

**+ 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 III 18 – January 8 - March 1 (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
Basic	Mikie Sarmiento	318 S. College 109	I
I	Kathy Vodvarka	318 S. College 101	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
IID	Lisa Grimsley	318 S. College 102	II
IIE	Natallia Cherashneva	318 S. College 115	II
IIIA	Robbie Bushong	318 S. College 137	III
IIIB	Jack Chen	318 S. College 136	III
IIIC	Nonie Bell	ELI 203	III
IIID.PM	Jackie Whitney	<b>318 S. College 112</b>	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	<b>Wakako Pennington</b>	<b>318 S. College 108</b>	IV
OB	Ruwida Alkrekshi	Amstel Square 101	IV
NEWSIV	Michael Fields	108 E. Main 208	IV
NEWSV	Jennifer Smith	<b>318 S. College, 112</b>	IV
AOB/A	Mary Beth WorriLOW	ELI 204	V
AOB/B	Hina Durani	ELI 304	V
ALCS/A	Jim Weaver	Elkton Corner 102	V
ALCS/B	Scott Partridge	108 E. Main 203	V
ALCS/C	Amanda Brunson	108 E. Main 205	V
ALCS/D	Chris Elliot	<b>102 E. Main, 106</b>	V
STORIES	Walt Babich	ELI 305	V
EAPV/Y	Terri Goode	108 E. Main 206	V
EAPV/Z	William Wherry	102 E. Main 101	V
PrepEAPVI/A	Kate Burke	102 E. Main 105	VI
PrepEAPVI/B.PM	Kendra Bradecich	<b>108 E. Main, 207</b>	VI
PrepEAPVI/C	Ana Kim	108 E. Main 202	VI
1960s-1	Mikki Washburn	108 E. Main 201	VI
FILM/A	Scott Duarte	108 E. Main 204	VI
EIL-1/A	Grant Wolf	Amstel 104	VI
EIL-1/B	Dan Murray	Amstel Square 102	VI
DRAMA	Emily Thayer	108 E. Main <b>225</b>	VI
ABCS	Leslie Criston	ELI 206	VI
GRADVI	Christienne Woods	102 E. Main 103	VI
ABCS-5 week	Leslie Criston	ELI 206	VI
ARSC.SURGE	Ken Cranker	108 E. Main <b>223</b>	VI
ELI ECON101	Hellen Seshie	MW 108 E. Main <b>224</b>	AT2 8:15-10:10 am
ELI-BUAD110/A	Pat Carlozzi	TR 108 E. Main <b>224</b>	AT2 8:15-10:10 am
ELI-BUAD110/B	Erik Meader	<b>MW</b> 108 E. Main <b>217</b>	AT2 6:15-7:55 PM
ELI COMM256	Steve Mortenson	MW 108 E. Main 201	AT2 2:15-4:30 pm
ELI POSC150	Olga Gerasimenko	TR 108 E. Main <b>225</b>	AT2 2:15-4:30 pm
ELI-MATH115	Paul Canepa	MW 108 E. Main <b>225</b>	AT2 2:15- <b>3:55</b> pm
ELI-MATH241	Paul Canepa	TR 108 E. Main <b>201</b>	AT2 2:15- <b>3:55</b> pm

