Using USCIS Resources to Support Immigrants and Refugees in the Library

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│   Pre-Interview    │   │    Interview and   │   │   Post-Interview   │
│    Components      │   │   Test Components  │   │     Components      │
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        │ Speaking │ │  Civics  │   │ Reading  │ │ Writing  │
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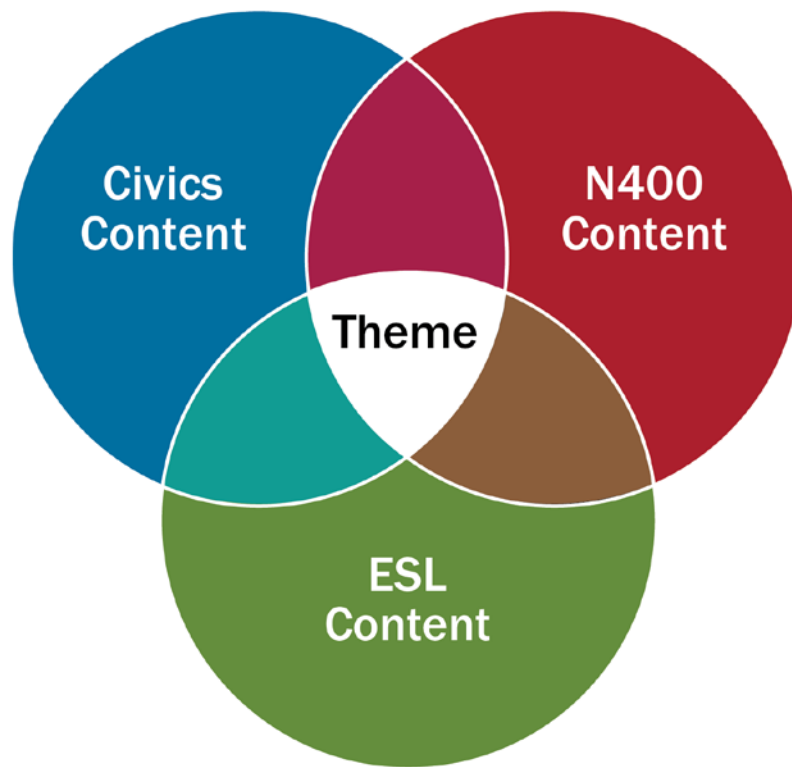
Anatomy of an Adult Citizenship Lesson Plan

ESL Principles, Practices, and Brain Based Learning

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U.S. Citizenship and Immigration Services

Where are English Skills Required?

Calling-in	Getting to the Interview	Security	Checking in	Walking to the office

Swearing in	The civics test	The reading test	The writing test	The speaking test

Comprehensible Inputs

U.S. Citizenship and Immigration Services

Comprehensible Inputs

When you understand most of what you hear or read in a positive learning environment.

Inputs

Unsuccessful Acquisition

Barriers to Learning

Low Motivation

High Anxiety

Low Self-esteem

Language Acquisition Areas

Broca's Area

Wernicke's Area
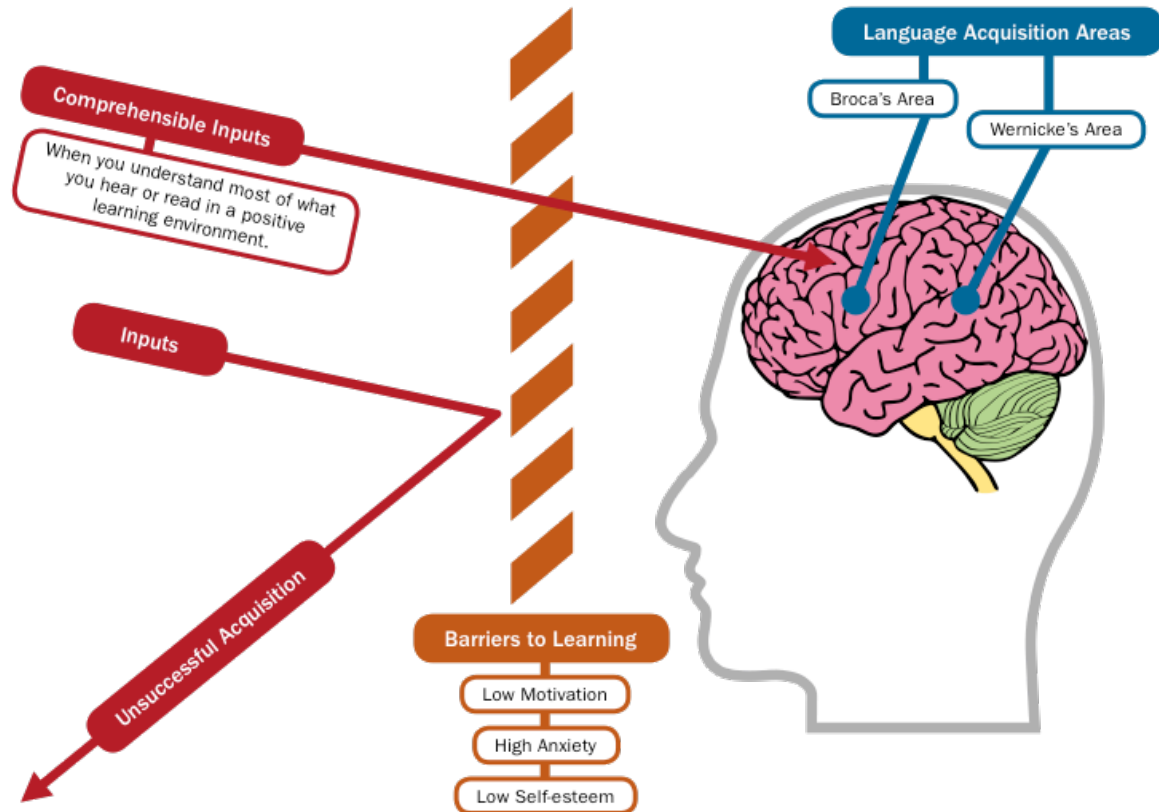
Based on Krashen (2010)

