

ACADEMIC MANUAL

ENGLISH LANGUAGE CENTER
P K P B I

MAULANA MALIK IBRAHIM
STATE ISLAMIC UNIVERSITY, MALANG

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**PRINCIPAL
ENGLISH LANGUAGE CENTER
MAULANA MALIK IBRAHIM
STATE ISLAMIC UNIVERSITY, MALANG**

Dr. H. Langgeng Budianto, M.Pd.
Director of ELC

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ENGLISH LANGUAGE CENTER (ELC)

1. Introduction

Due to the importance of English as a global language, UIN considers that its students need the skill. Then it established English Language Center (ELC) unit based on the regulation of Minister of Religious Affairs Number 5 of 2005 concerning university statute. Chapter V Part Two article 20 Number 10 states that Language Center and Ma'had (consisting of unit of PKPBA, ELC, and Ma'had) is a technical management unit in university organizational structure.

ELC is a technical management unit in the university specifically providing services dealing with English for internal and external parties such as regular English class for all students based on the curriculum and also English program for public.

The main duty of ELC UIN Maulana Malik Ibrahim Malang is carrying out language program for graduate students in their third and fourth semester (*ESP dan Intensive English Program*). It also provides English courses such as General English, English for Kids, English for Conversation, Public Speaking, English for Paper Writing, EAP/ EOP Preparation, TOEFL/ IELTS Preparation and specific classes. In addition, ELC provides services such as (1) foreign language courses, (2) English test (institutional TOEFL, TOEFL ITP, TOEIC, dan IELTS), (3) Indonesia-English and English-Indonesia translation.

2. Brief History

In 2000, ELC was established as a Service and Language Development Unit. It was under the coordination of Vice Head 1 of STAIN Malang, the former name. It had two rooms as the offices, the first was in B building and the second was in the Self Acces Center.

In 2007, ELC moved/was relocated/occupied to the third floor of postgraduate program building and in 2009, it moved to the first floor of Faculty of Humanity building. Based on Rector Decree of July 2013, ELC was appointed as Technical Management Unit – Language Development Center (UPT- PPB) which provided services for the internal parties of UIN Maulana Malik Ibrahim Malang and external parties or public. Furthermore, it began to cooperate with other regional and international universities and institutions in carrying out seminar, workshop, language training, and language proficiency test. The increased number of programs and activities in UPT- PPB required more space. Therefore, in September 2012, UPT-PPB moved/was relocated to three-storied building which was a former postgraduate building. The building which later became C building has 32 classrooms, 1 Auditorium, 1 autonomous learning room, 2 administration offices for PKPBA and ELC, 1 lecturer room for PKPBA and ELC. With complete and air conditioned facilities, UPT-PPB is able to provide a more optimal language service to public.

3. Vision

ELC has a vision of becoming the center of excellence in language services and communication skills training. As one of academic supporting units in the university, ELC provides language and communication skill training for academic civics and public. Its vision is becoming a leading unit in forming knowledgeable and competitive English academicians based on students need and Islamic norms. Through teaching process, study, development and social service in the field related to English.

4. Mission

The mission of ELC of Maulana Malik Ibrahim State Islamic University, Malang are:

- a. Carrying out education and teaching in order to provide the students and graduates with English knowledge and skill to support their study and profession.
- b. Providing English development, training, and services for internal and external parties.
- c. Carrying out research, study, and social services in the field related to English.
- d. Developing knowledge, skill, technology, and art of using English.

5. Objective

The objectives of establishing ELC are:

- a. Improving the English skill of students, lecturers, and staffs in achieving” the world class university” status.
- b. Providing education and services related to English for specific purposes.
- c. Finding out the development of various aspects and skills of English.
- d. Studying the knowledge of English and its role for society.
- e. Studying the findings of previous researchers.

6. The Policy of Quality Strategy

To achieve its vision, mission and objective, UPT- ELC employs a sustainable, consistent, and high-committed Quality Management System focusing on its reliable and competent human resources by (1) developing the human resources quantitatively and qualitatively, (2) providing good and qualified facilities, (3) creating a good family-like atmosphere in the workplace for conducive service, (4) developing internal management continuously, and (5) collaborating with internal and external parties.

