

# WELCOME TO MILA MIAMI AND ORLANDO CAMPUS

## ▶ MILA MIAMI

Address: 17070 Collins Av. Suite 268

Sunny Isles, FL 33160

[www.milausa.com](http://www.milausa.com)

(786) 207-4552 WhatsApp - (786)585-0685

## ➤ MILA ORLANDO

➤ Address: 7011 Grand National Drive suite 104

Orlando, FL 32189

[www.milausa.com](http://www.milausa.com)

(407) 286-0404

# MISSION

MILA facilitates the growth of students with a quality and tailored language program to best fit individual needs in an effort to empower students with confidence and success in the world.

# GOAL

MILA's goal is to provide a nourishing environment which encourages questioning, critical reflection, personal achievement, and fluency in the English language.

# **Miami International Language Academy (MILA)**

**2019 STUDENT ORIENTATION**

# REGISTRATION FORMS

In order to complete your enrollment make sure you have signed the following forms:

International Student Application Form (International Students)

Confidential Financial Statement

Affidavit of Support

Transfer form (if necessary)

Admission Terms and Conditions Agreement

Student Handbook Acknowledgement Form

RECEIPT OF STUDENT HANDBOOK AND STUDENT ORIENTATION -( WE ADVISE ALL STUDENTS TO READ THE STUDENT HANBOOK )

# REFUND POLICY

- ▶ REFUND POLICY
- ▶ Refunds Prior to Start Date - When a written cancellation notice is received with at least the required 72-hour notice prior to the course start date. All fees paid except the application fee shall be refunded in full.
- ▶ Refunds after start date - There are no refunds after the start date for the tuition and the application fee, except: If the class level has not been populated with a sufficient number of students and school cancels the class. In this circumstance, both tuition as well as registration fee are reimbursed.
- ▶ There shall be no tuition reimbursement or make-up classes as a result of missed group classes or school closing days; with the exception of private one-to-one lessons that will be rescheduled in the event of a public holiday or 24-hour notice.
- ▶ If a student is terminated due to a violation of school policy or rules, there is no refund.

# Survey Policy

- ▶ As an accredited language program we are required by our accrediting body, CEA, to deliver feedback surveys to students
- ▶ There are two surveys that students need to complete, the Instructional Faculty Survey and the Non Instructional Staff survey
- ▶ Both surveys will be completed twice a session, the first one after your first quiz and the second one at the end of your session
- ▶ The surveys are required and will take place during class time and should take up to 15 minutes to complete.
- ▶ Students who would like to opt out of the survey will need to complete the Mila Survey Opt Out form at the time of each survey.

# METHODOLOGY

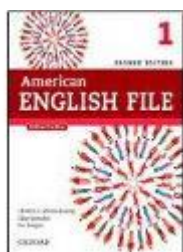
- ❖ Communicative Approach encouraging students to speak in defined and open-ended conversations
- ❖ Real Life Approach- Articles, Videos, Field Trips

# Our Courses

- ▶ We have six levels of English instruction at MILA
- ▶ Basic
- ▶ Pre -Intermediate
- ▶ Intermediate
- ▶ Pre- Advanced
- ▶ Advanced
- ▶ Proficient
- ▶ Our Intensive course takes 16 weeks to complete one level
- ▶ Our semi-intensive course takes 48 weeks to complete one level
- ▶ Our Business English course takes 16 weeks to complete one level



# TEXTBOOKS



▶ American English File

First book is free when registration is completed.

# English Language Skills and Activities

- ▶ In class you will study all the skills: Speaking, Reading, Writing, Listening, Vocabulary, and Pronunciation
- ▶ You will get a chance to speak a lot in class
- ▶ Your teacher will prepare extra materials like articles, videos, and fun learning activities
- ▶ Your class will have a minimum of one field trip per session
- ▶ **ENGLISH ONLY - During classes and break time**

# Academic Advising

- ▶ If you have any questions/comments about your class or teacher you can speak with the Academic Supervisor.
- ▶ Office hours are 9am-8pm or available by appointment
- ▶ We want to know that you are learning and getting enough practice of all the skills
- ▶ Please contact us with any concerns about your class