ELI-MATH221	Greg Trout	MW 108 E. Main 223	AT1 2:15-3:55 pm
ELI-MATH117	Greg Trout	TR 108 E. Main 223	AT2 2:15-3:55 pm
ELI PLSC202	Anna Wik	TR 108 E. Main 207	AT2 9:10-10:45 am
ELI ARTH151	Mark Miller	TR 108 E. Main 206	AT2 4:30-6 pm
ELI-COMM212	Sharon Grayson	MW 108 E. Main 208	AT2 6:15-8:00 pm
Discussion ARTH151	Shaoqing Ni	MW 108 E. Main 206	AT2 4:40-6 pm
Discussion BUAD110A/A	Tom Fleck	MW 108 E. Main 209	AT2 9-10 am
Discussion BUAD110A/B	Tom Fleck	TR 108 E. Main 203	AT2 2:15-3:15 pm
Discussion BUAD110B/A	Sharon Mitchell	MW 108 E. Main 208	AT2 3:15-4:15 pm
Discussion BUAD110B/B	Sharon Mitchell	TR 108 E. Main 203	AT2 4:45-5:45 pm
<b>Discussion ECON101/A</b>	<b>Nicholas AlFahel</b>	<b>TR 102 E. Main 104</b>	<b>AT2 8:10-9:10 AM</b>
<b>Discussion ECON101/B</b>	<b>Nicholas AlFahel</b>	<b>TR 102 E. Main 104</b>	<b>AT2 9:15-10:15 AM</b>
Discussion COMM212/A	Tianyu Wang	TR 108 E. Main 208	AT2 6-7 pm
Discussion COMM256/A	Tianyu Wang	TR 108 E. Main 201	AT2 1-2 pm
<b>Discussion COMM256/B</b>	Tianyu Wang	<b>MW 108 E. Main 201</b>	AT2 1-2 pm
Discussion POSC150/A	Celia Polin	MW 102 E. Main 104	AT2 8:45-10:15 am
<b>Discussion POSC150/B</b>	<b>Celia Polin</b>	<b>MW 108 E. Main 206</b>	<b>AT2 2:15-3:15 PM</b>
Discussion PLSC202	Joy McCusker	MW 108 E. Main 207	AT2 8:15-9:45 am
Discussion MATH117	Linda Wu	TR 108 E. Main 223	AT2 5-6 pm
Discussion MATH221	Julia Dooley	MW 108 E. Main St. 208	AT2 5-6 pm
Discussion MATH241	Miao Wang	MW 108 E. Main 203	AT2 3:40-4:30 pm
<b>Discussion MATH115</b>	<b>Linda Wu</b>	<b>TR 108 E. Main 207</b>	<b>AT 2 6:15-7:15 PM</b>

**Level Coordinators for Listening/Speaking:**

II: Jo Gielow	ALCS: Jim Weaver	GRADVI, Entrep, ABCS: Nigel Caplan
III: Robbie Bushong	EAPV: Terri Goode	EIL, Film, Drama, 1960s: Walt Babich
IV: Phil Rice		OB/AOB Mary Beth Worrilow

**SESSION III 18 – January 8 - March 1, 2018 (8 weeks)**  
**READING/WRITING CLASSES meet 10:25 AM to 12:10 PM (MTWRF)**  
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Class	Instructor	Room #	Level
Basic	Mikie Sarmiento	318 S. College 109	I
IA	Kathy Vodvarka	318 S. College 101	I
IB	Tom Panter	318 S. College 133	I
IIA	<b>Brandon Jackson</b>	<b>318 S. College 140</b>	II
IIB	Jo Gielow	318 S. College 135	II
IIC	Lisa Grimsley	318 S. College 102	II
IID	Kathy Bracy	318 S. College 137	II
IIE	Jackie Whitney	318 S. College 108	II
IIIA	Jim Weaver	Elkton Corner 102	III
IIIB	Jack Chen	318 S. College 136	III

