

+ **English Language Institute** **Mission Statement**

Through an unwavering commitment to excellence and renewal, the ELI faculty and staff endeavor each day to enhance our reputation as a leader among intensive English programs. Our leadership is based on a clear understanding of our goals and the means to achieve them.

As teachers, tutors, administrators and staff, we strive to:
Meet or exceed our students' expectations for developing their linguistic, academic, and professional skills.

Contribute to international understanding by engaging students in meaningful inter-cultural exploration.

Provide our students with the support and services they require to make the transition from their own countries to life in the United States.

Meet the ordinary and extraordinary needs of our students, ensuring that their experience at ELI is productive and fulfilling.

Recruit only the most talented and experienced English language specialists and staff and promote their continued professional growth.

Assume personal responsibility for solving problems, value each other as highly as we do our clients, and support each other in our work.

Manage our resources, attaining financial viability without compromising the outstanding value of an ELI education.

Enrich the University of Delaware and the local community, fostering cross-cultural communication and interaction.

Adopted May 19, 1999

SESSION II 17 – October 30 - December 22, 2017 (8 weeks)
LISTENING/SPEAKING CLASSES meet 8:15 AM to 9:55 AM (MTWRF)
Afternoon classes, marked “PM”, meet 2:15 PM to 4:30 PM (MTWR)

Class Name	Instructor	Room #	Level
IA	Mikie Sarmiento	318 S. College 109	I
IB	Kathy Vodvarka	318 S. College 101	I
Fazko/A	Hina Durrani	318 S. College 115	I
Fazko/B		318 S. College 140	I
IIA	Danielle Bragaw	318 S. College 132	II
IIB	Tom Panter	318 S. College 133	II
IIC	Jo Gielow	318 S. College 135	II
IIIA	Chris Pinkerton	318 S. College 137	III
IIIB	Jack Chen	318 S. College 136	III
IIIC	Nonie Bell	ELI 203	III
IIID.PM	Wakako Pennington	318 S. College 109	III
IIIE	Meghan Graham	318 S. College 134	III
IV/A	Christine Adams	Elkton Corner 101	IV
IV/B.PM	Nick Lamelza	318 S. College 140	IV
IV/C	Carolina Correa	Amstel Square 103	IV
IV/D	Amy Vazquez	318 S. College 110	IV
IV/E.PM	Randy Pennington	318 S. College 115	IV
IV/F	Lisa Grimsley	318 S. College 102	IV
OB/A	Ruwida Alkrekshi	Amstel Square 101	IV
OB/B	Leslie Criston	ELI Room 206	IV
NEWSV	Jennifer Smith	102 E. Main 106	IV
AOB/A	Mary Beth Worriow	ELI 204	V
AOB/B	Ross Fenske	ELI 304	V
ALCS/A	Jim Weaver	Elkton Corner 102	V
ALCS/B	Scott Partridge	108 E. Main 205	V
ALCS/C	Rachel Lapp	108 E. Main 203	V
ALCS/D	Kate Copeland	318 S. College 112	V
EAPV/Y	Terri Goode	108 E. Main 206	V
PrepEAPVI/A.PM	Collapsed to Kate Burke		VI
PrepEAPVI/B.PM	Kate Burke	102 E. Main 103	VI
PrepEAPVI/C	Ana Kim	102 E. Main 105	VI
1960s-2/A	Mikki Washburn	102 E. Main 104	VI
1960s-2/B.PM	Kendra Bradecich	108 E. Main 201	VI
FILM/A	Scott Duarte	108 E. Main 204	VI
FILM/B	Phil Rice	318 S. College 108	VI
EIL-2	Sarah Petersen	102 E. Main 103	VI
DRAMA/A	Nicole Servais	108 E. Main 224	VI
DRAMA/B	Nigel Caplan	108 E. Main 223	VI
STORIES	Walt Babich	ELI 305	VI
GRADVI	Ken Hyde	Amstel 104	VI
ABE	Michael Fields	108 E. Main 208	VI
ARSC.SURGE	Ken Cranker	102 E. Main 101	VI

ENTREPRENEURSHIP	Dan Murray	Amstel Square 102	VI
ELI-BUAD110/A	Pat Carlozzi	MW 108 E. Main 225	AT2 8-9:45 am
ELI-BUAD110/B.PM	Erik Meader	MW 108 E. Main 217	AT2 6:15-8:00 pm
ELI-MATH241	Paul Canepa	T/R 108 E. Main 217	AT2 8:00-9:45 am
ELI-MATH221	Greg Trout	T/R 108 E. Main 208	AT2 2:15 -4:10pm
ELI-COMM212	Blythe Milbury-Steen	MW 108 E. Main 201	AT2 8:15-10:00 am
ELI-POLS150	Michael Smith	TR 108 E. Main 201	AT2 8:00-9:45 am
Discussion BUAD110/A	Nicolas AlFahel	TR 108 E. Main 202	AT2 9:10-10:00 am
Discussion BUAD110/B	Sharon Mitchell	TR 108 E. Main 223	AT2 3:30-4:20 pm
Discussion BUAD110/C	Nicholas AlFahel	T/R 108 E. Main 217	AT2 10:20-11:10 am
Discussion POSC150A/B	Karen Jury	W 108 E. Main 202	AT2 1-1:50 pm
Discussion POSC150/A	Karen Jury	F 108 E. Main 202	AT2 1-2:30 pm
Discussion POSC 150/B	Karen Jury	F 108 E. Main 207	AT2 8:30-10:00 am
Discussion COMM212/A	Tianyu Wang	TR 108 E. Main 217	AT2 12:-12:50
Discussion COMM212/B	Tianyu Wang	MW 108 E. Main 203	AT2 3:20-4:10 pm
Discussion MATH241	Yihan (Joyce) Ye	MW 108 E. Main 223	AT2 3:40-4:30 pm
Discussion MATH241	Minghan Xian	MW 108 E. Main 205	AT2 3:40-4:30 pm
Discussion MATH221	Joe Blandeburgo	MW 108 E. Main St, 203	AT2 2:15- 3:05 pm

Level Coordinators for Listening/Speaking:		
II: Jo Gielow III: Robbie Bushong IV: Phil Rice (Amy Vazquez wk. 1)	ALCS: Jim Weaver EAPV: Terri Goode	GRADVI, Entrep, ABCS: Nigel Caplan EIL, Film, Drama, 1960s: Walt Babich

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READING/WRITING CLASSES meet 10:25 AM to 12:10 PM (MTWRF)
Afternoon classes, marked “PM”, meet 2:15 PM to 4:30 PM (MTWR)

Class	Instructor	Room #	Level
IA	Mikie Sarmiento	318 S. College 109	I
IB	Kathy Vodvarka	318 S. College 101	I
FAZKO		318 S. College 115	I
FAZKO/B		318 S. College 140	I
IIA	Grant Wolf	ELI 304	II
IIB	Jo Gielow	318 S. College 135	II
IIC	Lisa Grimsley	318 S. College 102	II
IID	Robbie Bushong	318 S. College 137	II
IIIA	Jim Weaver	Elkton Corner 102	III
IIIB	Jack Chen	318 S. College 136	III
IIIC	Kate Copeland	318 S. College 112	III
IIID	Nonie Bell	ELI 203	III
IIIE	Meghan Graham	318 S. College 134	III
IIIF	Nick Lamelza	108 E. Main 202	III
IV/A.PM	Christine Adams	Elkton Corner 101	IV
IV/B	Hina Durrani	108 E. Main 207	IV
IV/C	Amy Vazquez	318 S. College 110	IV
IV/D	Randy Pennington	Amstel Square 104	IV
IV/E	Kathy Bracy	102 E. Main 106	IV
IV/F	Wakako Pennington	Elkton Corner 101	IV
IV/G	Carolina Correa	Amstel Square 103	IV
ACULTUREIV	Tom Panter	318 S. College 133	IV
WB	Mary Beth Worriow	ELI 204	IV
V/A	Ana Kim	102 E. Main 101	V
V/B	Danielle Bragaw	318 S. College 132	V
V/C.PM	Emily Thayer	108 E. Main 206	V
V/D.PM	Sarah Petersen	102 E. Main 101	V
AHISTV	Phil Rice	318 S. College 108	V
AWB	Ruwida Alkrekshi	Amstel Square 101	V
PrepEAPVI/A.PM	Ross Fenske	108. E. Main 225	VI
PrepEAPVI/B	Kate Burke	102 E. Main 105	V
EAPV.PM	Leslie Connery	108 E. Main 224	V
PROFENGVI	Leslie Criston	ELI 206	VI
GRE/GMAT	Dan Murray	Amstel Square 102	VI
EAPVI	John Milbury-Steen	102 E. Main 104	VI
MEDIA	Walt Babich	ELI 305	VI
GRADVI/A	Christienne Woods	102 E. Main 103	VI
GRADVI/B.PM	Chris Elliott	108 E. Main 202	VI
ARSC 150-2/A	Scott Duarte	108 E. Main 204	AT1
ARSC 150-2/B	Mike Fields	108 E. Main 208	AT1
ARSC 150-2/C	Ken Cranker	108 E. Main 203	AT1
ARSC 150-2/D	Chris Elliott	108 E. Main 225	AT1
ARSC 150-2/E	Nigel Caplan	108 E. Main 223	AT1
ARSC 150-2/F	Terri Goode	108 E. Main 206	AT1
ARSC 150-2/G	Kendra Bradecich	108 E. Main 224	AT1
AT-E110-2/A	Carrie Neely	MWF 108 E. Main 201	AT2

AT-E110/AB Reading Lab M	Carrie Neely	108 E Main 201, 1-2pm	AT2
AT-E110/AB Reading Lab W	Carrie Neely	108 E Main 201, 1-2pm	AT2
AT-E110/AB Reading Lab F	Carrie Neely	108 E Main 201, 1-2pm	AT2
SABIC TOEFL-TR	Chris Pinkerton	108 Main 217, 2:30-4pm	SABIC Cohort 4
SABIC Reading Workshop	Jonathan Kittle	108 E. Main 217 1-3 pm	SABIC Cohort 4
SABIC Reading/Testing Seminar Workshop - MW	Chris Pinkerton	108 Main 217, 1:00-2pm	SABIC Cohort 3
SABIC Lab Writing Workshop – R	Nathan States 108 Main 217, 4:00- 6pm	108 Main 217, 4:00-6pm	SABIC Cohort 3&4 SABIC SAT Math - WF
SABIC Lab Writing Workshop – R (group 2)	Samhita Kattekola	108 E. Main, 208 4:30-6 pm (R)	SABIC Cohort 3
SABIC SAT Math - WF	Nathan States	108 Main 217, 3:30-5pm	SABIC Cohort 4
SABIC Admissions Workshop MW	Maria Jose Riera and Chris Pinkerton	108 Main 217, 1:30 -3:30 pm	SABIC
SABIC Admissions Workshop MW (Group 2)	Maria Jose Riera and Chris Pinkerton	102 Main 105, 1:30 -3:30 pm	SABIC Cohorts 3&4

Level Coordinators for Reading/Writing

Level II Jo Gielow Level III: Jim Weaver IV: Monica Farling EAPV: Terri Goode	PreEAPVI, General V: Ana Kim VI, EAPVI: Walt Babich	GRADVI, GRE/GMAT: Nigel Caplan ARSC, E110: Scott Duarte

Opening Day Announcements

From: Scott, Joe and Karen. PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. As always, please review with your students everything pertaining to them during the first day of class, beginning with the section, “What Your Students Need to Know” in this memorandum.