# TESTING

- ▶ PLACEMENT TEST- It is mandatory that every student takes a placement test
- ▶ LEVELS- Our levels correspond with the CEFR (A1-C1)
- ▶ INDIVIDUAL STUDENT REVIEW (ISR) You will have 3 feedback sessions with your teacher
- ▶ END OF LESSON QUIZ - There will be a quiz after every unit
- ▶ PROGRESS/END OF LEVEL TEST - You will have a comprehensive test at the midway point of the session and at the end of the session

# Academic Progress Policy

- ❖ 70% to pass on End of Level Test
- ❖ Attendance must be 80%
- ❖ First Fail - Repeat Level, progress plan after progress test
- ❖ Second Fail - Academic warning, repeat level, progress plan from beginning
- ❖ Third Fail - Leave program

# Attendance Policy

- ▶ Students are expected to attend 100% of their scheduled classes, 18 hours of instruction per week. Failure to maintain 80% attendance will result in termination of student status by the P/DSO. Tuition is non-refundable if a student is terminated.
- ▶ Official attendance reviews occur every four weeks and are taken cumulatively from the first date of study,
- ▶ If a student's attendance is under 80% at the time of an unofficial review, the student will receive an attendance warning and a copy of this will be put in the student's file.
- ▶ If a student is sick, s/he must contact the P/DSO immediately to arrange and provide appropriate medical documentation from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist in order to be considered. To reduce confusion, it is suggested that a student check with the P/DSO to ensure the proper procedures are followed and correct signatures are provided.
- ▶ Students must notify the P/DSO when they plan to travel outside the United States or take a break. Students who do not attend class for more than eight consecutive class days without P/DSO approval can be terminated.

# POLICY ON LATE ARRIVAL

- ▶ Students are expected to arrive to class on time.
- ▶ Students arriving late must have teacher's authorization to attend the class.
- ▶ If the student arrives 20 minutes late to class they may enter class with teacher's authorization, but will be considered LATE.
- ▶ Students arriving more than 20 minutes late will be considered ABSENT.
- ▶ Any student leaving school during class or during a break (and not returning) likewise will be marked absent. **IMPORTANT:** Except under unusual circumstances to be explained to the teacher, if a student leaves the class early, s/he will be marked absent for the entire class period.

# Make Up Quiz/Test Policy

- ❖ At Miami International Language Academy we take our studies seriously.
- ❖ We believe it is important that students stay on track in their progress in our program
- ❖ Students must be present in class not only for classes but also for their tests and quizzes.



# Make Up Quiz/Test Policy

- ❖ **If you miss a quiz or a test:**
- ❖ **Making Pre-Arrangements:** If you know you are going to miss a test or quiz tell your teacher to make pre-arrangements to make it up. The teacher must approve it with the Academic Supervisor, Administrative Assistant, or General Manager.
- ▶ **Missed Quiz:** If you missed a quiz you **have one week to make it up** and you must make an appointment with the Academic Supervisor, Administrative Assistant, or General Manager-PDSO to make it up. *Quizzes may not be made up during class hours.*

# Make Up Quiz/Test Policy

- ❖ **Missed End of Level Test or Progress Test:** If you missed an end of level test or a progress test you must make it up during the **same week**. The Academic Supervisor must sign a document approving the make-up exam. *End of Level tests and Progress tests may not be made up during class hours.*
- ❖ **Reasons:** Important, if you miss a test without previous notice you can only make up the test if you were sick or had extenuating circumstances. The excuse of “I was sleeping, etc.” is not a good enough reason to miss the test. You may be asked to provide evidence (such as a doctor’s note) for your reason for missing the test or quiz.
- ❖ **Make Up Quiz/Test Request Form**

# EXPECTATIONS FOR STUDENTS

- ▶ Commit to the program
- ▶ Regular attendance
- ▶ Academic progress
- ▶ Follow the lessons
- ▶ Set goals
- ▶ Complete each level
- ▶ Complete required surveys (Instructional Staff/Non-Instructional Staff)

# English Only Policy

- ▶ At MILA we love seeing our students interact fully in English!
- ▶ Our classes are conducted only in English by both the teacher and the student.
- ▶ When you are here we expect you to speak English during class as well as on your breaks.
- ▶ Please make the effort to speak to your classmates in English and you will see your English improve very quickly.
- ▶ If a student continues to speak in their native language after a teacher has reminded them of our English policy, we do reserve the right to ask the student to leave the class for the day.