Key Principles and Practices for Adult Citizenship ESL Instruction

- Communicative Language Teaching (CLT)

- Content-Based Instruction

- Student-Centered Classrooms

Communicative Language Teaching

- Language acquisition results from language use

- Learners must be exposed to rich and comprehensible input

- Learners must be given many opportunities to produce language collaboratively

- Emotions and attitudes affect students' ability to learn a language

- Feedback is important – both positive and corrective

- Grammar structures should be introduced and taught in context

- The best materials are authentic and teaching methods are context dependent

Content-Based Instruction

- Language-focused vs Content-focused instruction

- A high quality Citizenship ESL classroom teaches English through naturalization content –Civics, Geography, History, N400, and the Naturalization Process

1. Begin with a standard that is necessary for successful naturalization

2. Determine what language features or communicative tasks are required to meet that standard

3. Create lessons and activities that focus on that particular language

Student-Centered Classrooms

- Student-centered classrooms put students' needs first

- Students are the focus, not the teacher

- Teachers facilitate student communication

- Learners should do most of the talking

- Teachers employ strategies to allow students to practice in a safe environment

Key Principles of Adult Learning

- Adults are internally motivated and self-directed

- Adults bring life experiences and knowledge to learning experiences

- Adults are goal orientated

- Adults are practical

- Adult learners like to be respected

Brain-Based Learning

- Brain-based learning utilizes our knowledge of how the brain works to support the organization of information in a way which creates meaningful learning (Gozuyesil & Dikici, 2014).

