Emory Conversation Partner Program Manual Spring 2016

In Partnership With
Office for Undergraduate Education
Emory College of Arts and Sciences
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Emory Conversation Partner Program

Emory University’s Conversation Partner Program is a volunteer program that pairs international and domestic participants to build cross-cultural relationships and improve English language acquisition. This program strives to build bridges between students through conversation, cultural exchange, and friendship.

Goals of the Program

Through the program, partners will get acquainted with one another, learn about each other’s language and culture, and build relationships. The goals of the program include providing opportunities for:

- Building cross cultural relationships between domestic and international students
- Learning another language
- Developing cross-college relationships

Specific language goals for international students include building:

- Confidence
- Fluency
- Accuracy of grammar and pronunciation
- Knowledge of the meaning and use of formal and informal language
Program Guidelines

Participation in the Conversation Partners Program is a voluntary commitment. There are guidelines that all partners must adhere to for the duration of their participation in the program.

A partner should:

- Participate in the program for a minimum of one semester
- Meet for a minimum of one hour, once a week
- Meet on campus initially, and always meet in a mutually agreeable place
- Fill out a waiver form for any off campus activities
- Know and understand the purpose of the program and commit to promoting the success of the partnership
- Learn and participate in conversation during meetings
- Attend a variety of events to diversify ways of connecting outside of conversations (e.g. going to a movie)
- Check-in a few times throughout the semester via email assessments
  - These are very important to better our program!
- Contact the Office of International Student Life or Jane O'Connor in Emory College of Arts and Sciences ESL Services if any problems develop during your meetings.

Natalie Cruz
Director of International Student Life
Dobbs University Center, Room 228
Emory University
natalie.cruz@emory.edu
404-727-2663
http://oisl.emory.edu

Jane O'Connor
Director, ESL Services
Academic Advising and Support Programs
Office for Undergraduate Education
Emory College of Arts and Sciences
SAAC, Suite 310
jcoconn@emory.edu
404.727.5300
www.epass.emory.edu
Where to Start

Being a conversation partner is an opportunity to engage with someone from a different background. Conversation allows partners to improve languages, learn about different cultures, and make friends.

Spring 2016 Training Dates*

- Thursday, January 14th from 12-1 PM – Dobbs University Center (DUC) E338
- Tuesday, January 19th from 4-5 PM – White Hall 111
- Friday, January 22nd from 3-4 PM – White Hall 111
- Monday, January 25th from 5-6 PM – White Hall 111

*Please contact oisl@emory.edu if you cannot attend any of the listed sessions

Link to online Training Powerpoint:
http://oisl.emory.edu/programs_and_events/Conversation_Partner_Program/Current_Partner_Resources%20.html

What to do at the first meeting

- Your first chance to meet will be at the Conversation Partner Program kick-off event. It will be Thursday, February 4th from 4-6 PM in Winship Ballroom*
- Learn how to properly pronounce each other’s names. Teach your partner how to spell and say your name and then ask them to help you with their name. Write the name down and practice saying it a few times so that you are confident in saying it during your future meetings. Don’t be afraid to ask your partner to repeat their names a few times, as you want to make sure you are saying it correctly.
- Discuss the best method of contacting one another (texts, phone calls, social media, etc.) in case you have to cancel or reschedule meetings.
- Bring a calendar with your work and school schedules to your meetings so that you can know what days you are able to meet with your partner. Set up a date for both of you to meet and add it to your calendar.
- Remember to be friendly, flexible, and invest time in the program in order to develop the relationship.

*If you cannot attend the kick-off program, be sure to contact your partner to let him/her know. Schedule another time at an on-campus location so you both feel comfortable and you can meet then and discuss the above.

Tips for Domestic Conversation Partners

Here are some suggestions on how to develop a relationship with your partner. With this you will be able to connect with your partner through conversation and interaction.
• Always have a pen and paper to write down key vocabulary words.
• Keep sessions short and focused. Meetings could range from 20-60 minutes, depending on you and your partners’ level of comfort.
• Repeat key points from the session (e.g. vocabulary) in different contexts.
• Speak simply, slowly, and clearly but not loudly.
• Use facial expressions, gestures, and mime to increase understanding.
• Employ visuals like diagrams, tables, maps, pictures, photos, graphic organizers, timelines, charts, and posters, to support comprehension.
• Watch the level of language you use and beware of slang or colloquial expressions.
• Allow extra thinking time for partners before expecting an answer.
• Correct errors covertly by reinforcing the proper way (e.g. echo back the answer in its correct form).
• Don’t interrupt or finish sentences for them; allow them to learn and practice.
• Clarify by asking a question: (International partner says: I go movie Saturday. Domestic partner responds: You went to a movie last Saturday or are you going next Saturday?)
• Make sure it is a TWO WAY conversation.
• Use open-ended questions to keep the conversation moving.