7. ELC Programs

a. Education and Teaching Program

ELC runs English educational and teaching programs, both regular and non-regular, which are offered to the internal and external parties in campus.

b. ESP (English for Specific Purposes) Program

This is an English program for non-English department graduate students. This program, consisting of 6 credits/8 hours, is carried out through **English I** course (3 credits/4 hours) in the third semester and **English II** course (3 credits/4 hours) in the fourth semester. The program aims to (1) assist students in understanding English literature or resources in their disciplinary knowledge during the study process, and (2) equip them with knowledge, ability and skills that may be needed in the workplace once they graduate from the university.

c. English Education Program for SD / MI (Elementary School)

The program which comprises English I course consisting of 3 credits/4 hours in semester III and English II course consisting of 3 credits/4 hours in semester IV. The English I learning for advanced class of MI (Islamic Elementary School) has more than 3 hours of study in semester VII. The participants of this program are students of PGMI (Teacher Education for Islamic Elementary School), Faculty of Tarbiya and Teaching Science. The program aims to (1) increase the ability and skills of English language for students at elementary level, and (2) provide the needed knowledge and skills for teaching English in SD or MI.

d. Intensive English Program

The program, which is designed to be conducted in the afternoon, consists of two main programs: 1) the ability and skills to communicate and 2) TOEFL understanding. Both programs are specifically given to all students majoring in non-English Letters

and Language Department in semester III and IV. Thus, students take English I and English II in semester III and IV. Furthermore, they can take English for Conversation in the third semester and develop their understanding about TOEFL in the fourth semester. This program aims to equip students with the conversational English knowledge and skills (English for Conversation) and TOEFL learning to increase their TOEFL passing grade in pre-advanced up to advanced category. This program helps them to understand various references in English language used in various types of both primary and secondary Competencies/Skills courses in non-English departments.

e. Courses / Training, Test and English Services Program

The courses offered by ELC are TOEFL Preparation and English for Conversation. TOEFL Preparation Program aims to equip participants with TOEFL materials and efficient strategies. English for Conversation Program aims to equip participants with the knowledge and skills to talk in English properly. In addition, ELC also provides services for TOEFL (Test and Certification) and Translation Services. To get these services, the participants need to pay the fee.

8. The Implementation of the Teaching-Learning Process

a. Teaching Material Sources

English for Specific Purposes Program

English Teaching in the ESP program was conducted twice through English I and English II course.

The source of English I teaching material is *English for Specific Purposes* written by ELC team for all departments in each faculty. The books are (1) *English for Arabic*, (2) *English for Arabic Education*, (3) *English for Islamic Education*, (PAI), (4) *English for Social Science* (IPS), (5) *English for Psychology*, (6) *English for Economics and Management*,

(7) *English for Islamic Laws for Sharia Department*, (8) *English for Mathematics*, (9) *English for Physics*, (10) *English for Chemistry*, (11) *English for Biology*, (12) *English for Informatics Engineering*, (13) *English for Architectural Engineering*, (14) *English for Pharmacy*. The materials presented in these books consist of four parts: (1) Let's Read, (2) Let's Write (3) Let's Talk (4) dan Language Development. The teaching materials for English I course for all departments are generally the same that is English for Specific Purposes (ESP) emphasizing on reading texts based on the disciplinary knowledge in each department.

For English II course, the teaching materials are English for Specific Purposes book which is set based on the needs of the learners in each department. The teaching material sources are (1) *English Reading Passages for Arabic for Arabic Department*, (2) *English Reading Passages for Arabic Education for Arabic Education Department*, (3) *English Reading Passages for Islamic Education for PAI Department*, (4) *English for Social Business for IPS Education Department*, (5) *English Reading Passages for Psychology for Psychology Department*, (6) *English Reading Passages for Islamic Laws for Sharia Department*, (7) *Business English and Correspondence for Management Department*, (8) *English Reading Passages for Mathematics for Mathematics Department*, (9) *English Reading Passages for Physics for Physics Department*, (10) *English Reading Passages for Chemistry for Chemistry Department*, (11) *English Reading Passages for Biology for Biology Department*, (12) *English Reading Passages for Informatics Engineering for Informatics Engineering Department*, and (13) *English Reading Passages for Architectural Engineering for Architectural Engineering Department*. The materials containing English reading texts for all departments, except Mathematics and Social Science Education, are focused on the reading comprehension and translation.

