

## Community Courses at Collierville Application

### When would you like to begin?

\_\_\_ Fall (September - November)

\_\_\_ Spring (February – April)

### What courses would you like to take?

\_\_\_ Communication Skills (Tues, Thurs AM)

\_\_\_ Business English (Sat AM)

### Please print neatly or type the following information:

Family Name \_\_\_\_\_ First Name \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth: (month) \_\_\_\_\_ / (day) \_\_\_\_\_ / (year) \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Home Country \_\_\_\_\_ First Language \_\_\_\_\_

Highest Level of Education Completed: High School \_\_\_\_\_ University Undergraduate \_\_\_\_\_ University Graduate \_\_\_\_\_ Other \_\_\_\_\_

### Primary Contact

(By including this information, you are giving IEI permission to communicate with the person(s) listed regarding all issues surrounding your IEI experience, including, but not limited to, account, academic, immigration, conduct, health, and safety information.)

Name \_\_\_\_\_ Relationship to you (parent, etc.) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Are you an Au Pair? Yes \_\_\_ Au Pair Organization Contact Information \_\_\_\_\_

Do we have permission to talk to a representative from this organization about you and your classes? Yes \_\_\_ No \_\_\_

### Certification Statement

I hereby certify that the above information is correct and that I will abide by the regulations for students in the Intensive English for Internationals program at The University of Memphis.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent signature is required if student is less than 18 years of age.)

## Instructions for Community Courses at Collierville Students

### Information for applicants already in Memphis - NOT for F1 (student) visa applicants

The following materials must be submitted to the IEI office on the main UM campus when applying:

- Completed, signed Community Courses at Collierville Application Form
- Application fee **(\$25; non-refundable)**

All fees must be paid by the final day of registration posted on the IEI web site. Applications may be submitted in person, by email, by fax or by mail. Payment may be made by check, money order, or cash. Checks or money orders may be mailed, but please do not mail cash.

If you wish to register and pay online, please click on the link on our web page:

**<https://www.memphis.edu/iei/community.php>** Online credit or debit card payments will be charged a 2.85% processing fee.

Please be aware that classes will be cancelled the Friday before the first class if there have not been enough students to register. You will be informed by phone or by email if this happens and your tuition fee will be refunded.

### The IEI Office

The IEI office is located on the second floor of the Psychology Building on the main UM campus in room 238. The Psychology Building is at 400 Innovation Drive, Memphis, TN 38111.

### The Collierville Center

215 W Poplar Avenue  
Collierville, TN 38017

### Parking

The Collierville Center does not require a UM parking tag.

### Certificates

Students with regular participation (attending at least 75% of the classes) will receive a certificate at the end of the session. IEI Community Courses are non-credit.

## Community Courses at Collierville

**Registration for all classes is open through Wednesday, February 27**

### **English Communication Skills for Internationals**

**March 5 – April 18; 12 Classes (24 Hours Total)**

**Tuesdays and Thursdays; 9:30 am – 11:30 am**

**\$240**

The aim of this course is to help students develop writing skills for business, academic, or social purposes and to help learners achieve individual communicative goals for formal and informal settings. During the course, students will:

- Read for main points and specific information
- Identify different text types (narrative, news report, informational text etc.)
- Read the environment
- Write descriptions of events
- Write contrast and comparisons
- Create a group multi-media project
- Take notes when listening to information
- Listen for main ideas and supporting detail
- Use listening as a basis for presenting information
- Listen in order to make notes
- Listen for explanations and reasons
- Talk about a wide variety of topics
- Present information clearly to others
- Describe events, experiences and observations
- Speak accurately in various professional and social contexts

### **Business English for Internationals**

**March 2 – April 13; 10 Classes (12 Hours Total)**

**Saturdays; 9:30 am – 11:30 am**

**\$120**

The general aim of this course is to help learners improve their spoken and written business communication skills and to give them understanding of American business culture. During the course, students will:

- Work on written communication forms in business, including email, memos and letters
- Work on spoken communication forms in business, including telephoning, meetings and presentations
- Practice culturally-informed skills needed for networking in business settings
- Learn idiomatic language used in business settings in the US

**1/29/2019**