Suggested Topics and Things to Do

Remember questions are merely suggestions as a starting place. Try to keep a TWO WAY conversation going, not just throw a lot of questions at your partner. You can ask yes/no questions but remember to follow up with open ended questions to try and get them to speak as much as possible. Use real life objects as a way to get the conversation started and to build vocabulary.

1. Getting to Know You

Suggested Visuals

General photos of your family, home town, pets etc.

Things to do/places to go

Meet in a public place on campus e.g. Starbucks, the DUC, Jazzman’s café (see additional resources for further suggestions)

Possible Conversation Questions

• What’s your name?
• How do you pronounce it?
• Why was your name chosen? Does it have a special significance?
• What is you intended major?
• What are your hobbies?
• Do you play any sports?
• What are your plans for the future?
• Why did you want to join the Conversation Program/what are your goals?
2. Food

Suggested Visuals

- Menus
- Google Images

Places to go/Things to DO

- Tour Cox Hall discussing the various offerings (some condiments are especially “new” to many international students)
- Exchange typical foods from your countries
- Go to Emory’s Farmer’s Market together – The farmers market takes place every Tuesday at the Cox Hall Bridge from 11:00am-3:00pm (this happens all year around except for on breaks and during summer).
- Eat at Emory Village together (options include: Chipotle Mexican Grill, Doc Chey’s Dragon Bowl, Domino’s Pizza, Saba, Dave’s Cosmic Subs, Bad Dog Taqueria, Falafel King, & Slice & Pint).
- Watch a cooking show e.g. Man ‘V’ Food (with Emory Alumni Adam Richman) and discuss
- Go to events at Emory such as the Thanksgiving dinner sponsored by Campus Life, Academic Advising and Support and the Office of Religious and Spiritual Life
- Cook a traditional meal for each other and discuss the foods in it and how it was prepared

Possible Conversation Questions

Food General

- Do you like to cook?
- What foods do you like or dislike?
- Are there any foods from home you miss?
- If you could only eat two foods for the rest of your life what would you choose?
- What is your favorite food?

Fast Food

- What do you think “American food” is?
- What is different about American food from your country’s food?
- How often do you eat fast food?
- Which is your favorite fast food restaurant? Why?
- What is your favorite thing to eat there?
- Is fast food junk food?

Restaurants

- Do you like to go out to chain restaurants? (explain what this is)
- Which is your favorite one/why?
• How often do you eat in a restaurant?
• What’s your favorite restaurant and why?
• Have you ever been to a really expensive restaurant? Why? What did you eat? Was it worth the money?
• How do the restaurants/service in your country differ from here in the US?

3. American Holidays

Students from other countries love to know about American holidays and there is LOTS of material here, so I would not suggest looking at them all together but looking at each one as it comes up during the year. Here is just one with examples, you can adapt for any other holiday.

Examples related to Christmas:

Suggested Visuals

• Google image
• Old Christmas cards (both great for holiday vocabulary)

Things to do/places to go

• Watch a Christmas movie together (or read the book) and discuss the meaning behind these (e.g. *How The Grinch Stole Xmas/A Christmas Carol*)
• Listen to traditional Christmas songs (e.g. “A Silent Night”) or more modern songs (e.g. “Merry Christmas; War is Over” by John Lennon)
• Go to a holiday event on campus (there is always a lot going on)