Brain-Based Learning Methods

Importance	Emotion

Psycho-social

Setting Intention	Social Interaction
Patterns	Wholes and Parts

Info Processing

Seeing Connections	Categorization

Singing	Movement

Physical

Repetition	Five Senses
Real-life Experiences	Building on the Known

Authenticity

Inductive Teaching	Goal oriented

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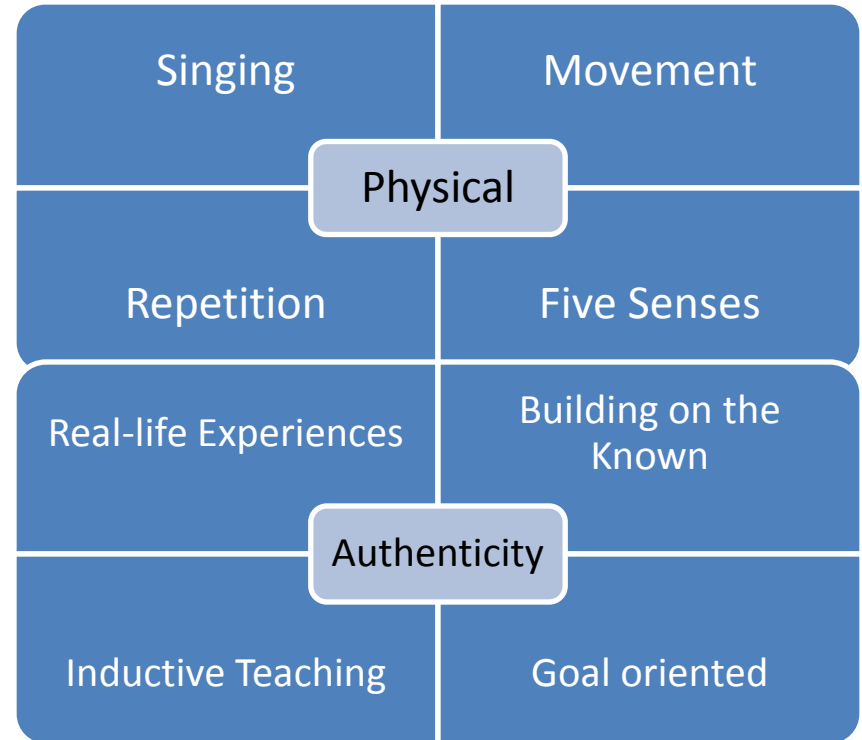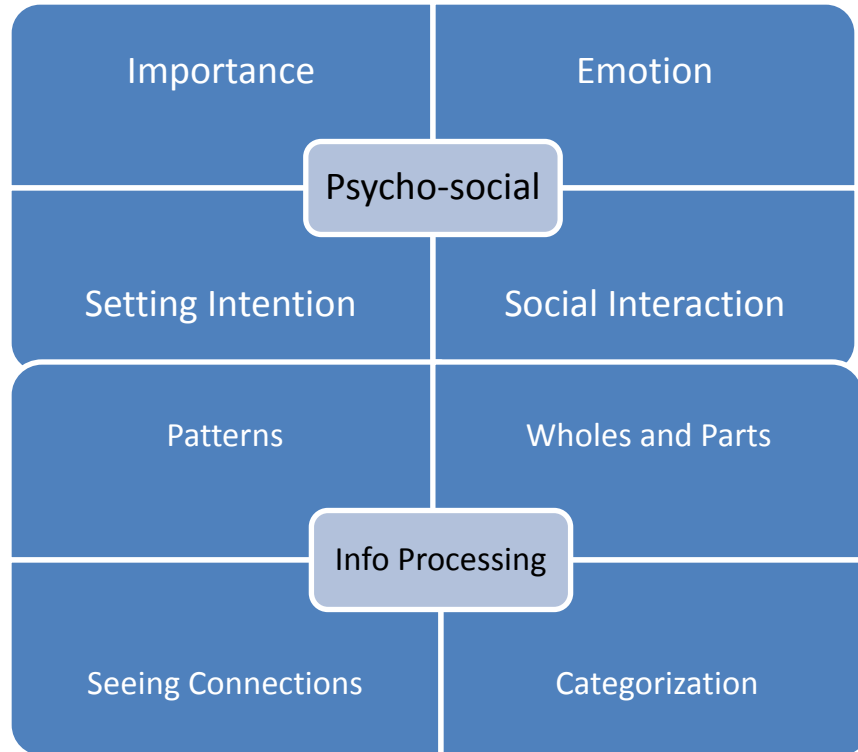
Brain-Based Learning Checklist
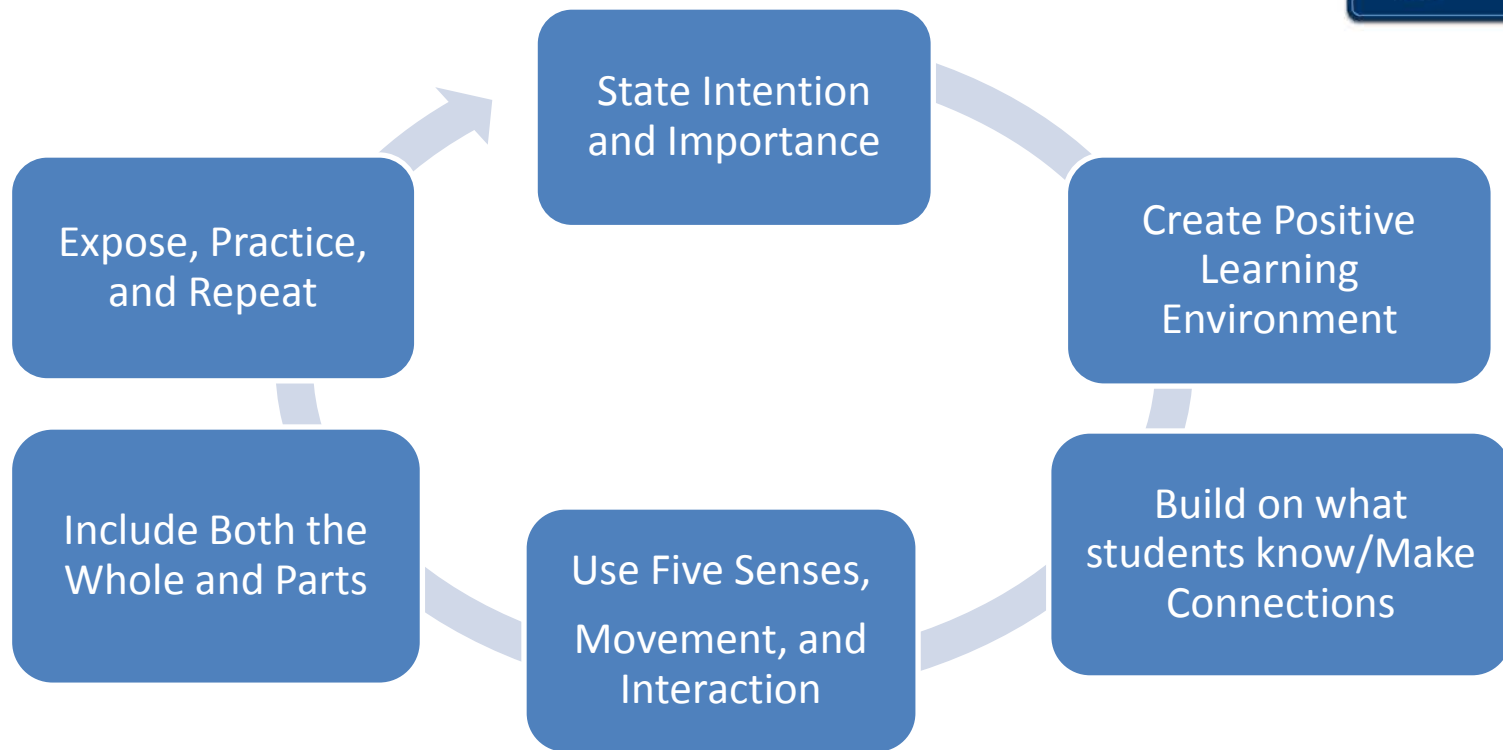
Libraries: Resources for Immigrants and Refugees