b. Teaching Methods

Several varieties of teaching methods are used by ELC lecturers in teaching English in order to make a fun teaching and learning process and to achieve optimal learning.

The teaching methods which are used in ESP Programs, Intensive English Program, IEC, TOEFL Preparation course, and English Conversation are lecturing, question and answer, discussion (in group, pairs), and giving assignment (individually or in group), etc. The methods used are after with the characteristics of teaching materials to achieve the effectiveness of teaching.

Moreover, student grouping is also done varied according to the objective of teaching and learning activity and the characteristics of teaching materials to improve the social interaction and cooperation of students to create pleasure during teaching and learning process.

c. Media and Teaching Facilities

To create teaching and learning process becomes more interesting and fun, teaching program of English in ELC uses various media and teaching facilities, such as: tape recorder, English songs cassettes, English conversations, pronunciation/dictation, flash cards, pictures, OHP, LCD, Self Access Center, and language laboratory and auditorium.

d. Study Credits (sks/sj) and Subject Division

Study credits and subject division for each program of English class in ELC of each department and faculty are described in the following table:

Tarbiya Faculty

Departments	Subjects	Smt.	credits	js	Total credit/js
Islamic Education	English I	III	3	4	6/8
	English II	IV	3	4	
Social Science Education	English I	III	3	4	6/8
	English II	IV	3	4	
Arabic Education	English I	III	3	4	6/8
	English II	IV	3	4	
Elementary School Teacher Education	English I	III	3	4	9/12
	English II	IV	3	4	
	Teaching English Advance Class of MI	VII	3	4	

Sharia Faculty

Departments	Subjects	Smt.	credits	js	Total credit/js
Al-ahwal al-Syakhshiyah	English I	III	3	4	6/8
	English II	IV	3	4	
Sharia Business Law	English I	III	3	4	6/8
	English II	IV	3	4	

Humanity Faculty

Departments	Subjects	Smt.	credits	js	Total credit/js
Arabic Language and Literature	English I	III	3	4	6/8
	English II	IV	3	4	
Arabic Language and Literature	English I	III	3	4	6/8
	English II	IV	3	4	

Psychology Faculty

Departments	Subjects	Smt.	credits	js	Total credit/js
Psychology	English I	III	3	4	6/8
	English II	IV	3	4	

Economics Faculty

Departments	Subjects	Smt.	credits	js	Total credit/js
Management	English I	III	3	4	6/8
	English II	IV	3	4	
Accounting	English I	III	3	4	6/8
	English II	IV	3	4	
Sharia Banking	English I	III	3	4	6/8
	English II	IV	3	4	

Science and Technology Faculty

Departments	Subjects	Smt.	credits	js	Total credit/js
Mathematics	English I	III	3	4	6/8
	English II	IV	3	4	
Biology	English I	III	3	4	6/8
	English II	IV	3	4	
Chemistry	English I	III	3	4	6/8
	English II	IV	3	4	
Physics	English I	III	3	4	6/8
	English II	IV	3	4	
Information Technology	English I	III	3	4	6/8
	English II	IV	3	4	
Architecture Engineering	English I	III	3	4	6/8
	English II	IV	3	4	

e. Service and Facilities

In order to give optimal and satisfactory service, ELC gives extra service and facilities, such as retake class, remedial class and special class.

1) Retake Class

Retake class is assigned for students who do not pass (get D or less) in English subject from ELC by programming and following one of Regular class from ELC in the same department of the students who retake that subject.

2) Remedial Class

Remedial class is offered to help the students who are taking regular subjects but having difficulty or problem in learning those subjects. This class can also be taken by the students who already passed the regular classes but want to get chance to improve the result.