Possible Conversation Questions/Topics

• Does your family celebrate Christmas?
• If so, what are some of the things you do at Christmas? Is there anything typical just for your family that other people don’t do? If not, do you have a similar celebration you can tell me about?
• What do you know about Christmas? What are some of the traditions and food in America? In your country? (Depending on the answer to this you may need to explain traditional and modern Christmas, the Christmas story plus related vocabulary…don’t forget Santa and explain what your family does (if they celebrate) or what other families do to celebrate (presents, tree, cookies for Santa, cards)
• What Christmas things have you noticed in the stores/outside people’s houses/at the university so far?
• What will you do this winter break? If you could go anywhere regardless of cost where would you go and why?
• Do you enjoy this time of year?
• Are you going to any holiday celebrations on campus (explain what will be coming up, see Emory website)
• Do you know how Christmas is celebrated in any other countries?
• Do you think it will snow this year (a White Christmas?) why/why not?
• Have you bought any Xmas gifts? Who for? What did you buy?
• What is the best gift you ever received and why?
• What do you think is the best gift you have ever given/received and why?
• Do you send Christmas cards? Who do you send to?
• Do you think Christmas is too commercial?
• Do you think all Americans like Christmas?
• What was the best thing that happened to you in the last year?

4. Travel/Vacation

Suggested Visuals
• Map of the US
• Map of the world
• Vacation photos

Things to do/places to go
• Day trip to somewhere outside Atlanta (remember to sign the waiver)

Possible Conversation Questions/Topics
• Where have you been/where would you like to go in the US?
• What other places have you traveled to/where would you like to travel to?
• Where are you planning to go on your next vacation? Who will you go with?
• Are there any countries you would never visit? Why?
• Have you ever met anyone strange/interesting while traveling?
• Have you ever felt uncomfortable traveling somewhere?
• What has been one of your best/worst/scariest vacations? Why?
• Have you ever had any problems whilst traveling (long delay, lost luggage, terrible hotel)?
• What types of vacations do you prefer? (beach, snow, camping, hiking etc.)
• What kinds of things do you like doing on vacation (sports, cultural stuff)?
• What are some souvenirs you have bought? Do you tend to buy the same type of souvenir (fridge magnets, T shirt)
• If I were to visit your country/town where should I go?
• Is there a place you really like that you would go back to/have gone back to? What makes it so special?
• Did you go on vacation as a child with your family?
• What place do you consider yourself at your happiest? (home, park bench, vacation spot, etc.)

5. Georgia/Atlanta

Suggested Visuals
• Leaflets about local tourist attractions
• Photos of local attractions
Things to do/places to go (see additional resources for transportation suggestions)

- DUC to look at the tourist information
- Any of the famous tourist places (World of Coke, Aquarium, Stone Mountain, MLK center, Fernbank etc.)
- Lullwater Park
- Buford Highway
- Downtown Decatur

Possible Conversation Topics

- What places have you already visited in Atlanta?
- What did you like/didn't you like and why?
- Where else would you really like to go (looking at the leaflets)?
- Explain where you have been and what you thought about the attraction
- Have you been to anywhere else in Georgia? Tell me about it
- What types of attraction do you like visiting best (museum, aquarium, art gallery etc.)?
- What type of attraction does not interest you?

6. Sports

Suggested Visuals

- Photos of different sports (think outside the box e.g. tobogganing, motor racing, scuba diving, snorkeling, wrestling)

Things to do/places to go

- Emory game
- Braves game
- Falcons game
- Play tennis or another sport together

Possible Conversation Topics

- Do you play any sports?
- How good are you? How often do you play?
- Are you a member/have you ever been a member of any teams?
- What sports do you like to watch? How often?
- What teams do you support? Why that team?
- Do you prefer to go and see them or watch them on TV? Why?
- Have you taken any fitness classes at Emory?
- Is there a sport you haven’t done that you would be interested in trying?
- Do you like to go to the gym? What equipment do you use? Do you do any of the fitness classes? Do you like to go running? Outside or on a treadmill/ Do you listen to music while you do it?
- What are the benefits of exercising or playing sport?
- Do you like any water/snow sports? How many can you name?
- Have you been to see a game at Emory/in the US? What did you see? How different was it from going to see a sport in your country?
- What are the most popular sports in your country? Can you explain the rules?
- Have you done any extreme sports? If not would you? (e.g. bungee jumping)
- Do you watch the Olympics? What is your favorite thing to watch? (summer and winter ones)
- Which professional athletes do you most admire and why?
- Are there any professional athletes you think have made bad mistakes? Who? Why?