WHAT FACULTY NEED TO KNOW

- FACULTY MEETINGS: Mentors should meet today with faculty members who are new to their class.** Below are the names of mentors for courses identified as having teachers new to the assignment.

Mentoring Meetings for Teachers New to Courses (Listed by mentors conducting orientation sessions) for Monday, October 30, 2017.

Level Coordinator Meeting Rooms:

For LS level meetings: 10-11 AM

Level II 207, Jo Gielow

Level III 208, Robbie Bushong

Level IV 217, Amy Vazquez

ALCS 206 Jim Weaver

Gen V 217 Ana Kim

PrepEAPVI, EAPV 204, Terri Goode

ProfEng VI, EAPVI 209, Walt Babich

Caplan

For RW level Meetings: 11AM to 12 PM

Level II 207, Jo Gielow

Level III 208, Jim Weaver

Level IV SALC, Monica Farling

Drama, Film, EIL, 1960s, 209, Walt Babich

PrepEAPVI 204, Terri Goode

GRADVI, Entrep 223, Leslie Criston

GRE/GMAT /GRADVI 225, Nigel

Mentor Meetings (224, 225, 203, 202 Not available in PM)

Listening/Speaking 1:00 PM	Reading/Writing 2:15 PM
II, Jo Gielow, Room 207	II Jo Gielow, Room 207
III, Robbie Bushong, Room 204	III, Jim Weaver, Room 204
IV, Phil Rice, Room 205	IV, Monica Farling, Room 205
ALCS, Jim Weaver, Room 217	V, Ana Kim, Room 217
PrepEAPVI, Ana Kim, Room 208	PrepEAPVI, Ross Fenske, Room 208
OB, Ruwida AlKrekshi, Room 206	E110, Scott Partridge, Room 206
AOB, Mary Beth WorriLOW, Room 206	ARSC150, Scott Duarte, 202 (bef. 3:30)

AT Classes in progress: Rooms 201 (BUAD and E110) and 205 (E110 in RW slot) not available until 12:15. Room 203 not available from 2 pm 4:30 (Discussion groups). Room 202 not available 3:30 to 4:30 (Discussion group). Room 225 not available 3:30 to 4:30 (Discussion group). No meetings can be scheduled in these rooms at these times.

Testing for late arriving students 10 a.m., 108 East Main Street, Rooms 224 interviews in room 203 (Proctor and late tour Brady Smith, Interviewer Lowell Reithmuller)

Faculty Meetings:

All faculty meetings begin at **1:30 PM**. Please make a note of faculty meetings and gatherings in **bold** print that you will want to be sure to attend. Please keep your students informed about upcoming orientation events. We encourage faculty members to attend at least two activities. Thank you.

Calendar of Events, Meetings, and Deadlines

New Student Intake for Session II-17

Thursday, October 26	<p>REGISTRATION at PERKINS RODNEY, 8-11am.</p> <p>Testing for NEW students. 9:00 am, 108 E. Main.</p> <p>ALEKS testing in the SALC from 1:30 - 4:30 PM.</p> <p>Pay your bill and Housing Move in.</p>
Friday, October 27	<p><u>New Students</u>: ORIENTATION, Title IX Presentation, 8-11am breakfast (new) & Campus Tours/ID Cards for NEW students 8am-12pm, TRABANT A & B.</p> <p>Testing for late new students, 10am at 108 E. Main.</p>

WEEK 1

Monday, October 30	<p><u>All faculty</u> meet with Scott at 108 E. Main, (SALC) room 210, from 9:00-10:00 am.</p> <p><u>New Students</u>: OPENING DAY orientation, Trabant Multipurpose A & B, 8-11:00am.</p> <p>Get schedule, find out your ELI level; new students taken to purchase books, 11am</p> <p><u>Returning Students</u>: Pick up Schedules, TRABANT C , 9:00–11:00am</p> <p>Testing for late students, 102 E. Main, 10:00 AM. Rooms 101, 103,105</p> <p>Coffee & Tea served, 8-11am, Trabant A or B</p> <p><u>Faculty LS Level Meetings</u> at 108 E. Main from 10:00 to 11:00 AM</p> <p><u>Faculty RW Level Meetings</u> at 108 E. Main from 11:00 to 12:00 AM</p> <p>Lunch for faculty at noon, 108 E Main Street</p> <p><u>Faculty Mentor meetings for faculty teaching new classes, 1:00 PM and 2:15 PM</u></p> <p><u>Tutoring</u>: Professional Development Workshop: Understanding the AT program writing needs. Scott Duarte. 318 S. College, room 108, 1:00pm to 2:00pm.</p> <p><u>Tutoring</u>: <i>Beginning of Session Meeting</i>. All tutors meet with Ken Hyde at 318 S. College, room 108 from 2:00 pm</p> <p><u>Undergrad AT Cohort Instructor Mtg., 12:00-1:30 PM, 108 E. Main, Room 224</u></p> <p><u>GRAD CAP Cohort: Instructor & Mentor Meeting, 2:30-4:30pm, 108 E. Main, 223</u></p>
Tuesday, October 31	<p><u>First full day of classes</u>, Listening Labs meet for first time.</p> <p>Testing for late new students, 318 S. College, 9:00 AM</p> <p>Registration for IELTS PREP class begins; deadline Friday</p> <p><u>Undergrad AT Cohort NSO with Rachel Lapp., 1-2 PM, Recitation Hall 101</u></p> <p><u>GRAD CAP Policies NSO with Blythe Milbury-Steen, 1-2 pm, 108 E.Main rm 223</u></p> <p>Optional abbreviated PM classes 2:15-3:15 pm for teachers who plan to attend Halloween party.</p> <p><u>A&E: Hallowe'en Meet-n-Greet Picnic</u> (please wear a costume if you can, but come regardless) on the Lawn at 189 W. Main, 2-4:00pm. [Point Person: Tim & Leslie Connery]</p>

<p>Wednesday, November 1</p>	<p>RETESTING of students wanting to change classes, 3:35 – 6:30 PM, PURNELL 326, 327, 328. Proctors: Kate, Nonie, Nigel, Grant</p> <p>SALC Orientation</p> <p>Tutoring: <i>Cluster Faire:</i> 1pm to 2:30pm, 318 S. College, rooms 132 & 137</p> <p>Tutoring: Regular tutoring starts at 1:00pm. Requests for tutoring schedule changes start. Students can make appointments online to see Ken Hyde between 1pm and 6pm and request tutoring changes.</p> <p>First day of AT Cohort Classes for Returning Cohorts (MW) UG 1-2pm</p> <p>First day returning Grad Cohort Classes (MW) 12:45-2pm</p>
<p>Thursday, November 2</p>	<p>First day of AT Cohort Classes for Returning Cohorts (TR) UG 1-2pm</p> <p>First day returning Grad Cohort Classes (TR) 12:45-2pm</p> <p><u>GRAD CAP Cohort Cycle 1 Intro NSO with Leslie Connery</u>, 1-2pm, rm 223, 108</p> <p><u>Undergrad AT NSO with Blythe Milbury-Steen</u>, 1:00-2:00, Recitation Hall 101</p> <p>R/W Teachers-Address Update Forms in mailboxes (DUE 11/3 before 4:30 pm)</p>
<p>Friday, November 3</p>	<p>Daylight Savings Time ends on Sunday – Remind students on Friday to turn clocks back 1 hour on Saturday night.</p> <p>Last day for students to withdraw without owing Session II17 tuition.</p>
<p>Saturday, November 4</p>	<p>Penn TESOL-East Conference. Bus leaves 318 S. College, 6:30am, be there by 6:15am. Bus to depart Arcadia University 4:30pm to return to 318 S. College. You may park in lot at 318.</p> <p>Grad Cohort Instructor Orientation, 108 E Main, 9:00am--1:00pm</p> <p>Projecta DC Trip</p>
<p>Sunday, November 5</p>	<p>Daylight Savings Time ends on Sunday – Remind students on Friday to turn clocks back 1 hour on Saturday night.</p>

