmas)
Brooklyn Museum	Wed/Sat/Sun 11:00am-6:00pm Thurs/Fri 11:00am-10:00pm (closed Monday and Tuesday, Thanksgiving, Christmas, and New Year’s Day)
Metropolitan Museum of Art	Tues/Wed/Thurs/Sun 9:30am-5:30pm Fri/Sat 9:30am-9:00pm (closed Monday, Thanksgiving, Christmas, and New Year’s Day)
PS 1	12:00pm-6:00pm Thurs-Mon (closed Tuesday, Wednesday, Thanksgiving, Christmas, and New Year’s Day)
Brooklyn Botanic Garden	8:00am-6:00pm
Wave Hill	9:00am-12:00pm
WEDNESDAYS	
Bronx Zoo	10:00am-4:30pm
New York Botanical Garden	10:00am-6pm
THURSDAYS	
Children’s Museum of the Arts	4:00pm-6:00pm
Museum of Arts and Design	6:00pm-8:00pm
New Museum of Contemporary Art	7:00pm-9:00pm
FRIDAYS	
Asia Society	6:00pm-9:00pm
Bronx Museum of the Arts	11:00am-8:00pm
International Center of Photography	5:00pm-8:00pm
Museum of Modern Art	4:00pm-8:00pm
Noguchi Museum	first Friday of the month only 10:00am-5:00pm
Whitney Museum	6:00pm-9:00pm
SATURDAYS	
New York Botanical Garden	10:00am-12:00pm
Brooklyn Botanic Garden	10:00am-12:00pm
Guggenheim Museum	5:45pm-7:45pm
Jewish Museum	11:00am-5:45pm
Wave Hill	9:00am-12:00pm
SUNDAYS	
The Frick Collection	11:00am-1:00pm
Studio Museum in Harlem	12:00pm-6:00pm

Ways to have a hardy meal without having to use a kitchen! (*You may need access to a microwave.*)

<p>Associated Supermarket Locations throughout the 5 boroughs.</p>	<p>Your classic one-stop grocery and meat store. They always have weekly sales and specials for you to stock up on the necessities.</p>
<p>Trader Joe's Locations: 72nd Street & Broadway, 14th Street near 3rd Avenue, and 6th Avenue near 23rd Street.</p>	<p>A specialty grocery store providing affordable organic products. They specialize in a wide variety of fresh and frozen microwaveable entrees. Very affordable.</p>
<p>Whole Foods Locations: Upper West Side: 97th St. and Columbus Ave.; West Side: Columbus Circle — Time Warner Building; and four locations downtown.</p>	<p>A mega market that offers healthy & organic products where you can find anything from produce & buffet style meals to shampoo & other hygiene products. They have a huge salad bar, hot entrée food bar, and a dessert bar with picnic tables to eat in or you may take the food to go.</p>
<p>Duane Reade Locations throughout the 5 boroughs.</p>	<p>A convenience store open 24 hours, 7-days a week with dozens of locations throughout Manhattan, providing great options for fast and easy meals that only require a microwave.</p>

Note: NYLC Midtown has a refrigerator and microwave on the 10th floor that students are welcome to use!

Information is courtesy of New York Language Center. We try our best to update this and to make it as accurate as possible, but please note that all information in this new student guide is subject to change at any time. We are also not responsible for incorrect information as this information is provided as a courtesy.

When visiting an unfamiliar neighborhood, ask a New Yorker about safety. If you have suggestions for inexpensive eats or for anything else we could add to this guide please email them to activities@nylanguagecenter.com. Thank you!

There are thousands of inexpensive dining options in New York for all ethnic preferences and locations throughout the city. We recommend these neighborhoods for finding less expensive ethnic restaurants:

- **Chinatown**
N, R, Q, 6 subways to Canal Street, or B or D to Grand Street
- **Spanish Harlem**
6 to E. 116th Street
- **Astoria, Queens**
N or Q subway to Broadway or 30th Avenue stops in Queens
- **Jackson Heights, Queens**
E, F, R, M, or # 7 to 74th/Roosevelt Avenue in Queens
- **Curry Hill**
6 to 23rd Street/Lexington Avenue in Manhattan
- **Koreatown**
B, D, F, M, N, Q, R to 34th/Herald Sq or 2, 3 to 34th Street

Additional Sources of Dining Locations

Time Out Magazine

The best option for finding them. They have a section “Cheap Eats” where you can find food for one dollar.

New York Magazine

<http://nymag.com/restaurants/cheapeats/2010/67146/>

Time Out NY

<http://newyork.timeout.com/things-to-do/this-week-in-new-york/42996/>



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NEW YORK LANGUAGE CENTER

Tuesday, January 9, 2012

Part II: Tips for TOEFL, the Speaking Section

by Mia Della Pietra (native New Yorker)



Mia teaches TOEFL Preparation and other courses at NYLC's Upper West Side location. She was born and raised in NYC and lived in Thailand for two years, breathing Muay Thai (Thai boxing) and learning English. Now she enjoys meeting students from a wide variety of cultures and backgrounds and loves finding the humor in the challenges of learning English. In her free time, she watches mixed martial arts, hangs out with her two cats, and eats as much baked macaroni and cheese as she can.

The speaking section of the TOEFL is comprised of 6 different tasks. Each one of them will test you on a slightly different skill. The six tasks always follow the same order, so you can anticipate what kind of question is coming, although you cannot anticipate the topic. Here is a breakdown of the six tasks, and how to deal with each one!

Tasks 1 and 2: Independent Speaking

The Independent Speaking questions will ask you to respond to a question about a familiar topic. Task 1 will ask for a response to an open ended question eg: *If you could travel to any city in the world, where would you go?*

Task 2 will give you two options, and you will have to choose one and defend why you have chosen it eg: *Do you think it is better for men and women to study together, or do you think they should be educated separately?*

Tip for tasks 1 and 2: Do not make a list! You only have time to make 1 point, and develop it. So don't go through all the different reasons why you want to visit Bangkok, the food, the people, the culture, the history, etc. Instead focus on one thing, and then talk about why that would be important.



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