7. Entertainment

Suggested Visuals
- List of current movies showing plus blurb

Things to do/places to go
- Go see a movie at the theatre
- Borrow a movie to watch together at the library (for free!)
- Go to a concert or festival (see additional resources for list of ATL events)

Possible Conversation Topics

Movies
- What kind of movies do you like?
- What was the last movie you saw? Was it good? Tell me the plot?
- Who are some of your favorite actors/why?
- Do you prefer to watch movies in your own language/in English/with subtitiles?
- Where do you like to watch movies (TV, movie theatre, laptop) why?
- What is one of your favorite movies? Why?
- What movie have you heard about that you would like to see?

TV
- What American TV shows do you like?
- What genres of TV show do you like best (drama, comedy, reality TV, game show, cartoons etc.)?
- Do you watch more or less TV here than when you are at home? Why is that?
- What shows have you watched this week?

Music
- What type of music do you listen to? (rock, classical, jazz, 80s)
- Who are some of your favorite singers/bands?
• Do you like to go to concerts? Why/why not?
• What is one of your favorite songs? Why?

Books

• What types of books do you like?
• What books have you read recently? What were they like?
• What is one of the best books you have ever read?
• Do you prefer print or to read electronically for example on a Kindle? Why?

8. Education

Suggested Visuals

• Textbooks
• Videos

Things to do/places to go

• Go to the Carlos Museum or another building on campus they have never gone to
• Go see one of the other university campuses in Atlanta
• Go to a lecture/talk on campus

Possible Conversation Questions/Topics

School

• What kind of school did you go to growing up?
• Who was your favorite teacher at school and why?
• Who was your least favorite teacher at school and why?
• What is a typical day like at school in your country?
• Did you go to high school here or in your country?

Emory

• Do you find the education here at Emory very different to the education you experienced before? In what ways?
• What classes are you taking this semester? Are you enjoying them? What types of assignments are you working on?
• What has been the most difficult class for you so far?
• Why did you want to study in America?
• Why did you decide to come to Emory?
• Do you do anything else at Emory apart from your classes? Are you in any student groups or teams? What do they do?
• If you could change anything at Emory what would it be?
• What qualities do you think make a really good professor?
• Do you like doing group work? Why or why not?
• How do you think you have changed as a person since you came to Emory?
9. Shopping

Suggested Visuals

- Clothes
- Online shopping resources

Things to do/places to go

- Farmer's market
- Mall (Lennox Mall, Perimeter Mall, Cumberland Mall, Northlake Mall, Atlantic Station)
- Edgewood/Little Five Points

Conversation questions/topics

- Do you like to go shopping? If so what things do you like shopping for?
- What are the advantages of each: a strip mall – an enclosed mall
- What is your favorite local mall? Why?
- What's the last thing you bought at a mall?
- Do you ever meet friends at the mall just to “hang out”? If so, what activities do you do?
- What types of foods are for sale at the local mall food court? Do you eat there?
- Have you ever lost your car in a shopping mall parking lot? What did you do?
- What do you think of online shopping?
- Do you like to shop the sales? What’s the best bargain you've gotten?
- How is shopping different in your country? (Is the price fixed, do you pay tax?)
- Is there something at the moment you really want to buy?
- If you had millions of dollars what things would you like to buy?
- What is the most expensive thing you have ever bought for yourself?
- In general are things more expensive here or in your country? Can you give an example?
- Do you ever shop at the farmers market at Emory? What do you buy?
- Do you ever go to the larger farmer's markets? What do you buy?
- Is there anything from your home country you can't buy here but wish you could?

10. Weather/Seasons

Suggested Visuals

- Pictures of different weather types (also think tsunami, hurricane etc.)
- Map of US to discuss weather patterns in different areas

Things to do/places to see

- Go to the Fernbank and practice being a TV meteorologist in front of the blue screen, also see how a hurricane forms.
- Watch the weather channel together and discuss. There's usually some extreme weather somewhere in the US
- Atlanta Botanical Gardens
- Go on a walk to see the nature scenery
Conversation questions/topics

- What is your favorite season and why?
- How hot and cold does it get in your country?
- Is the weather very different in your city than in other parts of your country?
- What do you associate with each season (weather, colors, traditions)
- Have you ever been caught in terrible weather? What did you do? What would you do if you were caught in a snowstorm/flood etc.
- Do you know of any recent disasters connected with the weather?
- What weather do you prefer?
- Is the weather different in your country to here? Do you experience extreme conditions often?
- What should you do if there is a hurricane warning?
- Do you like snow, wind, rain, sun, sleet, etc.?
- What do you like to do when it is really hot/cold/rainy/snowy?
- Do you think the weather is changing? Why?
- Does the weather affect how you are feeling?
- Do you listen to/watch the weather? How? (e.g. iPhone app, TV, radio)

