

## ENGLISH AS A SCIENTIFIC LANGUAGE (ESL) COURSE ELIGIBILITY & ENROLLMENT GUIDELINES – SPRING 2010 SEMESTER

### ELIGIBILITY:

BWH sponsors English as a Scientific Language courses for:

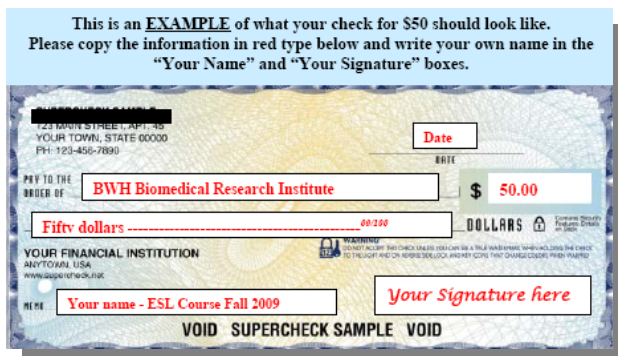
- Postdoctoral Research Fellows, and as space allows -
- Junior Faculty, Visiting Scientists, Staff Scientists and Research Technicians.

### COURSE STRUCTURE:

- Courses will take place in conference rooms located onsite at BWH.
- 2 hour, 45 minute class length.
- One class per week either on Tuesday, Wednesday, or Thursday evening.
- Each semester (Fall or Spring) will be approximately 15 weeks in length.
- Geared to skill level based on previous experience.

### ENROLLMENT & FEES:

- Enrollment is limited.
- Applications must be endorsed and approved by the Principal Investigator/Advisor – except for faculty who are Principal Investigators.
- There is a \$100 fee for each student: \$50 to be paid by check from the student (*made payable to the BWH Biomedical Research Institute*), and \$50 from the PI, via a BWH cost center.




- Check will be cashed, and cost centers will be charged only for those accepted to the course, and after two full weeks of classes.
- Each semester will have a separate open enrollment process.
- Each accepted participant will be assessed and placed by the course instructor.
- Participants are expected to attend all classes. Absences will be recorded and maintained by the ORC. Excessive absences will be reported to the PI and may disqualify an applicant from future enrollment.
- Anticipated absences for out of town meetings or conferences and other travel should be considered before enrollment, and should be reported to the course instructor. Participants should arrange to make up class work with the instructor.
- Course levels/sections may not be repeated without the approval of the instructor and the ORC.
- Participants may not switch levels/sections without approval from the instructor and the ORC.
- Participants are expected to take required proficiency tests, as determined by the instructor.
- Classes may only be attended by those who are approved for enrollment.
- Every attempt will be made to have an equitable distribution across departments.

**APPLICATIONS MUST BE MAILED AND RECEIVED BY THE ORC  
BY DECEMBER 14, 2009**

Please direct any questions to: [BWHORC@partners.org](mailto:BWHORC@partners.org) or 617 525-9323

## ENGLISH AS A SCIENTIFIC LANGUAGE (ESL) COURSE APPLICATION FORM – SPRING 2010 SEMESTER

**INSTRUCTIONS:** Please complete this form before returning it to the ORC, including your **PI's signature** (required for all applicants - except for faculty who are Principal Investigators). Submission of this application does not imply or guarantee participation in the ESL course. See *ESL Eligibility and Enrollment Guidelines on Page 1*.

FIRST NAME: MIDDLE NAME: LAST NAME:	EMAIL:  PHONE #:											
DEPARTMENT:	DIVISION AND LAB:											
DEGREE/YEAR COMPLETED: __ MD __ MD/PHD __ PHD __ PHD (EXPECTED) / ____ YEAR COMPLETED												
POSITION: __ RESEARCH/POSTDOC FELLOW __ FACULTY __ VISITING SCIENTIST __ STAFF SCIENTIST __ TECHNICIAN												
NUMBER OF YEARS AT THE BWH: __ 0 __ 1 __ 2 __ 3 __ 4 __ 5 __ 5+												
TOTAL NUMBER OF YEARS SPENT LIVING IN THE UNITED STATES:												
<b>PI/ADVISOR NAME:</b>	<b>PI/ADVISOR SIGNATURE:</b>											
<b>COST CENTER FOR \$50 FEE (PI WILL HAVE THIS NUMBER):</b> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>												ATTACH \$50 CHECK (REQUIRED) <input type="checkbox"/> *  <i>CHECK WILL BE CASHED ONLY FOR THOSE ACCEPTED AND AFTER TWO FULL WEEKS OF CLASS ARE COMPLETED.</i>
<b>PREVIOUS ESL TRAINING:</b>												
1) Please list ANY previous ESL courses or training you have taken both before and since your arrival at BWH.												
2) Were any previous ESL courses taken at BWH? If yes, list how many semesters you were enrolled.												

Check and cost center are required and **must be included** with application form

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MAIL APPLICATION TO:**

Caroline Rotondi, Administrative Director, ORC, BWH, 1620 Tremont St, OBC – 3-014J, Boston, MA 02120.

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*(\*Checks must be included with the application and made payable to BWH Biomedical Research Institute)*

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