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The USCIS Office of Citizenship

Citizenship Resource Center (CRC)

www.uscis.gov/citizenship

USCIS Resources for Libraries

U.S. Citizenship and Immigration Services

HOME	LEARNERS	EDUCATORS	ORGANIZATIONS	OTHER LANGUAGES

Home > Organizations > Libraries

Print This Page

Libraries

Libraries play a critical role in serving immigrant communities. Through our joint effort with IMLS, we plan to educate librarians, and in turn their immigrant customers, on topics ranging from naturalization, the unauthorized practice of immigration law, and the importance of digital literacy.

USCIS/IMLS Partnership Goals

- Provide citizenship and other immigration-related educational materials to libraries.

- Offer training opportunities for librarians on a variety of immigration topics.

- Coordinate meaningful interaction between USCIS community relations officers and libraries in their respective jurisdictions.
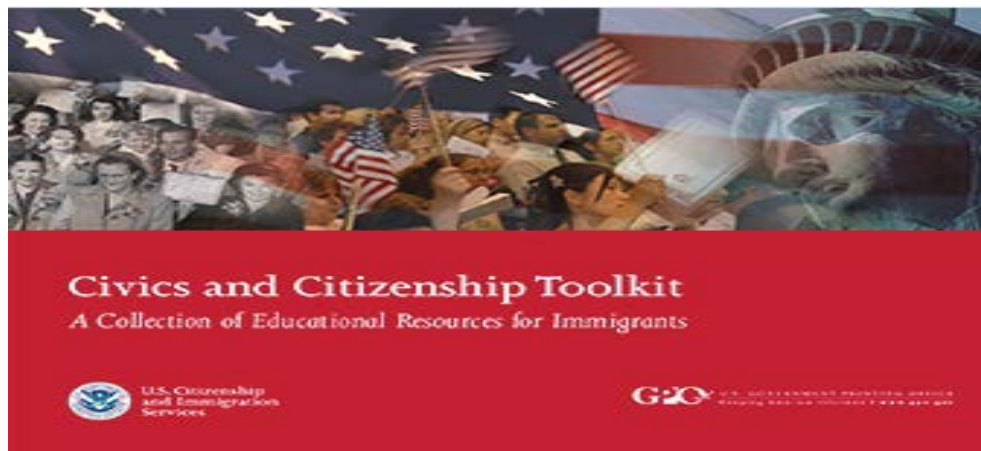
More Information

- Citizenship Corners
- Library-Specific Training Offered by USCIS

http://www.uscis.gov/citizenship/organizations/libraries

The USCIS Office of Citizenship

Resources for Libraries:

Civics and Citizenship Toolkit

Visit www.uscis.gov/citizenshiptoolkit to obtain a free copy for your library.