The requirements to follow the remedial class are:

- a. Register to the officer in duty in the ELC office
- b. Show the Study Result Card which listed the subject
- c. Pay the coordination fee
- d. The class schedule is determined by the agreement of lecturer and students

9. Follow up Program

Students who have finished their Intensive Class Program are able to develop their skills in:

- a. Being Participants in English Debate Forum in Faculty and University level
- b. Being Participants in English Forum in Faculty
- c. Being staff of English Landscape Magazine published by ELC
- d. Being the introductory language of subject in International Class Program, and other subject that are delivered in English
- e. Being Tutorial/Musyrif/ Musyrifah

12. Additional Programs Support the Intensive English Program

- a. English Landscape Magazine

This Magazine is provided in English as tool to enhance students writng skill

- b. Annual English Contest
- c. Debate Contest
- d. English Nite
- e. Drama
- f. etc.

APPENDICES

LECTURER AND STAFF
ENGLISH LANGUAGE CENTER
Maulana Malik Ibrahim State Islamic University, Malang

NO	NAMA	ALAMAT	NO HP / E-MAIL
1	DR. H. LANGGENG BUDIANTO, M.PD	PERUM PONDOK MUTIARA BLOK D I/5 DENGKOL KEC. SINGOSARI MALANG PERUM PONDOK MUTIARA BLOK D II/24 DENGKOL KEC. SINGOSARI MALANG	(0341) 455168 081 334 482 029 budianto.langgeng@yahoo.co.id langgeng_budianto@yahoo.com
2	RINA SARI	JL. KENDALSARI BARAT 13 MALANG	081 334 512 874 rinasaribas@gmail.com
3	AFIF IKHWANUL MUSLIMIN	JL. RAYA PENDEM 28 RT.6 RW.2 DESA PENDEM JUNREJO BATU	081 808 304 480 afif.ikhwanul@gmail.com
4	ANINDA NIDHOMMIL HIMA	PERUMAHAN A SABRI BUMIAYU INDAH A.25 KEDUNGKANDANG MALANG	085655503890 nind@rocketmail.com
5	ASIS WAHYUDI	JL. PULAU SAYANG 9 MALANG	085 648 485 959 wahyudi.asis@gmail.com
6	CHOIRUL ROZI	PERUM. VILLA BUKIT TIDAR AS NO. 39 MALANG	081 554 004 004 choirulrozi@gmail.com
7	DEWI NUR SUCI	SIMPANG GAJAYANA	085645217671 Dewinursuci@gmail.com
8	DIAN A. WIRANEGARA	JL. NEGARA NO. 27 A KEL. BUNULREJO KEC. BLIMBING MALANG	081 703 393 113 dwiranegara@gmail.com
9	FAJARIAH RATNA SARI	PERUM CITRA MAS RAYA BLOK N/NO 5 TIDAR-MALANG	085648122242 riashberry@yahoo.com
10	FARID MUNFAATI	JL. KERTOLEKSONO 133 MALANG	085 649 925 633 faridmunfaati@gmail.com
11	FITRANA HARINTAMA	JL. RAYA TANJUNGSARI NO.3 KEPUHARJO MALANG	083 858 768 78 harintama@gmail.com
12	GIOVANNI IRAWAN	JL. KBEN 2 PERMAI C-21 SUKUN MALANG	081 233 066 663 giovanni.irawan@gmail.com