11. Additional Questions (Thank you to the business school for these)

- Name your favorite toy from childhood.
- Why did you select your undergrad university and major?
- What is a goal you have set for yourself?
- What is the perfect way to spend an evening?
- What is one of your most embarrassing moments?
- What is the most important world issue today?
- What is your ideal vacation?
- If you had to describe yourself in terms of an animal, which would you be and why?
- What did you get into trouble for the most when you were young?
- Which historical event would you like to witness?
- Which is more important intelligence or common sense?
- If you could do something dangerous just once with no risk what would you do?
- Who in your family has met someone famous?
- What's your proudest accomplishment?
- How did you celebrate your last birthday?
- What are you most afraid of?
- What do you miss the most about home when you're away?
• What item did you spend too much money on last year?
• If you could appoint a board of directors to help you run your life, who would you choose and why?

12. Further Topics and Other Resources

• This resource contains further questions on a variety of topics. Click on each one for a ton of related questions that have been compiled by ESL teachers. I suggest the “What if...” questions, great fun!
  o http://iteslj.org/questions/

• Tips for international students and visitors on interacting with Americans and Canadians such as what is considered appropriate and inappropriate in different circumstances.
  o http://www.drvoyageur.com/getalong.html

• The ESL teacher’s best friend a ton of resources from grammar to vocabulary
  o http://www.eslcafe.com

• Download the Conversation Partner Program Handbook from the University of San Francisco from this page. A great handbook with 18 further topics/questions
  o http://web.usfca.edu/artsci/aem/cpp/

• Download the Potential Conversation Topics for Campus Conversation Partners from the University of Iowa from this page. Another great resource containing 13 possible topics, what you need to prepare for the session and conversation ideas
  o http://clas.uiowa.edu/esl/other-programs/campus-conversation-partners

Emory Resources: Information for International Conversation Partners

Resources marked * are for students in Emory College. For your specific school or schools for your department, make sure to check their webpage.
<table>
<thead>
<tr>
<th>For help with...</th>
<th>Use...</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| • Business School class assignments  
• Business School application essays | Business Writing Center  
Emory Writing Center |  
https://community.bus.emory.edu/program/BWC/Pages/Home.aspx  
http://writingcenter.emory.edu/ |
| • Business School application essays  
• Graduate School application essays  
• Job/internship application essays | Career Center (online document critique service)  
or  
Emory Writing Center |  
http://career.emory.edu/  
http://writingcenter.emory.edu/ |
| • Transfer application essays | Career Center (online document critique service) |  
http://career.emory.edu/ |
| • A lab report  
• A take-home exam  
• A writing task related to a student club or other activity sponsored by Student Life | Emory Writing Center |  
http://writingcenter.emory.edu/ |
| • A lab report or other assignment for a course supported by EPASS (content only) | EPASS Tutoring * |  
http://college.emory.edu/home/academic/learning/tutoring/epass/index.html |
| • Emory College Class Writing & Speaking Assignments  
• Class readings  
• Grammar | ESL tutoring*  
ESL Lab * (drop-in only)  
or  
ESL tutoring |  
http://college.emory.edu/home/academic/learning/esl/tutoring/index.html  
Fall 2015 drop-in hours:  
November 8, 15, 22, 29, and December 6 4-6 PM in MSC E301A |
<table>
<thead>
<tr>
<th>For help with...</th>
<th>Use...</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>Woodruff Library or ESL Lab * (drop-in only) or ESL tutoring *</td>
<td>Erin Mooney, <a href="mailto:emoone@emory.edu">emoone@emory.edu</a> or 404-727-6863 Library Service Desk 404-727-6873 Ask a Librarian, <a href="mailto:woodref@listserv.cc.emory.edu">woodref@listserv.cc.emory.edu</a> <a href="http://college.emory.edu/home/academic/learning/esl/tutoring/index.html">http://college.emory.edu/home/academic/learning/esl/tutoring/index.html</a></td>
</tr>
<tr>
<td>Conversation practice</td>
<td>Campus Life-sponsored clubs &amp; activities Conversation Partners Program</td>
<td><a href="http://www.emory.edu/CAMPUS_LIFE/">http://www.emory.edu/CAMPUS_LIFE/</a> <a href="mailto:oisl@emory.edu">oisl@emory.edu</a></td>
</tr>
<tr>
<td>Adjusting to academics at Emory or other academic difficulties (study skills, time management, test taking, etc.)</td>
<td>Academic Fellows Learning Specialist</td>
<td><a href="mailto:tammy.j.kim@emory.edu">tammy.j.kim@emory.edu</a> Learning Specialist appointments: 404-727-5300</td>
</tr>
<tr>
<td>Course selection or enrollment</td>
<td>Academic Advising*</td>
<td><a href="http://college.emory.edu/home/academic/advising/index.html">http://college.emory.edu/home/academic/advising/index.html</a></td>
</tr>
</tbody>
</table>