WEEK 2

<p>Monday, November 6</p>	<p>First day of AT Cohort Classes for Module 1 Cohorts (MW) UG 1-2pm</p> <p>First day Cycle 1 Grad Cohort Classes (MW) 12:45-2pm</p> <p>Faculty: Report no-shows to Stephen Roberts by 5PM via Slate Form.</p> <p><i>Tutoring:</i> start of all tutoring clusters.</p> <p>RW teachers- Address Update Form DUE by 4:30 PM</p>
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Tuesday, November 7	<p>CANCELLED -IELT Prep Class begins: Tues. and Thurs., 4:45pm – 7:15pm, 318 S. College. Pre-registration required. 11/7-12/14/16.</p> <p>First day of AT Cohort Classes for Module 1 Cohorts (TR) UG 1-2pm</p> <p>First day Cycle 1 Grad Cohort Classes (MW) 12:45-2pm</p> <p><u>Academic Success Workshop</u>: ELI Advising and Resources, 2:00-3:00 PM, 108 E. Main St. 209</p> <p><u>Orientation</u>: Global Month Event: Quizzo, a trivia game for prizes, Scrounge, Perkins Student Center, 7:00-8:00 PM</p>
Wednesday, November 8	<p>Tutoring: schedule changes end; students cannot request changes to their tutoring schedule.</p>
Thursday, November 9	<p>R/W Teachers- Address Update Form DUE by 4:30 PM</p>
Friday, November 10	<p><u>Student Probation Meeting</u>, all students placed on probation MUST attend. 3-5pm, 318 S.College, rm108</p> <p><u>Orientation</u>: 2017 Global Games; 2-4 PM; Carpenter Sports Building (Lil Bob).</p>
Saturday, November 11	<p><u>UG AT Cohort, Module 1 One Day Retreat</u>: Depart for retreat 8:30 AM. Return from retreat 4:30 PM (estimated), 318 S. College</p> <p><u>A&E</u>: Tailgate party & UD Football game. UD Football Stadium. Time: tba. [Point Person: Scott Partridge]</p>

WEEK 3

Monday, November 13	
Tuesday, November 14	<p><u>Academic Success Workshop</u>: Tutoring Tips, 2:00-3:00 PM, 108 E. Main St. 209</p>
Wednesday, November 15	<p>Advisory Committee Meeting, 3:00pm, Scott's Office</p> <p><u>University Application Workshop</u>: College Search Overview, 2:00-3:30 PM, 318 S. College Ave. 228</p>
Thursday, November 16	

<p>Friday, November 17</p>	<p>Faculty Meeting, 1:30-2:15pm in SALC. Agenda: Committee Progress Reports to Faculty. Followed by Essay norm reference training for all faculty in rooms: 203, 206, 207, 208, 223, 224. <u>A&E:</u> Milburn Orchard Hayride & Bonfire. 1495 Appleton Road, Elkton, MD. 6:00pm to 9:00pm. [Point Person: Mikki Washburn] CAP Pre-Graduation & Academic Transitions Info Mtg., 1-3 pm, Memorial Hall 123 Grad Cohort instructor mid-session meeting, 3:30--4:30, 108/225 <u>Orientation:</u> OISS Coffee Hour sponsored by Delaware Diplomats Last meal in UD Dining Halls (Lunch)</p>
<p>Saturday, November 18</p>	<p>ELI AUTUMN GARDEN DAY. 10-12noon: Put the Garden to bed for the winter. Faculty meet with all students to review progress, complete progress form.</p>

<p>WEEK 4</p>	
<p>Monday, November 20</p>	<p>Scholarship Applications available for eligible students until Nov. 28.</p>
<p>Tuesday, November 21</p>	
<p>Wednesday, November 22</p>	<p>Housing Intention Form goes live: http://tinyurl.com/ELI-HIF Intention Forms go online: http://eli.udel.edu/login.asp <i>PM Classes and Tutoring end at 3:30 PM.</i></p>
<p>Thursday, November 23</p>	<p><u>Thanksgiving Break:</u> ELI classes suspended until Monday, November 27th.</p>
<p>Friday, November 24</p>	<p><u>Thanksgiving Holiday:</u> classes suspended, offices closed.</p>
<p>Saturday, November 25</p>	
<p>Sunday, November 26</p>	

WEEK 5

<p>Monday, November 27</p>	<p><i>Thanksgiving Holiday ends. All classes resume.</i> Virtual Faculty Course Fair for students all this week. Send them to the ELI website: http://sites.udel.edu/csp/courses/coursefair FACULTY Enter mid session grades by midnight All Students</p>
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Tuesday, November 28	Committee on Student Conduct & Attendance Mtg, 3:00, 318 S. College, rm 228 Final day for students to request Scholarship Application.
Wednesday, November 29	Advisory Committee Meeting, 3:00pm, Scott's Office <u>University Application Workshop</u> : Statement of Purpose and Resume, 2:00-3:30 PM, 318 S. College Ave. 228 Intention Forms due by midnight all students.
Thursday, November 30	Final day to submit scholarship applications for students and recommendation forms from teachers! Please submit these on time – regardless of whether the recommendation is a positive one. <u>UG AT Cohort Minute-to-Win-It Module 2 and 3 Cohorts ONLY</u> (4:30 room setup) 5:00-7:00 PM 108 Student Lounge and rooms 201, 202, 203, 206, 223, 224 . Move guitar club.
Friday, December 1	Tentative Visit from President Assanis Level II LS Teachers meet Jo Gielow, 2:30 -3:45 PM, Rm 135, 318 S. College Level III LS Teachers meet Robbie Bushong, 2:30- 3:45 PM, Rm 223, 108 Main Level IV/OB LS Teachers meet with Phil Rice, 2:30- 3:45, Rm 205, 108 Main Level EAPV/PreEAPVI LS Teachers meet Terri Goode, 2:30- 3:45,Rm 204,108 Level NEWSV/ALCS teachers meet Jim Weaver, 2:30- 3:45, Rm 207, Level VI EIL, Drama, 1960s LS teachers meet Walt Babich, 2:30-3:45, Rm 206, 108 Entrep, GRADVI teachers meet with Leslie Criston, 2:30-3:45, Rm 206, 189 <u>Pre-Graduation Advising Meeting for CAP Grad Students (levels V and VI) with Blythe Milbury-Steen</u> , 1-2 pm, Gore 306 <u>A&E</u> : <i>Swing Dance party (and lessons)</i> at Perkins Student Center. Details to be announced. [Point Person: Kate Copeland]

WEEK 6

Monday, December 4	Staff Meeting, 2-4pm, WILLARD 208
Tuesday, December 5	<u>Academic Success Workshop</u> : How to Learn English Faster, 2:00-3:00 PM, 108 E. Main St. 209
Wednesday, December 6	Scholarship Committee Meeting, 4pm, 189 Conf. room
Thursday, December 7	ITA SPEAK exam in the SALC. Time: TBA. UG Cohort Instructor meeting, 11:30-12:30 PM, 108/209

Friday, December 8	<p>Level II RW Teachers meet w/Jo Gielow, 3:30- 4:45 PM, Rm 135, 318 S. College Level III RW Teachers meet w/Jim Weaver,3:30- 4:45 PM, Rm 223, 108 Main Level IV/WB RW Teachers meet w/ Monica Farling, 3:30- 4:45, Rm 205, 108 Main Level V RW Teachers meet with Ana Kim, 3:30- 4:45, Rm 217, 108 Main EAPV, PrepEAPVI RW Teachers meet Terri Goode, 3:30- 4:45, Rm 206, 108 Main ProfEng VI/EAPVI RW teachers meet Walt Babich,3:30- 4:45, Rm 208, 108 E. Main GRADVI, GRE/GMAT teachers meet Nigel Caplan, 3:30 - 4:45, Room 201, 108 Main ARSC, E110 teachers meet Scott Duarte, 3:30 - 4:45, Room 223, 108 E. Main <u>AT Undergrad Pre-Graduation Advising Meeting with Blythe Milbury-Steen,</u> 2:30-3:30, Memorial Hall 122</p>
Saturday, December 9	<p><u>A&E:</u> Free “NYC for the Holidays” trip, Buses leave 318 S. College at 7:00am, leave NYC at 8:00pm. [Point person: Phil Rice]</p>

WEEK 7

	<p>Faculty meet with all students in danger of retention and complete forms</p>
Monday, December 11	<p>TOEFL Test 1:30-5pm in 189, Walt, proctor.</p>
Tuesday, December 12	
Wednesday, December 13	<p>Faculty Meeting for Students with Special Support Needs, 1-4pm, 318 S. College, rm.228 (please contact Lowell prior to meeting). <u>UG AT Cohort MW Module 2 & 4 Presentations, 108 E Main Street, 1-2 PM; 2-3 PM,</u> Student lounge, rooms 223 and 205 <u>GRAD CAP Cohort: Final Presentations, 12:30-2pm, Location TBD</u></p>
Thursday, December 14	<p>Management Meeting, 10:15am-12pm, 189 Conf. room <u>UG AT Cohort TR Module 2 and 4 Presentations, 108 E Main Street, 1-2 PM; 2-3 PM,</u> Student lounge, rooms 223 and 205 <u>A&E:</u> All ELI Holiday Party. Embassy Suites Hotel, 6:00pm–9:00pm [Point Person: Ken Hyde]</p>
Friday, December 15	<p>Michigan Testing: all students take Listening finals in the SALC, Listening Lab, or room 132 at 318 S. College – 8:15AM to 5:00PM. Nicole Servais Final Speaking Assessments to be administered for all LS classes. All faculty must enter predicted grades by 5:00 PM</p>

WEEK 8

	Faculty must administer course evaluations by week's end; please coordinate with another teacher.
Monday, December 18	Final Essay administered in all RW classes End of Session Faculty Meeting , 1:30-3:30 p.m., SHARP LAB 131 GRAD CAP Cohort, MW Cohorts: Last Day of Cohort Classes
Tuesday, December 19	Final Reading Test administered in all RW classes GRAD CAP Cohort, TR Cohorts: Last Day of Cohort Classes
Wednesday, December 20	Graded assessment administered in all LS classes Final Grammar Test administered in all RW classes Last day of Tutoring: tutoring ends at 6:00pm. Last day of Listening Lab. CAP Appeals due to Dr. Stevens by 5:00PM https://apply.udel.edu/register/elicapappeal Cohort Grades due at 3:00pm
Thursday, December 21	Last day of classes. Abbreviated classes: LS 8:15 to 9:30; RW 10:00 to 11:15; Afternoon classes 1:00 to 2:30. Final grades level V and VI CAP students must be entered by 8:00 AM Final grades for graduating students, multiple repeaters, and students on probation due by 8:00 AM for all teachers ALEKS testing, SALC, 1:30 PM
Friday, December 22	Graduation, MITCHELL HALL, 2-4PM, Mary Beth & Leslie Criston, coordinators. Grades for all continuing, non -probationary students due by NOON <u>New Student Intake begins Thursday, January 4, 2018: Designated Faculty need to report to assist with testing. Possible ID's and move ins Wed. Jan 3, 2018.</u> CAP Infobration, 9 AM-12:30 PM, 108 E Main SALC Committee on Student Conduct and Attendance Meeting, 8:00 AM, 318 S. College, Room 228
December 23 to January 1	Winter Break. ELI is closed. All university offices are closed Saturday, December 23 - Monday, January 1 (inclusive)

Curriculum

A complete copy of the curriculum is available on ELI's website. The learning outcomes listed on your syllabi are derived from the curriculum, which has been approved by the faculty. *Please see ELI's virtual Faculty Handbook for all policies: www.udel.edu/elifacbook/.*

Review of recently adopted procedures

Retention Procedures

The following procedures should be followed by all faculty who believe they will have to retain or not award a certificate to a student:

1. Week 6: Meet with the student, explaining to the student that retention or failure to earn a certificate is possible—and why this is the case. The teacher must complete the web-based retention and student support services form by Wednesday of Week 8. If the student is being retained for the second time, the instructor should indicate whether the student should be demoted or retained at current level—and also recommend what form of student support services the student should receive. The teacher also submits names of students with special needs about whom he or she would like to discuss with administrators.
2. Week 7: Wednesday: meeting between teachers and administrators to discuss students with special needs.