13	HARIR MUBAROK	MA'HAD SUNAN AMPEL AL-ALI UIN MALANG JL. GAJAYANA NO.50 MALANG	085 755 068 781 harirmubarok@yahoo.com
14	IBNU WAHYURIANTO	PERUM DAU RESIDENCE BLOK A-5 SUMBER SEKAR DAU- MALANG	085 648 506 795 ibnu.wahyu@gmail.com
15	IFFATUN NIDA	BABAT, LAMONGAN, 62271	085 649 711 498 iffatunnida@gmail.com
16	IKA PUSPITARINI	JL. B. LELI 70 MALANG	085 954594 810 puspitarini.ika@gmail.com
17	IMA MUTHOLLIATIL BADRIYAH	PERUM BUKIT CEMARA TIDAR BLOK 04 NO.04 MALANG	081 805 020 343 ima_muth@yahoo.com
18	JUSTISINTA SINDI A	JL. GOTONG ROYONG 2 RT.02 RW. 5 DAU	085648162548/ 081235392239 Justsinta.sindi@gmail.com
19	LINA HANIFIYAH	KRAJAN PURWOSARI PASURUAN	085 815 391 998 linahanifiyah@yahoo.com
20	MOH. RAMLI	JL. NEPTUNUS 10 MALANG	081 555 773 171 ramli_muhammad@yahoo. com
21	MUCHAMAD ADAM BASORI	JL. RANUGRATI 42 SAWOJAJAR MALANG	085 853 885 869 mbasori09@gmail.com
22	NADIYA FAUZIYAH Z.	JL. LA SUCIPTO 256	083834712449 nadiyaaanyuutzen@gmail. com
23	NURENZA DEVI NINGRUM	JL. SUNAN MURIA VII/ 20 MALANG	085 655 505 963 nurenza.d@gmail.com
24	NUR FARAH UKHROWIYAH	JL. GADANG II/ 93 MALANG	085 649 627 706 faraha_chikory@yahoo. com
25	OKTAVIA WIDIASTUTI	JL. BENDUNGAN PALASARI NO.6A MALANG	081 252 106 122 oktavia.widiastuti@gmail. com
26	PRIMA PURBASARI	JL. SULTAN AGUNG 19 PASURUAN	081 703 301 366 purbasari_03@yahoo.com

27	RAHMATI PUTRI YANIAFARI	JLN. MOJOKERTO 3 (MALANG) JLN. S. HASANUDIN TOMPOKERSAN (LUMAJANG)	085731231930 yaniafari@gmail.com
28	RANI MUNTASARI	JL. CILIWUNG RT.1/ RW.6 KEL. TANGGUNG KEC. KEPANJEN KIDUL KOTA BLITAR	085 784 033 441 muntas.sandie@gmail.com
29	RIZKA YANUARTI	JL. SUNAN KALIJAGA NO. 27 MALANG	085 629 268 35 rizka.ye3@gmail.com
30	ROCHMAWATI	JL. RAYA TLOGOMAS 112 MALANG	082 331 108 200 rahma.mlg@gmail.com
31	SHIRLY RIZKI KUSUMANINGRUM	JL. ARIF MARGONO VI/ 1570 MALANG	085 646 307 630 shirlyrizki@gmail.com
32	SEPTIA DWI JAYANTI	JL. TERATAI NO 27 GIRIPURNO BUMIAJI BATU	085 649 620 010 septiadwi89@gmail.com
33	SOHIBUL HAIRI	JL. BARENG TENES GG. IV A/ 580 KLOJEN-MALANG	081937992628
34	SUPARMI	VILLA PUNCAK TIDAR KAV. II NO.2 MALANG	081 231 738 873 ami_110411@yahoo.com
35	URWATUS SILVIA RAHMAH	JL. SUNAN MURIA 9/ B2 MALANG	085 646 685 285 ur.silvia@hotmail.com
36	WAHYUNENSIH	JL. WIDAS B 30 MALANG	081 374 439 476 wahyu.negsihhasan@ gmail.com
37	WINARTI	JL. CANDI TELAGA WANGI NO. 68 MALANG	081 357 674 789 winarti.wa@gmail.com
38	ZAINUDDIN	JL. KOPRAL USMAN NO.5 PESANTREN TAHFIDZ ROUDOTUS SOLIHIN MALANG	085 334 956 712 zainud dinzufli@gmail.com
39	YUNITA USWATUN KH.	JL. CANDI SAPTOARGO 18 MALANG	082128888806 uswaha@outlook.com
40	ALAM AJI PUTERA	JL. SULFAT INDAH 2 NO 12 MALANG	08113034649 alamajip2104@gmail.com