# Cell Phone Policy

- ▶ At MILA, we like to encourage a learner centered and dynamic classroom environment.
- ▶ Cell phones can be a big distraction to a class and we only encourage cell phone use for academic purposes.
- ▶ Please remember to turn off your cell phone and put it away in class.
- ▶ If you must make a phone call please leave the building to do so.
- ▶ Cell phones may be used for academic activities but not for personal reasons during class.

# Food and Drink Policy

- ▶ Please don't bring food or drink into the classroom

# STUDENT HANDBOOK

GO TO MILA'S WEBSITE: [WWW.MILAUSA.COM](http://WWW.MILAUSA.COM)

**MONDAY**

**50% DISCOUNT ON ENROLLMENT FEE INCLUDING FIRST BOOK**

**★ The BEST language courses: MILA**

Develop the required English skills at every level through various simulations suited for day-day situations. ★★★★★

**LEARN ABOUT MIAMI**  
and discover what you and MILA can do together.

**AEF.OUP**  
Get to know the books and materials you will be using at MILA.

**CHAT!**

**CNA**  
Ingles Definitivo

**Homestay.com**

**OXFORD**  
UNIVERSITY PRESS

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# ACADEMIC CALENDAR

2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
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March						
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31						

April						
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28	29	30				

May						
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26	27	28	29	30	31	

June						
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23	24	25	26	27	28	29
30						



# ACADEMIC CALENDAR

July						
Su	Mo	Tu	We	Th	Fr	Sa
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August						
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September						
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29	30					

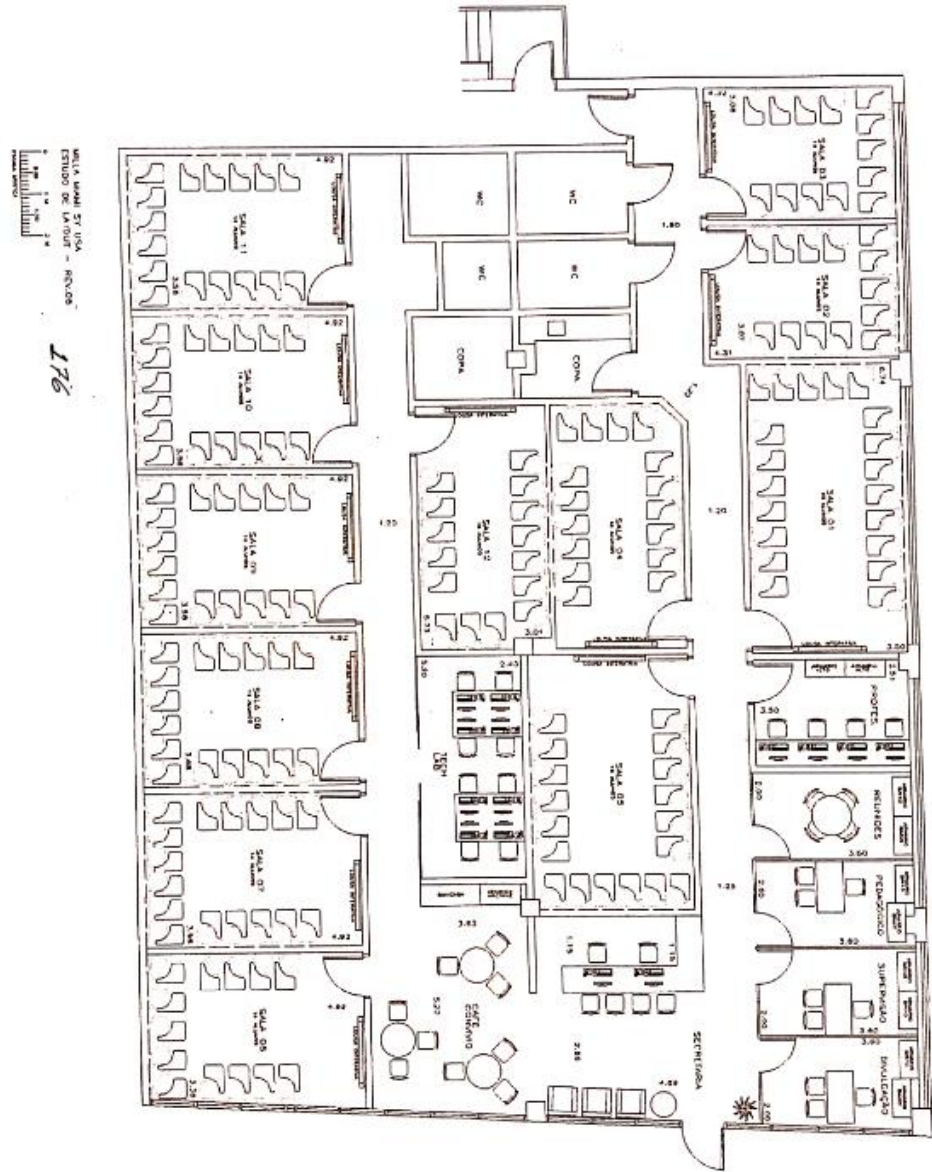
October						
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27	28	29	30	31		