Procedures for placement of retested new students:

All faculty must provide the following information by the deadlines indicated:

1. Joe Matterer will send to teachers the results of student retesting Thursday by noon. By Friday, 2:00 PM, teachers should have made their recommendations in the retest google doc. Results of retesting are sent to teachers and students by end of Friday.
2. During weekend after first week, Stephen Roberts will send teachers their rosters and instructions for reporting. You must report to Stephen by 5:00 pm Monday, week two, regarding any no-shows, i.e., students who appear on your roster who have not shown up to class AND any discrepancies between roster and those attending. This is a requirement of SEVP and, thus, we need all faculty to comply with this request. All instructors should respond via the Google form to confirm they have reviewed their rosters.

Teacher Responsibilities

Faculty approved policies now require the following of all teachers for every session:

1. Using the approved grading scale and +/- system—see facbook.
2. Reminding students that final grades of **C (Average 73%)** or higher is required to earn a certificate or be promoted. For AT students, the passing grade is C+ for earning credit and to progress from one AT semester level to the next.
3. PreAT students who begin at Level IV will need three sessions to enter AT, unless they score B- in all skills in Gen V, in which case they can skip PrepEAPVI and go directly to AT1. Students arriving at level V will progress to PrepEAPVI during their second session regardless of their grades.
4. Knowing that Graduate-bound students may not take EAPVI to meet CAP or non-CAP requirements. They must, instead take GRADVI. To enter GRADVI, graduate-bound students must complete EAPV with B average or pass General VI. PreMBA students

only may enter GRADVI after completing General V RW or AWB RW with no skill grade below B and a 6 on the final essay, as judged by two raters. See facbook for policies on qualifying for GMAT/GRE preparation, Oral Business Case Studies, and Entrepreneurship.

5. Listing your method for determining grades on your syllabi
6. Using at least three scores to arrive at grades for **each** skill area. **Providing timely and regular graded feedback on student work.**
7. Basing final listening grades on vocabulary and listening test or assessment results; basing speaking grades on the average of speaking, oral grammar, and pronunciation scores. Reading grades must be based on reading and vocabulary scores; writing grades are to be based on an average of writing scores only; grammar grades based on grammar grades.
8. Factoring the Michigan Aural Listening. Reading tests, Grammar test, final essay, and oral final into each student's final average as 20% of the listening grade. (Courses using Azar Grammar books must use the approved grammar exam based on the Azar series.)
9. Effort will be indicated through the following supplemental numerical grades: 1= outstanding effort; 2= satisfactory effort; and 3= unsatisfactory effort. Effort grades are to be given for each course and have no bearing on determining whether a student may be promoted. **ELI faculty members do not include attendance, effort, homework exercises, or classroom participation in the calculation of any grades in skill areas.** Exceptions are those assignments directly linked to learning outcomes AND which can be assessed in such a way as to measure student progress in meeting learning outcomes. **All faculty must use the approved rubric for determining effort scores and be able to justify the score given to students. (See facbook/forms)**
10. **Basing letter grades on progress in meeting course outcomes:**
 - A= student consistently exceeds expected progress in meeting learning outcomes;
 - B= student meets and, in some areas, exceeds learning outcomes;
 - C= student meets most key outcomes and sometimes falls short of expected progress in meeting a few learning outcomes;
 - D or F= student consistently falls short of expected progress in meeting learning outcomes.

Teachers should remind their students that grades are neither rewards nor punishments, but rather a reflection of students' progress in mastering the outcomes of the class.
11. Posting grades and final test scores on your classroom door by the final class of the session, with students' grades listed by a code you provide your students. According to UD policy, Instructors *may not* post according to students' ID numbers or names. Teachers should make plans to meet with all students in danger of failing the class during week seven. **All faculty members must provide each of their students a view of their individual grades and effort scores at both the midpoint and conclusion of each session of study.**
12. Administering the same writing test to all sections of a given level; instructors of electives may offer different prompts as long as they reflect the curriculum learning outcomes for that level. The allotted testing time is to be one hour, no more. Students are to be informed of the topic on the day of the testing, not before. Thus students may not bring notes/outlines and may not use a dictionary. Prompts for all Level VI writing exams must be approved by the Testing Committee, which will coordinate the rating of each CAP student essays by two raters, neither of whom may be the student's instructor of record.

13. Faculty may give students a grade of “I” for Incomplete if the student is in danger of failing the course (D or F) but has earned an effort grade of 1 or 2 and maintained strong attendance. Students who are failing and who have not had strong effort or attendance may not be given incompletes. Graduating students may not receive an “I.” grade.

Students placed on academic probation must earn a GPA of 2.0 or risk dismissal, unless the student’s effort is 1. **Only students with combined LS and RW percentage averages below 70% maybe placed on academic probation. This does not impact the criteria for retaining students.**

When calculating final % grades for either an I or F, use actual scores earned. Do NOT use “0” unless the student earned “0” for every assessment.

14. All CAP and sponsored students must register for and attend tutoring. Attendance is mandatory and is calculated into the overall attendance required for students to maintain their F1 or J1 visa status.
15. Multiple Repeater Policy:

“A student has two sessions to pass* at any given level.** A student who fails or is retained at a given level for the second time will, based on faculty input, either be placed at a lower level (subject to administrative discretion in exceptional cases) or be permitted to stay at the same level. If the student does not pass in the next (3rd) session (either at the same or lower level), the student will be dismissed, except by special permission of the Director or Associate Directors in extraordinary circumstances.”

*A “pass” in EAP VI for CAP students is defined as meeting the university requirement (i.e. B grades in each skill and a 6.5 or 7.0 on the final essay and an effort score of 1 or 2). A “pass” for Graduate-CAP and MBA-CAP students in Grad VI and all pre-MBA classes is defined as meeting the university requirement for graduate students (i.e. B+ grades in all skills and a 6.5 or 7.0 on the final essay and effort score of 1 or 2). Students who do not meet their requirements in two sessions of EAP VI RW or Grad VI RW and are retested at level VI may take ACRW once prior to retaking EAP VI/Grad VI RW for the third and final time.

**For the purposes of this policy, general V and EAP V are considered two levels, and general VI and EAP/Grad VI are considered two levels. Further, the two pre-MBA LS courses (OBCS and Entrepreneurship) will also be considered two levels.

17. Cohort students who have not attained a Cohort score of 6 will not be recommended for matriculation even if they have met CAP academic and language requirements.
18. **Policy on tardiness and students’ leaving during class hours:** Teachers should take attendance at the beginning of class, marking any missing students “L” for “late.” Fifteen minutes after the start of class, the teacher will scan the room, changing the status of students from “L” to “A” for “absent” for those who have not arrived subsequent to the initial recording of attendance. A late arrival (any time following attendance up until 15 minutes into the class hour) represents 1/3 of an absence.

The following sentence should appear on every course syllabus: “To benefit fully from their learning experience, students are expected to remain in the room for the duration of the class period. If at any time it is necessary for students to leave for a few moments, they may do so with teacher’s permission, and return as quickly as possible. Students who leave for excessive periods of time or for non-essential purposes may be marked absent at teacher’s discretion. Students with special medical needs requiring periodic breaks from class time should present appropriate documentation to the ELI administration.” An adapted and simplified version of this same statement has been developed by Level I and II Level Coordinators. ELI teachers may not grant regular

whole-class breaks during scheduled instructional hours without prior approval of their supervisor.

19. **Level Skip Policy.** It is rare for students to skip a level, as that would normally indicate that a student was misplaced initially, something we try to correct during week one. However, if a teacher feels by the end of the session that his/her student warrants eligibility for skipping a level, s/he must insure (1) the student has an A or A- grade in all skills and (2) must provide the level coordinator two levels higher evidence to be Reviewed demonstrating capability to succeed at that level. The level coordinator makes the final decision about whether or not the student should skip a level.

Rosters

Please find your class or lab rosters for this session. **Faculty may not approve any class changes, as students will be using the class change form. Update your rosters as you receive notifications from eli-registrar@udel.edu of changes.** Update your rosters as you receive notifications from the Registrar. Please send students who need tutoring to see Ken Hyde at 318 S. College Ave., Rm. 113. Returning students who have not paid their bills must settle their accounts before they will be given schedules. **Do not admit any student to class who does not have a schedule or a note from the administration.**

Schedules

Please note that the proficiency level of every student is printed on his or her schedule and on your roster. *Please record these levels in your grade book to be used for promotion/graduation recommendations.*

Special Programs

We have special programs that will be integrated fully or partially into our intensive English Program. We have noted all the programs we will have, along with the academic coordinators so that you might obtain more background information:

Program	Dates	Coordinators	Integration levels
SABIC Foundation Year	1/5/17 – 08/18	MariaJosé Riera	RW and STEM
FAZKO	11/?/17 - 12/31/18	Mikki Washburn, Chris Pinkerton	LS only
Proyecta	10/29/17-11/25/17	Mikki Washburn	Both LS and RW

Instructors with Administrative Assignments	
Nicole Servais	SALC Coordinator
Phil Rice	Listening Lab Coordinator
Rachel Lapp	UG AT Cohort Coordinator
Leslie Connery	Graduate CAP Cohort Coordinator
Robbie Bushong	S3 Coordinator, IEP Advisor
Blythe Milbury-Steen	CAP Academic Advisor
Julie Lopez	Instructional Assistant Coordinator, Video Projects

Class Change Procedures.