The USCIS Office of Citizenship
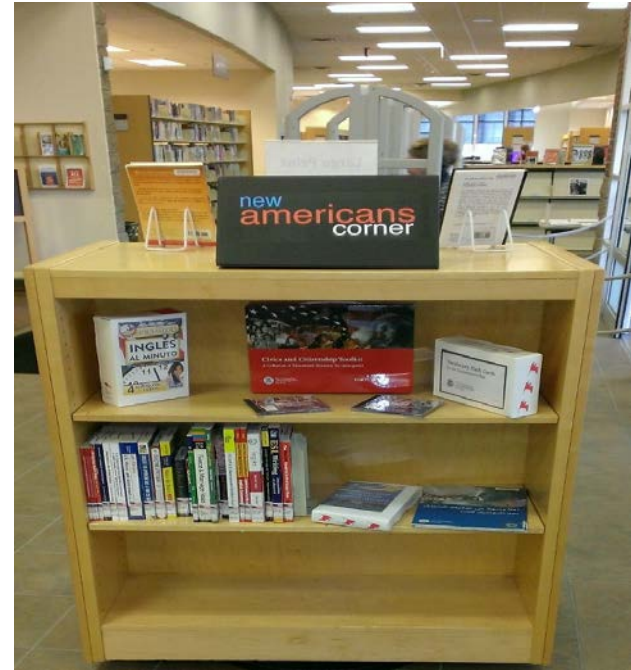
Citizenship Corner

What is a Citizenship Corner?

U.S. Citizenship and Immigration Services

- Designated space in the library where immigrants can find information and resources on becoming a U.S. citizen

- May include:

  - Citizenship test preparation materials

  - Information about the naturalization process

  - Information about relevant community resources

  - English teaching materials

Madison Branch Library, Nashville, Tennessee
Courtesy of the Nashville Public Library

The USCIS Office of Citizenship

Citizenship Corners in L.A. and Nashville

Echo Park Library, Los Angeles, California
Courtesy of the Los Angeles Public Library

Madison Branch Library, Nashville, Tennessee
Courtesy of the Nashville Public Library
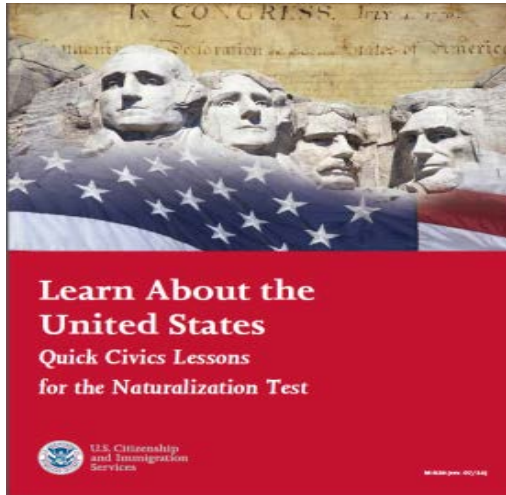
The USCIS Office of Citizenship

Resources for Libraries:

Citizenship Corner Ideas: Basic Materials

- **Quick Civics Lessons**
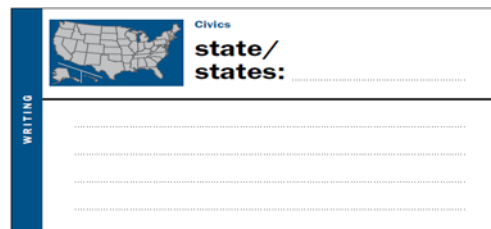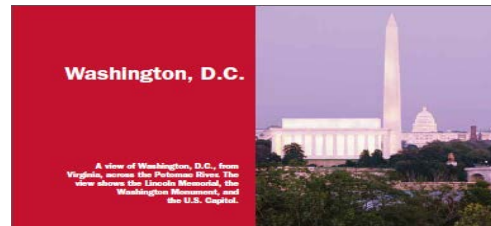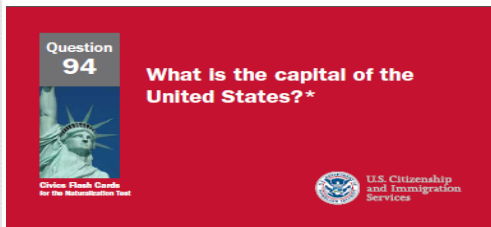- **Welcome Guide**

The USCIS Office of Citizenship

Resources for Libraries:

Citizenship Corner Ideas: Basic Materials

- Civics Flash Cards

- Vocabulary Flash Cards

The USCIS Office of Citizenship

Resources for Libraries:

USCIS Civics Lesson Plans

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Citizenship Education Resources

Learn English **FREE** and Prepare to Become a U.S. Citizen with USA Learns!