**Emory Schools and Services**

- Emory Undergraduate Students may be in either the Emory College, Goizueta Business School, or Nell Hodgson School of Nursing,
- Emory Graduate Students may be in the Laney Graduate School, Rollins School of Public Health, Candler School of Theology, Goizueta Business School, Medical School, or Law School.
Each of these schools has different services and resources for International Students. For more information on their services, please visit http://www.emory.edu/home/academics/index.html.

Making Referrals to Other Campus Resources: Information for Domestic Conversation Partners

Resources marked * are for students in Emory College. For your specific school or schools for your department, make sure to check their webpage.

Policies and Procedures

- Conversation partners are only for social conversation practice. We have other trained staff and tutors for academic help.
- You are encouraged to make referrals to these numerous other campus resources.
- If a conversation partner requests help with the following items, politely and empathetically inform them that our conversation partner policies don’t allow you to help them with this.
- Refer the student to the appropriate campus resource(s), using the tables below.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Emory Writing Center</td>
<td><a href="http://writingcenter.emory.edu/">http://writingcenter.emory.edu/</a></td>
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<tr>
<td>Business Writing Center</td>
<td><a href="https://community.bus.emory.edu/program/BWC/Pages/Home.aspx">https://community.bus.emory.edu/program/BWC/Pages/Home.aspx</a></td>
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<td>Career Center (online document critique service)</td>
<td><a href="http://career.emory.edu/">http://career.emory.edu/</a></td>
</tr>
<tr>
<td>EPASS Tutoring*</td>
<td><a href="http://college.emory.edu/home/academic/learning/tutoring/epass_index.html">http://college.emory.edu/home/academic/learning/tutoring/epass_index.html</a></td>
</tr>
<tr>
<td>Woodruff Library</td>
<td>Erin Mooney, Outreach &amp; Education Librarian: <a href="mailto:emoone@emory.edu">emoone@emory.edu</a> / 404-727-6863</td>
</tr>
<tr>
<td></td>
<td>Library Service Desk 404-727-6873</td>
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<td></td>
<td>Ask a Librarian, <a href="mailto:woodref@listserv.cc.emory.edu">woodref@listserv.cc.emory.edu</a></td>
</tr>
<tr>
<td>Academic Fellows*</td>
<td><a href="mailto:tammy.j.kim@emory.edu">tammy.j.kim@emory.edu</a></td>
</tr>
<tr>
<td>Learning</td>
<td>404-727-5300</td>
</tr>
<tr>
<td><strong>Specialist (Academic Advising and Support Services)</strong>*</td>
<td>Academic Advising*</td>
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</tbody>
</table>
| **ESL Tutoring*** | **ESL Lab*** (drop-in only) | 422 Woodruff Library (next to Language Center)  
Callaway S108 Monday, Wednesday, Thursday 4-6PM  
Woodruff Library 2nd floor Sunday 4-6PM |
<p>| <strong>Campus Life</strong> | <strong>Candler Writing Center</strong> | <a href="http://candler.emory.edu/life-at-candler/academic-development-support/index.html">http://candler.emory.edu/life-at-candler/academic-development-support/index.html</a> |
| <strong>Candler ESOL Writing and Academic Program</strong> | <strong>Rollins Tutoring and Writing Center</strong> | <a href="http://www.sph.emory.edu/rollins-life/resources/academic-writing-resources/index.html">http://www.sph.emory.edu/rollins-life/resources/academic-writing-resources/index.html</a> |
| <strong>Laney Graduate School’s English Language Support Program</strong> | <strong>If a partner requests help with...</strong> | <strong>Then...</strong> |
| <strong>A Business School class</strong> | <strong>Inform the student that you cannot provide assistance with this and refer him or her to the Business Writing Center.</strong> |</p>
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Business School application essay</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the Business Writing Center, the Career Center, or the Emory Writing Center.</td>
</tr>
<tr>
<td>A graduate school application essay</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the Career Center or the Emory Writing Center.</td>
</tr>
<tr>
<td>A transfer application essay</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the Career Center.</td>
</tr>
<tr>
<td>An grant or scholarship application to support academic work</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the Career Center or the Emory Writing Center.</td>
</tr>
<tr>
<td>A job/internship application</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the Career Center or the Emory Writing Center.</td>
</tr>
<tr>
<td>Class readings</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the ESL Tutoring service or ESL Lab. (Note the tutors may not have specialized knowledge of the subject, but can help in general ways.)</td>
</tr>
<tr>
<td>Grammar</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the ESL Tutoring service or ESL Lab.</td>
</tr>
<tr>
<td>Research</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the ESL Tutoring service or ESL Lab.</td>
</tr>
<tr>
<td></td>
<td>• You may also refer the student to the Woodruff Library Outreach &amp; Education Librarian or the Library Service Desk for more specialized help.</td>
</tr>
<tr>
<td>A lab report or other assignment for a course supported by EPASS</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to EPASS, the ESL Tutoring service, ESL Lab or Writing Center.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>A take-home exam</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the Writing Center. (Note that written instructor approval is required by the Writing Center.)</td>
</tr>
<tr>
<td>A writing or speaking task related to a student club or other activity sponsored by Student Life</td>
<td>• Inform the student that you cannot provide assistance with this and refer him or her to the Writing Center.</td>
</tr>
<tr>
<td>Adjusting to academics at Emory or other academic difficulties (study skills, time management, test taking, etc.)</td>
<td>• Refer the student to Tammy Kim for information about the Academic Fellows program for international students, or to a Learning Specialist.</td>
</tr>
<tr>
<td>Help with course selection or enrollment</td>
<td>• Inform the student that he or she should contact a faculty staff Academic Advisor.</td>
</tr>
</tbody>
</table>