New students wishing to move up in **BOTH listening/speaking and reading/writing classes** report on **Wednesday, November 1 at 3:35-6:30 PM @ PURNELL 326, 327, 328. Nigel Caplan, Grant Wolf, Kate Copeland and Nonie Bell - proctors.** **Note:** if a student has tutoring in the afternoon, they will have to miss tutoring in order to take the retest. You should tell new students that most student levels do NOT change as a result of re-testing, that the initial assessment process is quite accurate. Be sure to administer and grade an in-class diagnostic essay by Friday morning. For students who want to move down a level, teachers should contact the student's academic advisor. Students wishing to change laterally need not take an examination. They can simply use the web-based class change form. Students who are requesting a transfer to another class must not write in their books and should keep their receipts. **The bookstore will only permit returns if books are to be exchanged for other texts.**

Late Arrivals.

We are expecting new students to enter the program throughout the first few days, so please be prepared for new arrivals. Reserve some time **after** each class to introduce the course to late arrivals, so that you don't take class time from those already here.

ADDRESS UPDATE FORMS

Immigration law requires our retention of student addresses; we also need the information for emergency purposes. On Opening day, the ELI Housing coordinator will send a link to an electronic Address Form to new and continuing students via Slate to the email we have in the database. A letter will be attached to schedule reminding student to submit form. During the first few days of opening week, lists will be sent to all teachers of students who have not submitted form. *Teachers should remind students in class and explain the importance of the form.* If student doesn't have link, the teacher should share link with student. The housing coordinator will have emailed teachers the link.

The Housing Coordinator will hold office hours from 12-3 pm Tuesday and Thursday of Opening Week. By Friday of Opening Week, the Housing Coordinator will begin to personally contact students and their teachers who have yet to fill out form. If the digital form submission does not get back a successful response, the coordinator will have to send out paper forms to teachers via interoffice mail on Monday of week two and collect them back by Thursday of week two. The success of this campaign is driven by the teachers being attentive to the list and really working with their students to explain and support their turning it in.

Attendance/Probation.

If the Committee on Student Attendance and Conduct has placed students on probation, their names will either be marked on your student roster, or you will receive a letter later in the week. Students on probation for attendance violations must maintain 90% attendance and, in most cases, a "B" average, or they are subject to dismissal. [That is, they cannot miss more than 4 L/S and 4 R/W classes in the session.] So if your probationary students miss two of your classes, talk to them immediately to get them back on track. *Your attendance must be entered into the database at the end of every week. Students on probation for academic failure must maintain 90% attendance, an effort of 1, and a passing grade of C or higher.* All faculty must enter mid-session grades and attendance for all students by Wednesday of Week 4 and conduct mid session progress meetings with students during office hours of week 5. All faculty must enter predicted grades for all students on probation by 5:00 on Friday of Week 7 and final grades by

Thursday of Week 8. **Please enter attendance DAILY during week** one. This will help us act on students who have violated their probation.

Start times.

L/S classes start promptly at 8:15 AM; R/W at 10:25 AM. Afternoon classes begin at 2:15 PM. A reminder to all teachers of the requirement to arrive at the ELI (or 108 E. Main or 318) at least 15 minutes before the start of your first class (even if you teach in another building) for messages, mail, announcements, and last minute copying. In addition, all classroom teachers must be in their classrooms five minutes prior to the start of class to ensure that activities begin promptly at 8:15. The pattern you set for starting class is what students will tend to follow. Morning tutoring will run from 8:15 AM to 12:20 PM and afternoon tutoring will run from 1:00 PM until 6:00 PM every day but Friday.

Copying.

We strongly recommend that you do your copying in the afternoon before each class. Please save trees and conserve paper. Use technology where practical, or copy back to back. Teachers whose classes or offices are in 102 Main St. or 108 E. Main should do their copying in 108 East Main Street. Faculty in 318 S. College can use the copier there in Room 141. Teachers whose classes or offices are in any other location should do their copying in the main 189 W Main ELI building.

Coordination of multiple sections.

Our curriculum requires that all essential learning outcomes be covered in every section of a given level. Please take a team approach with all classes having multiple sections, and please **share your materials!** New teachers should work closely with their course mentors and level coordinators to ensure they are keeping pace and addressing all required learning outcomes.

Note: Level Coordinators are, in fact, level supervisors. Decisions made in coordinator meetings must be followed/implemented by all affected teachers at that level.

Office Hours

Remember, faculty must have a minimum of three scheduled office hours set aside to meet with their students each week. Please use the office hours to discuss student progress, provide academic advisement, recommend what skill areas students should address through the Self-Access Learning Center or Tutoring Center—and to help them select courses for the next session. Plan to meet with all of your students at least twice a session to review their progress on stated objectives.

The ELI Conference Room at 189 W. Main, Room 228 at 318, and the Faculty Lounge at 108 can be reserved for meetings. Please schedule this with Chris Smith, Tanya Kang, or Jeanne Cannavò, respectively.

Offices

Please let Chris, Tanya or Jeanne know if you are using a different office or telephone extension.

Name	Location	Phone	Email
Adams, Christine	318 S College, 131	x7185	cdadams@udel.edu

Alkrekshi, Ruwida	318 S. College, 111	x0393	dounya@udel.edu
Babich, Walt (out SVI)	ELI, 303	x3612	wcbabich@udel.edu
Bell, Nonie	189 W. Main, 203	x3215	nonieb@udel.edu
Bradecich, Kendra	108 E Main, 226	x7419	kendra@udel.edu
Bracy, Kathy	318 S. College, 114	x7416	khan@udel.edu
Bragaw, Danielle	318 S. College 221	x0264	dbragaw@udel.edu
Burke, Kate (out10/31-11/2)	108 E. Main St, 203A	X7416	kateuae@udel.edu
Bushong, Robbie	318 S. College, 227	X0389	rbushong@udel.edu
Canepa, Paul	108 E. Main Street		canepa@udel.edu
Caplan, Nigel	108 E Main, 226	x7419	nacaplan@udel.edu
Carlozzi, Pat	102 E. Main Street, 102		carlozzi@udel.edu
Chen, Jack	318 S College, 226	x0394	jackchen@udel.edu
Connery, Leslie	108 E Main, 217A	x7424	lconnery@udel.edu
Copeland, Kate	318 S. College, 114	X7416	copekd@udel.edu
Correa, Carolina (out wk 1)	Amstel Square 103	x7491	ccorrea@udel.edu
Cranker, Ken	108 E Main, 202A	x7416	kcranker@udel.edu
Criston, Leslie	ELI 206	x3215	greece@udel.edu
Duarte, Scott	108 E Main, 224A	x7426	duarte@udel.edu
Durrani, Hina	108 E. Main, 206A	x7420	
Elliott, Chris	108 E. Main, 206A	x7420	ceelli@udel.edu
Farling, Monica (out SII17)	108 E Main, 223A	x7426	mfarling@udel.edu
Fenske, Ross	108 E Main, 217A	x7424	rossmf@udel.edu
Fields, Michael (out 10/31)	108 E. Main, 202A	x7416	mrfields@udel.edu
Gielow, Jo	318 S College, 102A	x7541	jogielow@udel.edu
Goode, Terri	108 E Main, 205A	x7417	terrig@udel.edu
Graham, Meghan	318 S College, 221	x0264	mgraham@udel.edu
Grimsley, Lisa	318 S College, 102A	x7541	grimsley@udel.edu
Hyde, Ken	318 S. College, 113	x2567	kenny@udel.edu
Kim, Ana	108 E Main, 209A	x0595	anaeun@udel.edu
Lamelza, Nick	318 S. College, 139	X7416	nlamelza@udel.edu
Lapp, Rachel(out 12/17 on)	108 E Main, 204A	x7417	rlapp@udel.edu
Lopez, Julie	102 E Main, 102		julo@udel.edu
Meader, Erik	102 E. Main Street, 102		emeader@udel.edu
Milbury-Steen, Blythe	108 E. Main Street, 207A	x7420	bmsteen@udel.edu
Milbury-Steen, John	189 W. Main, 203	x3215	milsteen@udel.edu
Murray, Dan	318 S. College, 117		domurray@udel.edu
Neely, Carrie	108 E. Main, 204A	x7417	cneely@udel.edu
Panter, Tom (out wk1)	318 S College, 131	x7185	tpanter@udel.edu
Partridge, Scott	108 E. Main, 224A	x7426	rspartri@udel.edu
Pennington, Randall	318 S College, 130	x7184	ranpen@udel.edu
Pennington, Wakako	318 S. College, 130	x7184	wakapen@udel.edu
Petersen, Sarah	108 E Main, 223A	x7426	ssp@udel.edu

Pinkerton, Chris	318 S College, 138	x7185	mrchris@udel.edu
Rice, Phil (out wk 1)	318 S College, 139	x7184	philrice@udel.edu
Sarmiento, Mikie	318 S College, 103	x7542	mikie@udel.edu
Smith, Jennifer	318 S. College, 142	X7184	smithjen@udel.edu
Smith, Michael	108 E. Main St		mismith@udel.edu
Servais, Nicole	108 E Main, 209A	x0595	nservais@udel.edu
Thayer, Emily	318 S College, 221	x0264	ethayer@udel.edu
Trout, Greg	102 E. Main St, 102		trout@udel.edu
Vazquez, Amy	318 S College, 138	x7185	avazquez@udel.edu
Vodvarka, Kathy	318 S College, 103	x7542	chessie@udel.edu
Washburn, Mikki	108 E Main, 205A	x7417	mwashbrn@udel.edu
Weaver, James	Elkton Corner 102	x7492	jwweaver@udel.edu
Wherry, William	108 E Main, 206A	x4694	wherry@udel.edu
Wolf, Grant	ELI 301	x2704	grantw@udel.edu
Woods, Christienne	108 E Main, 203A	x7415	cwoods@udel.edu
WorriLOW, Mary Beth	ELI 204	x3612	worriLOW@udel.edu

Tutor Contact Information

To foster better communication among tutors and teachers regarding student needs, we include tutor/teacher emails in the ODM. Emails for tutors can be found on pages 20/ 21.