- Beginning and intermediate English
- Video lessons and 1000s of activities
- English speaking, listening, vocabulary, pronunciation, reading, writing and grammar
- New U.S. Citizenship course!

Start Now

Already registered?

Sign In

U.S. Citizenship and Immigration Services

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Need Help? Ask Emma

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FORMS   **NEWS**   **CITIZENSHIP**   **GREEN CARD**   **TOOLS**   **LEGAL RESOURCES**

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File Online

Log in to Online Filing

Online filing allows you to electronically submit certain benefit requests.

Please choose the appropriate icon to file a Form I-90, Form N-400, Form N-336, or N-565, or pay the USCIS Immigrant Fee or Form I-131A application fee.

USCIS
FEE
Pay Immigrant Fee Now

USCIS Immigrant Fee, File Online

Note: If you paid the USCIS Immigrant Fee before Aug. 31, 2015, you will no longer have access to your online account.

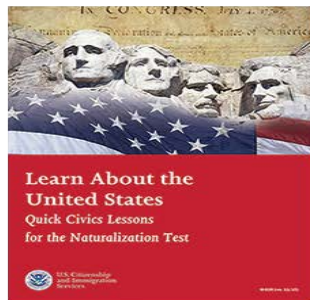- To receive status updates on the production of your Permanent Resident Card, please visit Case Status Online

The USCIS Office of Citizenship

Community Relations Officers (CROs)

- **Free training for Library Staff**

- **Outreach – Naturalization Information Sessions**

- **Resources – Educational materials from CRC and any other USCIS program**

- **Sign up for emails directly from your CRO**

Photo courtesy of USCIS

U.S. Citizenship and Immigration Services

Building an Adult Citizenship Program

PROGRAM IMPLEMENTATION

- Celebration
- Program Course Evaluations
- Class Cycles
- Student Onboarding

PROGRAM DEVELOPMENT

- Reflection & Professional Development
- Community Needs Assessment
- Programmatic Design
- Initial Curriculum Development
- Funding and Partnerships
- Staff Recruitment, Hiring, and Training
- Final Curriculum and Lesson Plan Development
- Program Promotion and Student Recruitment

Photograph is in the Carol M. Highsmith Archive, Library of Congress, Prints and Photographs Division, LC-DIG-highsm 15797

U.S. Citizenship and Immigration Services

Program Development Assistance

For individualized assistance, contact us at the address below.

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Quick Links:

Citizenship Resource Center: www.uscis.gov/citizenship

Community Needs Assessment

The demand is there.

9.1* Eligible Legal Permanent Residents (LPRs)

Many eligible LPRs lack the English language skills necessary for successful naturalization.

Resources

https://www.dhs.gov/immigration-statistics/population-estimates/LPR

https://www.migrationpolicy.org/article/frequently-requested-statistics-immigrants-and-immigration-united-states#Naturalization

10 Steps to Naturalization

Forms and Fees

U.S. Citizenship FAQs

Programmatic Design

Where to start...

- [Expanding ESL, Civics, and Citizenship Education in Your Community: A Start-Up Guide](#)

- [Elements of Program Quality for Adult Citizenship Education](#)

- [Civics and Citizenship Toolkit](#)

- [Naturalization Information](#)

Initial Curriculum Development

This is KEY.

A well-developed curriculum is the foundation of a course. It provides a course with structure, from which lesson plans and activities can be developed.

A well-developed curriculum helps ensure all content standards are covered in each class cycle.

Resources

- Adult Citizenship Education Sample Curriculum for a Low Beginning ESL Level Course

- Idea Board: Building a Course Syllabus

- Guide to the Adult Citizenship Education Content Standards and Foundation Skills

- Sample Curriculum Workbook

Selecting a Textbook

Why use a textbook?

Textbooks help foster student investment.

The most effective programs have a textbook that students can take home.

Textbooks should be chosen by students' ESL level and aligned with the course curriculum.

Resources

[Idea Board: Choosing a Textbook for Your Citizenship Class](#)

Funding and Partnerships

FUNDING SOURCES

- USCIS Grants
- Other Grants
- Fundraising
- Private Donations
- Other???

POSSIBLE WAYS TO PARTNER

- Libraries
- Lawyers/DOJ Staff
- Literacy Program
- Adult Ed/ESL Programs
- Other???

Staff, Recruitment, Hiring, and Training

Teacher and volunteer training

Preparing staff BEFORE they enter the classroom sets them and students up for success.

Volunteers are a great resource in the classroom and with students on the waitlist.