**Emory College ESL Tutoring Policy Clarification**

The following ARE supported by ESL tutors:

- Emory College course writing and speaking assignments
- Essays
• Class presentations
• Blog/discussion board posts
• Tasks related to a writing/speaking assignment (research, reading, etc.), as long as they are addressed in the context of the writing/speaking task

The following **ARE NOT** supported by ESL tutors and should be referred to other campus resources:

• Business School application essays
• Graduate school application essays
• Grant and scholarship application essays
• Job/internship applications
• Campus life activities
• Take-home exams

**Additional Resources**

• Events and things to do on Emory’s campus
  o [http://www.emory.edu/home/life/index.html](http://www.emory.edu/home/life/index.html)
• Transportation
  o Free Cliff Shuttles from Emory campus: [http://transportation.emory.edu/shuttles/](http://transportation.emory.edu/shuttles/)
  o There is also the option to Uber or call a Lyft if you have a smart phone
• Atlanta Festivals and Events
  o [http://www.atlanta.net/events/festivals/](http://www.atlanta.net/events/festivals/)
• Office of International Student Life at Emory
  o [http://www.oisl.emory.edu](http://www.oisl.emory.edu)
  o See our website for more events to attend or programs to participate in!
• Further Writing Resources at Emory
  o [http://writingcenter.emory.edu/students/writing_support.html](http://writingcenter.emory.edu/students/writing_support.html)

**ESL Contacts at Emory**

**Undergraduate**

Emory College of Arts and Sciences

Jane O’Connor
Director of ESL Services
[ jcoconn@emory.edu](mailto:jcoconn@emory.edu)

**Graduate**

Laney Graduate School
Mackenzie Bristow  
Director, English Language Support Program  
mackenzie.bristow@emory.edu

Law School

Contact oisl@emory.edu for more information

Rollins School of Public Health

Holly Patrick  
International Student Program Associate  
404-727-2989  
holly.patrick@emory.edu

Candler School of Theology

Audrey Hindes  
Program Associate for Academic and International Support  
404-727-6987  
ahindes@emory.edu

References

Eastern Michigan  