Syllabi

Be sure to review syllabi carefully with your students. By University policy, you are required to provide each of your students with a course syllabus. This should be done by the **first day of class**, Tuesday. Keep your *syllabi up-to-date*; remember that your syllabus is your commitment and the ELI's contract with our students. Honoring this promise includes meeting *all* core learning outcomes and completing identified assignments. *No individual teacher can change any learning outcomes listed on their syllabus. All outcomes are approved by the Curriculum Committee and the faculty as a whole. Please follow the seven-week timeline for your class.* Be sure to include on the syllabus your office hours, your email address, ELI's grading system, ELI attendance policy, and required textbooks.

Final Essays and Oral Rating Sheets

If you have not already done so, please place original copies of final essays in an appropriately labeled gold envelope and return them to Jeanne Cannavò so that the essays can be scanned and properly filed in each student's computer file.

Evaluations

Class evaluations are required and must be administered by the end of the session. Please administer according to established procedures. Faculty may NOT administer the course evaluations for their own classes; they should ask a colleague to switch classrooms on that day. We are asking faculty members to inform their supervisors (Scott, Joe, or Karen) whom you have arranged to administer the class evaluations.

Tanya Kang will email you the unique URL for your course's online evaluation during week 7. Please administer the evaluation in class on Monday, Tuesday, or Wednesday during week 8.

*If you are teaching a new course, please create your course evaluation questions

(<http://sites.udel.edu/elifacbook/course-evaluations/>) and send to Tanya Kang by week 7: tkang@udel.edu.

ELI Address List

Please make sure to give your home address, phone, email address, ELI office, and ELI extension to Chris Smith (smithc@udel.edu).

EMERGENCY Alerts

Please establish a phone chain with your listening/speaking students during the first week of class.

Announcements for closings that are weather or emergency related will be posted on the homepage of the ELI website (www.udel.edu/eli) by 6:45 AM. A voice mail message will be left at the main ELI number (831-2674). For those of you living a greater distance from UD who need to know earlier, feel free to call Scott as of 6:30. Since many of your students may not have access to computers from their homes, we are still asking each teacher to create a phone chain. Notify your students by starting the phone chain—relating to them what is posted on the ELI webpage.

Students may call the office to hear a voice mail announcement as of 6:45 am. Please note the policy established by the Vice President: "If no formal announcement of closing, late opening, or early dismissal is made, employees who decide for personal reasons not to report or to leave early must take vacation time or leave without pay."

If you have your own emergency, contact your supervisor or Scott, whose cell is: 302-584-5710.

WHAT YOU NEED TO KNOW

This morning's logistics:

Monday, October 30, 2017

8:45 AM	Faculty report to 108 E. Main St
9:00 AM	Scott meets with all faculty members in SALC at 108 E. Main to review opening day memorandum.
10:00 AM	LS level meetings, 108 E. Main
11:00 AM	RW level meetings, 108 E. Main
12:00 PM	Lunch served to faculty in Student Lounge
1:00 PM	Listening/Speaking Course Mentor Meetings
2:15 PM	Reading/Writing Course Mentor Meetings
2:00 PM	Tutor Meeting 318 S. College room 108
2:30 PM	Undergrad CAP Cohort Instructor Meeting, 108 E. Main St., Room 225
2:30 PM	Grad CAP Cohort Meeting, 108 E. Main St.

WHAT YOUR STUDENTS NEED TO KNOW

* ***Please note:***

*New and returning students **must** pay their UD bills prior to receiving class schedules.*

***Do not** admit to your classes any student who does not have a schedule.*

Monday, October 30, 2017

8:00 AM	New Student Opening Day starts at Trabant MPR AB with beverages. Testing for Late Students, 10AM, 108 E. Main
8:15 AM	Students will meet ELI staff and will receive Fire/safety orientation, will learn immigration information from OISS, and will be given a thorough understanding of their schedules, including careful instructions to their classrooms (as well as photo pictures of their classroom buildings)
9:00 AM	Returning Students pick up Schedules in Trabant C, from 9-11:00AM. Returning students arriving after 11:00AM will have to wait until 2:00PM to get their schedules at 189 W. Main St. and will not have an opportunity to change classes.
10:00 AM	Scott Stevens presentation to new students (How to succeed at ELI) in Trabant A & B

Tuesday, October 31, 2017

9:00 AM	Testing for Late Students, Room 228, 318 S. College Avenue
8:15-2:30 PM	
L/S 8:15 – 9:55 & 2:15-4:15 R/W 10:25-12:10 & 2:15-4:30	8 Week Class Session Schedule. Regular classes begin for LS and RW*
1:00-2:00	Grad CAP Cohort Cycle 1 Meeting, 108, 223 Module 1 Cohort NSO, Recitation Hall 101, 1-2 PM (all students RW V and above new to Cohort)
1:00–6:00	Afternoon Tutoring begins. Requests to change tutoring schedules can be made by appointment.
1:00-5:00	Listening Labs begin

Wednesday, November 1, 2017

L/S 8:15 – 9:55 & 2:15-4:15 R/W 10:25-12:10 & 2:15-4:30	8 Week Class Session Schedule. Regular classes begin for LS and RW*
10:30 AM-12:45 PM	
3:00-6:00 PM	New Student Retesting: Purnell 326, 327, 328 Proctors: Nigel, Grant, Kate C., Nonie
1:00pm-6:00pm	Regular Tutoring
11:59 PM	ONLINE CLASS CHANGE ends at midnight
1-2 PM	AT Cohort – 1 st day of classes, returning M/W cohorts, 1-2 PM First day classes returning Grad Cohort (MW) 12:45--2:00
1:15 – 4:30	SALC Orientation

Thursday, November 2, 2017

L/S 8:15 – 9:55 R/W 10:25-12:10 & 2:15-4:30	8 Week Class Session Schedule
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1:00-2:00	AT Cohort – 1 st day of classes, returning T/R cohorts, 1-2 PM First day classes returning Grad Cohort 12:45--2:00 Grad CAP Cohort 1 NSO Meeting, 108, 223 AT Policies Meeting with Blythe, Recitation Hall 101 for all students new to Cohort this session
1:00pm-6:00pm	Regular Tutoring
8:30 AM – 6:00 PM	SALC Open for regular hours
1:00 – 5:00	Listening Laboratory

Friday, November 3, 2017

L/S 8:15 – 9:55 R/W 10:25-12:10	8 Week Class Session Schedule
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FOR your first day of class, Tuesday, October 31, please take time at the start of class to:

1. Review the schedules of the new and returning students. Please be sure students know where they need to go for classes, labs and tutoring, and when they need to be there. Make sure that CAP and Sponsored students know that tutoring attendance will be taken. But after reviewing these logistical items, please commence with a full, productive lesson plan.
2. Remind students of important week one events and times, especially their listening labs, SALC Orientation, tutoring, CAP meetings, Friday's meet and greet, game night, etc. Note: if during the first week, a student's orientation to the SALC conflicts with a tutoring hour, **they should go to Tutoring** and attend SALC orientation at another time. L/S Faculty members are reminded to accompany their students to orientation for the SALC.
3. Hand out your syllabi, providing an introduction to the class and reviewing your requirements.
4. **Go over important Tutoring information:** Please note the following abbreviations on your rosters and your students' schedules: FP= full intensive program, LP = limited intensive program (no tutoring or labs), and NL = classes + tutoring, but **no** labs.

Afternoon Tutors for Session II 2017

Afternoon tutoring for all levels is held at 318 S. College. Tutoring for AT1 students will be held at 108 E. Main Street.

Initial	PM Room	Name	Email
AJ	SC 137	Anna Jacobs	ajmjacob@udel.edu
BR	SC 133	Barbara Ohliger	bwohlig@udel.edu
BS	SC 137	Brady Smith	bradyvt@udel.edu
CC	SC 135	Catherine Ciferni	cciferni@udel.edu
CF	SC 135	Cynthia Funk	cfunk@udel.edu
CL	SC 136	Charles Lutz	clutz@udel.edu
CM	SC 134	George Thompson	crabby@udel.edu
DR	SC 133	David Robertson	davidr@udel.edu
EH	SC 135	Elaine Heyden	ehheyden@udel.edu
JA	SC 136	Janice Thompson	jpt@udel.edu
JE	SC 136	James Eliason	jeliason@udel.edu
JF	SC 133	Joan French	jyfrench@udel.edu
JM	SC 135	Jill McCracken	jmcreate@udel.edu
JN	SC 134	Julie Stanton Nichols	jtsn@udel.edu
JP	SC 137	Jeremy Penna	jpenna@udel.edu

KA	SC 136	Kathryn Britton	kbritton@udel.edu
KB	SC 134	Keila Brown	kdee@udel.edu
KE	SC 135	Karen Eliason	keliason@udel.edu
KG	SC 137	Kristin Grant	kbeahmg@udel.edu
KS	SC 137	Kass Sheedy	ksheedy@udel.edu
LF	SC 137	Lori Fisher	lofisher@udel.edu
LH	SC 134	Lee Horzempa	leemary@udel.edu
MB	CM 204	Michael Brook	brookm@udel.edu
MD	SC 134	Melora Davis	melorad@udel.edu
MZ	SC 136	Myrna Zaetta	zaetta@udel.edu
NB	SC 134	Nancy Blevins	nblevins@udel.edu
NM	SC 135	Nelson McMillan	kendrick@udel.edu
NT	Turner Corner	Nancy Turner	nturner@udel.edu
OG	SC 133	Olga Gerasimenko	olgager@udel.edu
PR	SC 137	Paula Rusinko	prusinko@udel.edu
PT	SC 134	Patrick Ruffin	pruffin@udel.edu
RA	SC 135	Reem Aleissa	raleissa@udel.edu
RD	SC 136	Rosana Dempsey	rdem@udel.edu
RK	SC 133	Robert Kaatz	rckaatz@udel.edu
SC	SC 133	Sarah Cornell	sallyc@udel.edu
SF	SC 134	Susan Foy	sfoyc@udel.edu
SJ	SC 137	Sarah Jayne	sjayne@udel.edu
SP	SC 136	Susan Peters	speters@udel.edu
SZ	SC 137	Sazia Zaman	zamans@udel.edu
TG	SC 133	Thomas Gething	gething@udel.edu
TH	SC 137	Theresa Hartel	tnhartel@udel.edu
TW	SC 133	Tianyu Wang	tba