Resources

Training Seminars

Volunteer Training Modules

Teaching Techniques

Adult Citizenship Education Coordinator Skills and Knowledge Guide

Final Curriculum and Lesson Plans

Lesson planning and activity development

After the designing the curriculum, it will be easier to develop lesson plans and activities.

USCIS resources are intended to supplement a main textbook. Feel free to add, adapt, and modify any resource for your classes.

Resources

Interview and Speaking Test Resources

Civics Test Resources

Reading Test Resources

Writing Test Resources

Program Promotion and Student Recruitment

If you build it, will they come?

Not necessarily. Outreach and program promotion are vital to the success of any adult citizenship program, especially at first.

Resources

Idea Board: Marketing Your Program

Widgets

PSAs

Print Ads

Conducting Outreach

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Resources

Idea Board: Marketing Your Program

Widgets

PSAs

Print Ads

Adult Citizenship Student Lifecycle
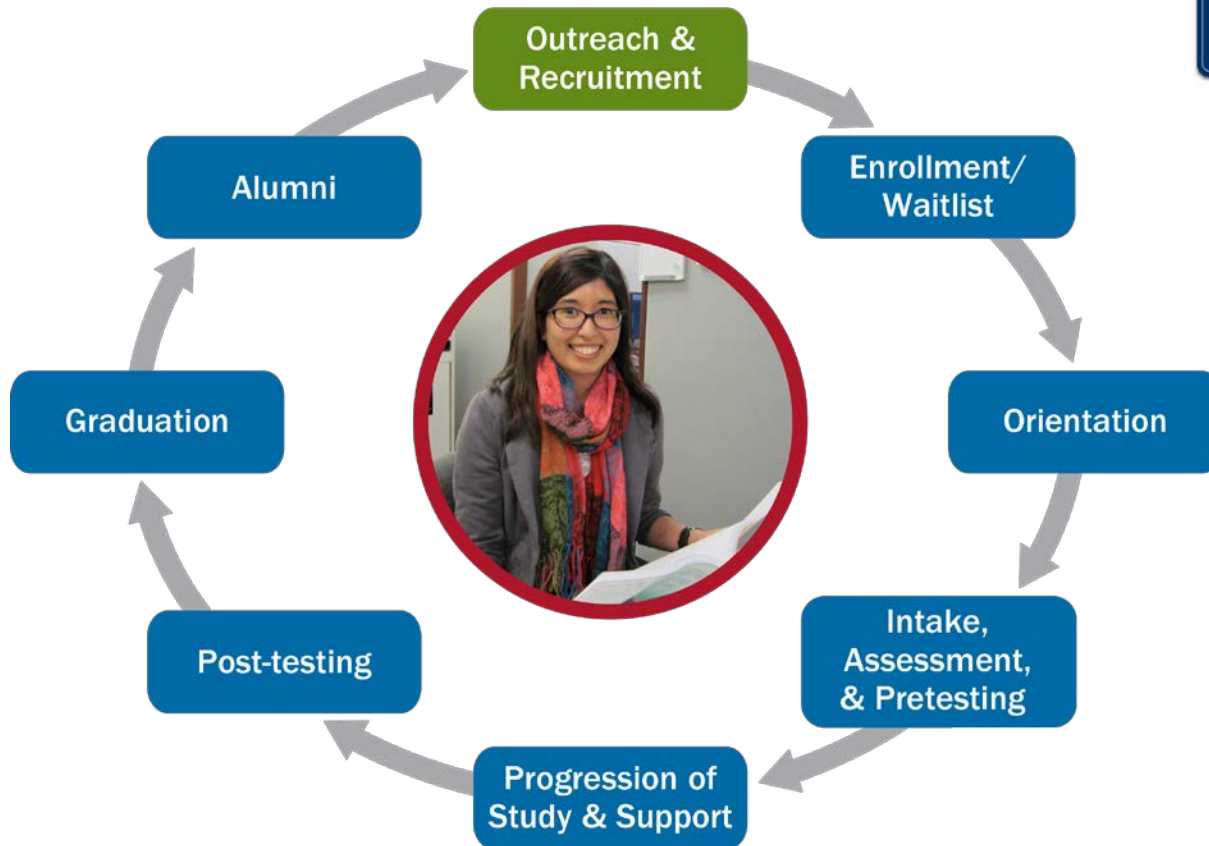
Student Onboarding

Why manage enrollment and what to do with waitlists

Managed enrollment provides consistency and additional structure to a curriculum-based course.

Stay engaged with learners on your waitlist. It will improve retention and help learners get a head start.

Engaging learners on your waitlist keeps them motivated . Volunteers and self-study materials can be deployed effectively to sustain interest.