November						
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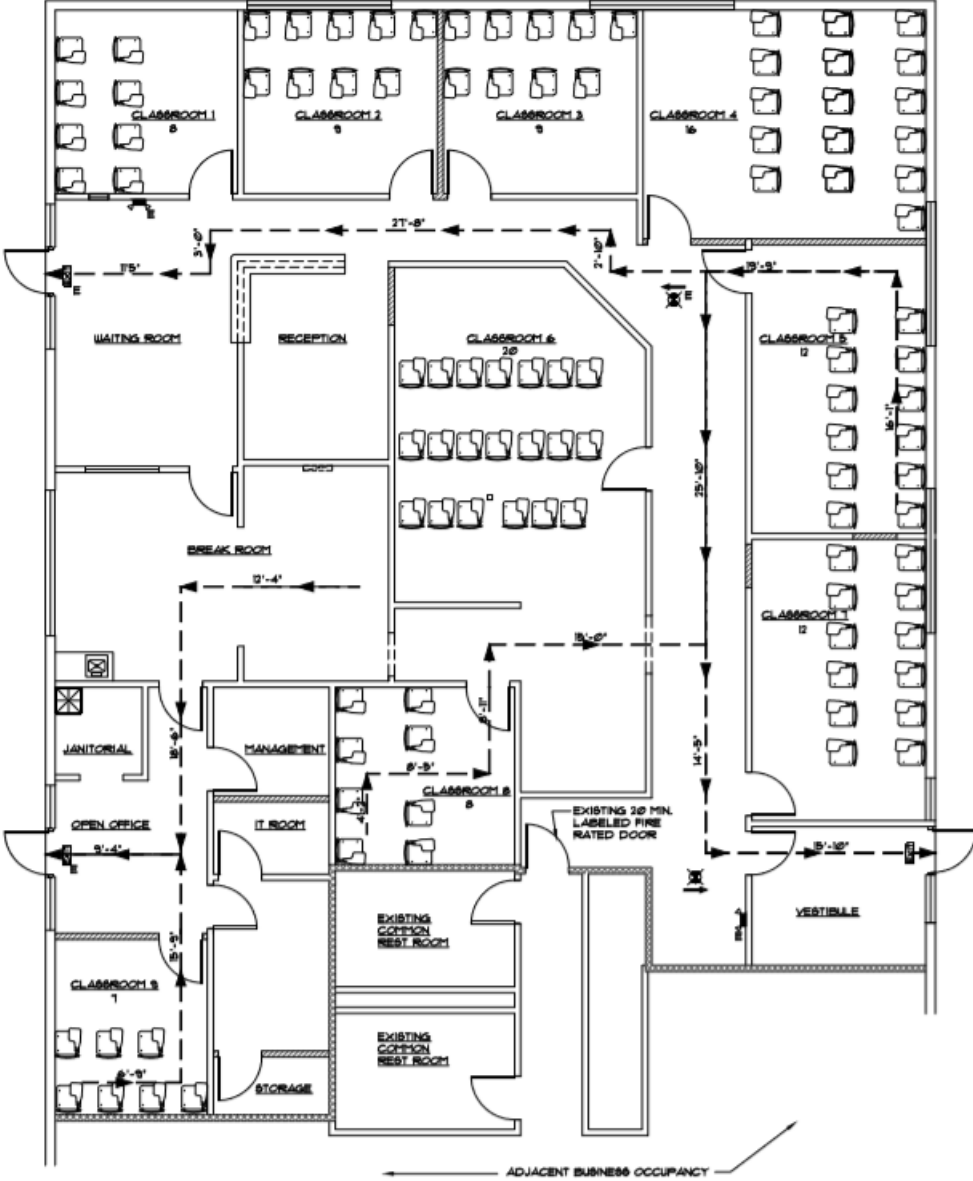
December						
Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