AT1 Tutoring

Initial	AM Room	Name	Email
CC	MS 207	Catherine Ciferri	cciferri@udel.edu
CL	MS 207	Charles Lutz	clutz@udel.edu
JA	MS 207	Janice Thompson	jpt@udel.edu
JP	MS 207	Jeremy Penna	jpenna@udel.edu
KG	MS 207	Kristin Grant	kbeahmg@udel.edu
MZ	MS 207	Myrna Zaetta	zaetta@udel.edu
RD	MS 207	Rosana Dempsey	rdem@udel.edu
SC	MS 207	Sally Cornell	sallyc@udel.edu
SP	MS 207	Sue Peters	speters@udel.edu
TG	MS 207	Tom Gething	gething@udel.edu

Morning Tutoring for Session II 2017

Students taking afternoon classes will be assigned morning tutoring this session. All morning tutoring will take place in the SALC. Tutors who are currently assigned to morning tutoring are listed below:

Initial	AM Room	Name	Email
BS	SALC	Brady Smith	bradyvt@udel.edu
CL	SALC	Charles Lutz	clutz@udel.edu
CM	SALC	George Thompson	crabby@udel.edu

JA	SALC	Janice Thompson	jpt@udel.edu
JE	SALC	James Eliason	jeliason@udel.edu
JF	SALC	Joan French	jyfrench@udel.edu
KA	SALC	Kathryn Britton	kbritton@udel.edu
KB	SALC	Keila Brown	kdee@udel.edu
KG	SALC	Kristin Grant	kbeahmg@udel.edu
LF	SALC	Lori Fisher	lofisher@udel.edu
LH	SALC	Lee Horzempa	leemary@udel.edu
MD	SALC	Melora Davis	melorad@udel.edu
MZ	SALC	Myrna Zaetta	zaetta@udel.edu
NT	SALC	Nancy Turner	nturner@udel.edu
OG	SALC	Olga Gerasimenko	olgager@udel.edu
PT	SALC	Patrick Ruffin	pruffin@udel.edu
RA	SALC	Reem Aleissa	raleissa@udel.edu
RD	SALC	Rosana Dempsey	rdem@udel.edu
RK	SALC	Robert Kaatz	rckaatz@udel.edu
SF	SALC	Susan Foy	sfoy@udel.edu
SM	SALC	Sharon Mitchell	slmitch@udel.edu

Cluster Tutoring for Session II 2017

This session's clusters are listed below. They appear on the students' schedules as a two- or three-letter code (e.g., "XP"), and both days as well as times of the cluster are listed. With the cluster option, students have one hour of private tutoring each week, plus two hours of cluster tutoring, meeting with a small group of other students and their tutor to study a particular area, such as grammar, pronunciation, art, or, as offered this session, cooking. The Kitchen Clusters at Turner Corner is located in a home across the street from the ELI on the corner of Main St. and Hillside/Cleveland Ave.

Name	Abbreviation	Room	Tutor	Day/Time
Academic Vocabulary	XV2	MST 104	Kate Burke	TR 1:00
Conversation	XC4	SC 101	TBA	MW 5:00
Crafts	XC3	SC 101	Jill McCracken	TR 1:00
Driving Skills	XS2	SC 101	Brady Smith	TR 4:00
GRE Prep	XG4	SC 101	Lizzy Lee	MW 1:00
Kitchen	XCa	Turner Corner	Nancy Turner	M 1:00
Kitchen	XCb	Turner Corner	Nancy Turner	M 3:00
Kitchen	XCc	Turner Corner	Nancy Turner	M 5:00
Kitchen	XCd	Turner Corner	Nancy Turner	T 1:00
Kitchen	XCe	Turner Corner	Nancy Turner	T 3:00
Kitchen	XCf	Turner Corner	Nancy Turner	T 5:00
Kitchen	XCG	Turner Corner	Nancy Turner	W 1:00
Kitchen	XCh	Turner Corner	Nancy Turner	W 3:00
Kitchen	XCi	Turner Corner	Nancy Turner	W 5:00
Kitchen	XCk	Turner Corner	Nancy Turner	R 1:00
Kitchen	XCI	Turner Corner	Nancy Turner	R 3:00
Kitchen	Xcm	Turner Corner	Nancy Turner	R 5:00
Public Speaking	XS1	SC 101	Kathryn Britton	TR 3:00
Reading Horizons	XR1	SC 101	Janice Thompson	TR 2:00
TV Discussion	XT1	SC 101	TBA	TR 5:00
Vocabulary (mid)	XV1	SC 101	Rosana Dempsey	MW 4:00
Women's Conversation	XC1	SC 101	Lori Fisher	W 2:00
Writing Workshop	XW1	MST 106	Christienne Woods	TR 1:00

S3 Clusters for Session II 2017

For students repeating a class for the third and final time, we are taking extraordinary measures to help ensure their success. Some students are receiving focused tutoring, others will work with Success Coaches, and others will have special clusters. Robbie Bushong is coordinating the effort.

Cluster	Instructor	Location	Day & Time
Advanced Grammar in Writing	Ken Cranker	108 E. Main St. TBD	M/W 2:15-3:15
Success Coaching	Jack Chen	TBD by coach and student	30 minutes/week TBD by coach and student
Success Coaching	Meghan Graham	TBD by coach and student	30 minutes/week TBD by coach and student
Success Coaching	Tom Panter	TBD by coach and student	30 minutes/week TBD by coach and student

Listening Laboratory: Class assignments and schedules for the Listening Laboratory. The laboratory instructors are Christine Adams for I and II; Amy Vazquez and Nick Lamelza for III/IV. Students in levels V and VI are not assigned listening laboratory hours. Labs meet in Room 108 at **318 S. College**. The lab times are listed below:

L/S class	Listening Lab Room	Lab Time	Instructor
III & IV	Room 108	MTWR 1:00	Amy Vazquez
IA & IB	Room 108	MW 2:00	Christine Adams
IIB & IIC	Room 108	TR 2:00	Christine Adams
IIA	Room 108	MW 3:00	?
III & IV	Room 108	TR 3:00	?
III & IV	Room 108	MTWR 4:00	?

5. Self-Access Learning Center: Students from any level WHO ARE EITHER FULL INTENSIVE OR NO LABS (Limited program students are not eligible to use the SALC) may come to the Center, in E. 108, Room 210, at the following times:

SALC Hours of operation*		
Monday: 8:00 AM to 6:00 PM	Tuesday: 8:00 AM to 6:00 PM	Friday, 10:00 AM to 5:00 PM
Wednesday: 8:00 AM to 6:00 PM	Thursday: 8:00 AM to 6:00 PM	

Help your students identify areas for growth so that they might come to the SALC to ask Nicole Servais, SALC coordinator and Aura Draper/Abdallah Celestin/Sarah Baird, SALC assistants, for texts, software, or DVDs that focus on specific skills. Below is this week's scheduled orientation for students according to their **Listening/Speaking** level. Please make sure your students attend, and we invite you to attend with them. After week one, the open access library schedule listed above will be put into effect.

SALC Orientation Schedule:

Time	Levels
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1:15 PM Wednesday	I, II all sections
2:15 PM Wednesday	III, IV all sections
3:15 PM Wednesday	V, VI all sections
4:30 PM Wednesday	All Students with PM L/S classes

6. Please announce the **SPECIAL FIRST WEEK SCHEDULE**: Tutoring begins Tuesday for regularly scheduled tutoring hours. Listening Laboratory classes also begin Tuesday. **The SELF-ACCESS LEARNING CENTER** will be available Tuesday as of 8:00 AM for all continuing full time students.

ATTENDANCE: Students must miss 8 or fewer classes (e.g., combination of 4 R/W and 4 L/S classes) to earn honors (i.e., meeting requirement for overall 90% attendance rate and 3.5 GPA average during stay). They must miss no more than 12 classes to earn a certificate for the session (85% attendance requirement for graduation). Students missing more than 16 total classes in a session have violated the terms of their student visa and are subject to dismissal. Students will receive letters at each of these three stages. Remind CAP and Sponsored students that their tutoring attendance is now included in their total attendance. Please be sure to enter your attendance on one of the faculty computers each Friday, using only our standardized abbreviations for markings: **.33 = up to 15 minutes late; 1 = absent or 15+ minutes late. Remind students that every absence from tutoring counts as ½ class absence.**

REMINDE STUDENTS THAT THEY MUST MAINTAIN A "C" AVERAGE (73%) OR HIGHER TO EARN A CERTIFICATE. The number of absences permitted for students attending a partial session is to be prorated. Note that there are no excused absences, with the exception of students needing to return to their home countries or for approved visits to other universities to which they are considering applications for degree programs—or for hospitalization.

American Host Program – Friendship/Language Exchange Program. ELI students are encouraged to sign up to be partnered with an American Host. American Hosts are current UD undergrad/graduate students interested in welcoming and including international students in campus and community events. Students sign up, are partnered, and encouraged to meet up once a month. Participation is tracked via Facebook (<http://tinyurl.com/ahpud>). This is NOT a housing program, simply a program to facilitate cross cultural friendship building and foreign language exchange. The program currently does not connect students with local families in the community - only UD students at this time can sign up to be American Hosts. Contact Tim Kim at tkim@udel.edu for more info. Look for flyers around the ELI with info about how to sign up.

Homestay (Housing Option) ELI students may choose to live with a local family while studying at the ELI. Students can apply for Homestay through the ELI Housing Website (<http://sites.udel.edu/eli/housing/>) or by contacting the current Homestay Coordinator, Stacey Leonard at eli-homestay@udel.edu. Questions or concerns about Homestay? Contact Stacey Leonard, Homestay Coordinator.