Resources

USA Learns – Citizenship

Idea Board: Open Entry/Open Exit vs. Managed Enrollment

Student Onboarding

Orientation

A well planned orientation goes a long way towards setting expectations and easing students into a program.

Your orientation is a separate event from filling out forms, pretests, or buying textbooks.

Resources

[Idea Board: Providing Holistic Orientation to Promote Retention](#)

Intake and Assessment

Registering students and conducting assessments

Check for student eligibility and register students.

Administer initial ESL and Civics assessments.

Make sure teachers and administrators are trained to administer ESL and AACE assessments.

Resources

CASAS Trainings Online: http://training.casas.org/course/index.php?categoryid=2

BEST Assessments: http://www.cal.org/aea/current/bptrainers/

TABE Clas-E: http://tabetest.com/students-2/tabe-class-e/#

National Reporting System

Class Cycle -
N-400 and Interview Resources

Include the N-400 and interview in every class.

Form N-400

Understanding Key Concepts Found in Form N-400: A Guide for Adult Citizenship Teachers

Understanding Commands for the Naturalization Interview

The USCIS Naturalization Interview and Test Video

Assimilation and Integration Activities

Helping learners thrive in the U.S.

A citizenship class is more than just memorizing civics questions. It is important to help your students integrate into the local community.

Incorporate integration into the curriculum.

Take learning into the community. Visit museums and libraries, or attend a naturalization ceremony.

Resources

Welcome to the United States: A Guide for New Immigrants

Receiving Communities

Digital Resources

Digital literacy is of growing importance

Many aspects of the naturalization process are shifting online.

Start small. Even with limited resources, digital literacy can be included using smart phones or by having groups share tablets.

Digital resources can be used in class or as supplemental study materials.

Resources

USA Learns Citizenship Course

USCIS Civics Study App

Online Interactive Practice

Multi-level Classrooms

Techniques for leading a multi-level classroom

Despite our best efforts, classes are usually multi-level to some degree.

Consider the different ESL levels and other student variables when designing activities for your class.

Resources

[Idea Board: Managing Student Levels in a Multi-Level Classroom](#)

[Essential Ways to Enhance Learning for Older Adults](#)

Legal Assistance

Filling out the N-400 matters

The N-400 is a legal document, and it is best to have legal staff advise students and fill out forms.

Please don't fill out forms unless you are DOJ-accredited. See the link below on how to become accredited.

Partner with local charities, law schools, or pro/low bono law services.

Resources

[Avoid Scams: The Wrong Help Can Hurt](#)

[Find Help in Your Community](#)

[Department of Justice – Recognition and Accreditation Program](#)

Program Course Evaluations

Student and Staff Input

It can be very rewarding and beneficial for students and staff to reflect on course outcomes.

Highlight strengths of your program as you set goals to work on for the next term.

Continued reflection and development will help ensure your program and staff are equipped to provide the best services possible.

Resources

The Professional Development Guide for Adult Citizenship Educators

Tip Sheet: Using the Professional Development Guide

Elements of Program Quality for Adult Citizenship Education

Reflection and Professional Development

Use Evaluation Data to Enhance Your Program

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Resources

[The Professional Development Guide for Adult Citizenship Educators](#)

[Tip Sheet: Using the Professional Development Guide](#)

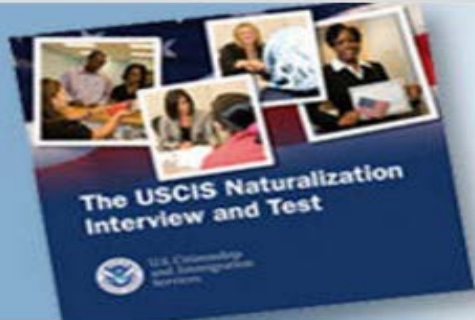[Elements of Program Quality for Adult Citizenship Education](#)

[Training Seminars](#)

When in doubt… the CRC ☺
https://www.uscis.gov/citizenship

U.S. Citizenship and Immigration Services

The USCIS Naturalization Interview and Test

Citizenship Resource Center
Learn More About the Naturalization Interview and Test

Watch a video on the process.

LEARNERS	EDUCATORS	ORGANIZATIONS
Prepare for U.S. Citizenship	Welcome Teachers	Information for Organizations
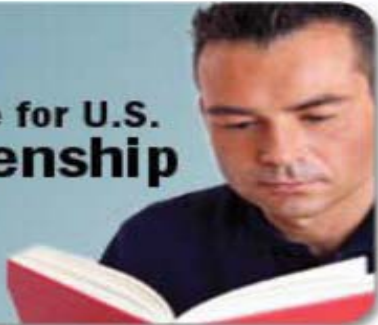
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