Holidays and Observances					
01/01/19	New Year's Day		05/27/19	Memorial Day	
01/01/21	Martin Luther King Jr. Day		07/04/19	Independence Day	
02/18/19	Presidents' Day		09/02/19	Labor Day	
			11/14/19	Columbus Day	
					11/11/19
					Veterans Day
					11/28/19
					Thanksgiving Day
					12/25/19
					Christmas Day

# TOUR OF FACILITY (MIAMI)



# TOUR OF FACILITY (ORLANDO)





## **MILA'S STUDENT CODE OF CONDUCT** **STUDENTS MUST FOLLOW THE CODE AND NOT INTERFERE** **WITH TEACHING AND LEARNING**

- ▶ Any student action which demonstrates a lack of concern for the welfare or safety of others or conduct which may discredit the institution or that is intended to intimidate another person because of race, color, religious or national origin, gender, disability, or sexual orientation will be considered as inappropriate behavior.
- ▶ The following are some but not all of the grounds considered for disciplinary action:
- ▶ Using profane or indecent language and/or behavior
- ▶ Smoking anywhere in the school
- ▶ Being on the school premises under the influence of alcohol and /or other mood modifies
- ▶ Displaying improper conduct resulting in a disturbance anywhere on the school premises
- ▶ Possessing firearms, knives, explosives, or incendiary materials
- ▶ A student who demonstrates any inappropriate behavior may be counseled. If inappropriate behavior continues, a termination letter may be given to the student for any reason.

# DRESS CODE

- ▶ A student is required to dress in a manner that is appropriate for the educational setting. The following are unacceptable: wearing flip flops, not wearing shoes, wearing clothes with inappropriate expressions. A student violating this policy may be asked to leave the premises.



# STUDENT SERVICES

- ▶ MILA provides academic guidance.
- ▶ For help, see the general manager/PDSO or the academic supervisor.
- ▶ Mila does not offer health insurance.
- ▶ Mila does not offer accommodation

# SAFETY AND SECURITY MEASURES

- ▶ Immediately report an accident to the Administrative Assistant.



- ▶ Give the school your current emergency contact information.

# SAFETY AND SECURITY MEASURES

When an announcement is made, stop what you are doing and follow the teacher's instructions.

CODE YELLOW: A POSSIBLE THREAT EXISTS IN THE COMMUNITY

CODE RED: A POSSIBLE THREAT EXISTS IN THE SCHOOL

FIRE DRILL: PRACTICE WHAT TO DO TO PROTECT STUDENTS FROM A FIRE

TORNADO DRILL: PROTECT FROM A BIG WINDSTORM



# ORIENTATION

- ▶ ANYTIME YOU HAVE A QUESTION, SEE THE ACADEMIC SUPERVISOR OR THE GENERAL MANAGER.

GOOD LUCK WITH YOUR ENGLISH STUDIES!