Absence Policy and Substitutes. If you have an **emergency**, try to contact Joe Matterer or Tanya Kang by phone or by email if you do not reach one of them by phone. Call Joe at these numbers: 302-738-7810 (H) or 302-383-5966 (C) and Tanya at 302-831-7544. Ideally, if you believe you will not be able to teach the next day, contact Joe or Tanya the night before. If you are suddenly unwell in the morning, contact Joe or Tanya no later than 6:45 AM. Once you have made contact with one of them, your other responsibility, if possible, is to send lesson plans to Joe jwm@udel.edu and Tanya, tkang@udel.edu, they will see that subs are arranged. For **non-emergency** subbing needs, keep in mind that for some absences the ELI will pay for the subbing and for others it is the teacher's responsibility. You should check with Wendy when you are in doubt. Also, remember that CT and ADS faculty sub as a professional courtesy, but others are paid. For situations that the ELI will need to pay for, CT and ADS faculty should

be contacted first. If none of them are available, the following people, who would be paid, should be contacted for **session II**:

Here is an updated sub list for this session. These are teachers and tutors who have indicated that they can be available to sub, so you can contact them directly. If you have difficulty arranging a sub, please contact me. Subs for session I are:

Tutors	Availability	Contact Information
Rosana Dempsey	Both AM classes	610-613-8189 rdem@udel.edu
Tom Gething	Both AM classes	206-612-3005 gething@udel.edu
Myrna Zaetta	Both AM classes	302-540-4033 or 302-234-4633 zaetta@udel.edu
Kathy Bracy	L/S AM, PM classes	302-593-0709 khan@udel.edu

The HR policy regarding subbing is: **Any CT or ADS teacher who provides substitution for a peer, must do this out of professional courtesy. However, we do not expect this to be unlimited. Therefore, once a CT or ADS teacher performs 2 substitutions in one session, any subsequent substitutions in that same session will be paid.** We are asking all instructors to take 10 minutes before leaving each day to prepare a basic lesson plan left in a folder on your desk for easy access by a sub. All fiscal 12 month faculty and ADS's must submit a web form reporting the sick day. Supervisors of ADS (Joe and Karen) need also to be informed of the absence. **Finally**, you must inform HR by emailing wclark@udel.edu AND eli-payroll@udel.edu with the following information: Reason for your absence, i.e. sick, vacation, personal, name of substitute, each class subbed for, note if it is a morning or afternoon class, and the date of the subbing.

Who to see in the administration:

ELI Registrar and scheduling office	Sue Walton Stephen Roberts Bridget Casterline	swalton@udel.edu scr@udel.edu bridgetc@udel.edu	x4738 x0920 x8865
Recruitment or Communications Questions	Nadia Redman, Assistant Director for Marketing, Recruitment, and Communications	nredman@udel.edu	302-803-0962
Non-CAP Admissions	Kathy Kutchen, Admissions Assist.	kkutchen@udel.edu	x3787
Admissions Administrator	Kirsten Brown	kjbrown@udel.edu	7614
Undergraduate and Graduate CAP or AT admissions questions	Jeanine Chapman, Admissions Staff Assistant	jeaninec@udel.edu	x4729
CAP academic advising	Blythe Milbury-Steen	bmilbury@udel.edu	x7420
UG Cohort	Rachel Lapp	eli-cohort@udel.edu (for students); rlapp@udel.edu	x7421
IEP academic advising, S3 Coordination	Robbie Bushong	rbushong@udel.edu	x0389
Bridge advising	Kendra Bradecich Julie Lopez	kendra@udel.edu julo@udel.edu	x7426
Student orientation, campus integration, student health insurance and counseling	Tim Kim, Orientation Coordinator	tkim@udel.edu	x1174 302-388-8956 (mobile)

Housing for Students	Anne-Claire Frank-Seisay, ELI Housing	eli-housing@udel.edu acfrank@udel.edu	x7493
Homestay	Stacey Leonard, Homestay Coordinator	eli-homestay@udel.edu	330-338- 8518
HR, payroll, contract questions	Wendy Clark Chimwala English, Assistant	wclark@udel.edu	x7241
Student Billing and faculty travel reimbursement	Dru Arban	druarb@udel.edu	x4501
Special Programs	Baerbel Schumacher, manager for special programs	baerbel@udel.edu	x4036
SABIC	MariaJosé Riera, SABIC Foundation Year Coordinator	mjriera@udel.edu	x4695
Listening Lab	Phil Rice	philrice@udel.edu	
SALC	Nicole Servais	nservais@udel.edu	x0595
Tutoring, Activities & Events, ITA	Ken Hyde	kenny@udel.edu	x2567
Student Conduct and Attendance and Technology Coordinator and webmaster	Sue Walton	swalton@udel.edu	X4738
ELI Tech Support	Nicole Servais (108) Dan Murray (102) Phil Rice (318)	Jim Weaver (Elkton Corner or Amstel Square)	
Academic Support Coordinator and appointments with Associate Director Karen Asenavage.	Jeanne Cannavò	jcannavo@udel.edu	x7421
108/102 E. Main Street supplies, building issues and front desk assistance	Aigner Scott	ayscott@udel.edu	x7421
Supplies, appointments, building issues for Amstel Square, Elkton Corner, and 189 W. Main	Chris Smith, Office Coordinator at 189 W. Main and Scott's executive secretary, Assists. Linda Morris & Phyllis Cohen	smithc@udel.edu lmorris@udel.edu phyllis@udel.edu	X7066 or X2674
Supplies and building issues at 318 S. College	Tanya Kang Administrative Assistant for Joe Matterer	tkang@udel.edu or Kathy Shea kmshea@udel.edu	x7544
IEP, Tutoring Center, SALC, Listening Lab, ADS & adjunct faculty	Joe Matterer, Associate Director for the IEP	jwm@udel.edu	x0369
CAP academics, Cohort, EAP contract faculty, MA TESL	Karen Asenavage, Associate Director for Academic Progr.	kasen@udel.edu	x7418
Policies, authorizations, emergencies, questions that can't be answered elsewhere	Scott Stevens, Director, ELI's chief executive officer	sstevens@udel.edu	x8224

Committee chairs:

Curriculum	Nigel Caplan	nacaplan@udel.edu	x7419
Testing	Walt Babich	wcbabich@udel.edu	x3612
Technology	Phil Rice	duarte@udel.edu	x7426
Newsletter	Sarah Petersen	ssp@udel.edu	x7426
Professional Development	Carolina Correa	ccorrea@udel.edu	x7420
Textbook	Mikie Sarmiento	mikie@udel.edu	x7542
Library	Walt Babich	wcbabich@udel.edu	x3612
Activities and Events	Ken Hyde	kenny@udel.edu	x2567
Promotion and Peer Review	Leslie Criston	greece@udel.edu	x3215
Faculty Representatives to Advisory Committee	Leslie Criston	greece@udel.edu	x3215
	Mary Beth WorriLOW	worriLOW@udel.edu	x3612
	Nonie Bell	nonieb@udel.edu	x3215
College Senator	Nonie Bell	greece@udel.edu	x3215
University Faculty Senator	Ken Cranker	kcranker@udel.edu	x7416

Cohort II-17

Undergraduate Cohort time 1:00-2:00 PM

Graduate Cohort time 12:45-2:00 PM *class times may vary slightly by instructor.

Please do not hesitate to contact Cohort Coordinators UG Rachel Lapp (rlapp@udel.edu) or GRAD Leslie Connery (lconnery@udel.edu) with questions about your students.

AT Cohort UG II-17									
Cohort	Mod	Level	Day	Time	Room	Instructor	E-mail	Mentor	Email
A/5	n/a	UG	n/a	n/a	n/a	Rachel Lapp/Sarah Jayne	rlapp@udel.edu; sjayne@udel.edu	n/a	
D/4	4	UG	TR	4:30-5:30 PM	108/205	Dawn Davis	dmdavis@udel.edu	Yixin Zhang	zyixin@udel.edu
E/4	4	UG	MW	1-2 PM	108/203	Sharon Mitchell	slmitch@udel.edu	Anushka Kulkarni	anushkak@udel.edu
F/3	3	UG	TR	1-2 PM	108/203	Sharon Mitchell	slmitch@udel.edu	Matt Anderson	matthewa@udel.edu
H/2	2	UG	MW	1-2 PM	108/224	Sarah Jayne	sjayne@udel.edu	Marisa Capucciati	marisac@udel.edu

I/2	2	UG	TR	1-2 PM	108/224	Sarah Jayne	sjayne@udel.edu	Ellie Canning	canninge@udel.edu
K/2	2	UG	MW	1-2 PM	108/205	Kat Britton	kbritton@udel.edu	Steve da Cunha	dacunhas@udel.edu
L/2	2	UG	TR	1-2 PM	108/205	Kat Britton	kbritton@udel.edu	Sophie Kuchel	skuchel@udel.edu
M/2	2	UG	MW	1-2 PM	108/206	Celia Polin	cpolin@udel.edu	Jordan Bovankovich	jordanbo@udel.edu
N/2	2	UG	TR	1-2 PM	108/206	Celia Polin	cpolin@udel.edu	Daniel Schaefer	daschaef@udel.edu
O/2	2	UG	MW	1-2 PM	108/223	Tom Fleck	fleckt@udel.edu	Emily Mozal	emozal@udel.edu
P/2	2	UG	TR	1-2 PM	108/223	Tom Fleck	fleckt@udel.edu	Halim Hamroun	hamrounh@udel.edu
Q/1	1	UG	MW	1-2 PM	108/208	Lindsay Pennington	lpenn@udel.edu	Christina Kelly	kellychr@udel.edu
R/1	1	UG	TR	1-2 PM	108/208	Lindsay Pennington	lpenn@udel.edu	Kiersten Harris	keharris@udel.edu
S/1	1	UG	TR	1-2 PM	108/202	Megan Kuck	mkuck@udel.edu	Zaibnab Alshaer	zainabsh@udel.edu

CAP Cohort Grad II-17

Cohort	Cycle	Level	Day	Time	Room	Instructor	E-mail	Mentor	Email
AA	2	GRAD	MW	12:45-2	108/204	Scott Duarte	duarte@udel.edu	Yuansha Lin	yuansha@udel.edu
BB	2	GRAD	TR	12:45-2	102/103	Nicolas Al Fahel	nalfahel@udel.edu	Camille Mapua	Cmapua@udel.edu
ZZ	3	GRAD	TR	12:45-2	102/105	Abdallah Celestine	abdallah@udel.edu	Danyang Wang	Dywang@udel.edu
CC	1	GRAD	TR	12:45--2	102/101	Kendra Bradecich	kendra@udel.edu	Yuansha Lin	yuansha@udel.edu