IIIC	Nick Lamelza	318 S. College 112	III
IIID	Nonie Bell	ELI 203	III
IIIE	Meghan Graham	318 S. College 134	III
IV/A	Christine Adams	<b>Elkton Corner 101</b>	IV
IV/B	Monica Farling	ELI 304	IV
IV/C	Amy Vazquez	318 S. College 110	IV
IV/D	Randy Pennington	Amstel Square 104	IV
IV/E	<b>Wakako Pennington</b>	<b>318 S. College 115</b>	IV
WB	Mary Beth Worrilow	<b>ELI 204</b>	IV
V/A	Ana Kim	102 E. Main <b>101</b>	V
V/B	Danielle Bragaw	318 S. College 132	V
V/C.PM	Randy Pennington	318 S. College 115	V
V/D.PM	Mikki Washburn	102 E. Main 101	V
V/E	Chris Pinkerton	Amstel Square 102	V
EAPV.PM	Kathy Bracy	<b>318 S. College 109</b>	V
AWB	Ruwida Alkrekshi	Amstel Square 101	V
PrepEAPVI/A.PM	R. Fenske/L. Connery	102. E. Main 105	VI
PrepEAPVI/B PM	Kate Burke	<b>102 E. Main 103</b>	VI
PrepEAPVI/C	Carolina Correa	Amstel Square 103	VI
PROFENGVI	Walt Babich	ELI 305	VI
GRE/GMAT.PM	Dan Murray	Elkton Corner 101	VI
GRADVI/A	Christienne Woods	<b>102 E. Main 105</b>	VI
GRADVI/B	Nigel Caplan	102 E. Main <b>106</b>	VI
R/FILMVI	Leslie Criston	<b>ELI 206</b>	VI
ARSC 150/A	Scott Duarte	108 E. Main 204	AT1
ARSC 150/B	Mike Fields	108 E. Main 202	AT1
ARSC 150/C	<b>Ken Cranker</b>	108 E. Main 224	AT1
ARSC 150/D	Chris Elliott	102 E. Main <b>104</b>	AT1
ARSC 150/E	Kendra Bradecich	102 E. Main <b>103</b>	AT1
<b>AT3 PM class(1:30-3:15)</b>	Nigel Caplan	102 E. Main 104	AT3
AT E110-2A	Carrie Neely	MWRF 108 E. Main 201 TR Reading Lab/Workshop	AT2
AT E110-2B	Terri Goode	MWRF 108 E. Main 206 TR Reading Lab/Workshop	AT2
AT E110-2C	Scott Partridge	MWRF 108 E. Main <del>203</del> TR Reading Lab/Workshop	AT2
AT E110-2D	Milbury-Steen	MWRF 108 E. Main 205 TR Reading Lab/Workshop	AT2
AT E110-2E	Amanda Brunson	MWRF 108 E. Main 208 TR Reading Lab/Workshop	AT2
AT E110-2F	William Wherry	MWRF 108 E. Main 217 TR Reading Lab/Workshop	AT2
AT E110-2G	<b>Ahlam Musa</b>	MWRF 108 E. Main 223 TR Reading Lab/Workshop	AT2
AT E110-2H	Phil Rice	MWRF 108 E. Main 225 TR Reading Lab/Workshop	AT2
		MWF 102 E. Main 101	AT2
<b>SABIC Reading Club</b>	Sarah Baird	108 Main, <b>206</b> , R 1-2; 2-3:30	SABIC Cohort 3/4

**Commented [1]:** Minor detail, but I have been asking +jcannavo@udel.edu to swap rooms from current 205 back to 203 for two sessions. As Terri is closer to 205 and I am closer to 203, it would be more efficient to make this switch before session iii  
\_Assigned to Jeanne Cannavo\_

SABIC Reading Workshop	Chris Pinkerton	108 E. Main xxx, TR 2:15-3:45 pm	SABIC Cohort 4
SABIC Reading Cluster	Chris Pinkerton	108 E. Main 217 Wed. 1-2:30 pm	SABIC Cohort 4
SABIC Reading/Testing Workshop	Chris Pinkerton	108 Main 217, TR 8:30-10am	SABIC Cohort 3/4
SABIC PRECALC B	Nathan States	108 Main 217, TR 4:00-5:30 pm	SABIC Cohort 4
SABIC Admissions Essay Writing	Chris Pinkerton	108 Main 217, Friday 8:15-10:15	SABIC Cohorts3/4
SABIC Chemistry Intro	Samhita Kattakola	108 E. Main, MW 3:30-5 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 WB, AWB Mary Beth Worrilow

### 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

1. **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, January 8, 2018.**

***Classrooms not available: 223 11-2:30 pm UG Cohort meetings. 224 2:30-4:30 PM- GRAD Cohort meetings. Room 225 Late testers 10:30-1PM, Room 203 from 11-12. 201 from 1:30-4:30 AT Workshops. Room 207. 2:15-3:15 AT tutor workshop. 208/217 1:30 to 3:30 for IA training.***

### Level Coordinator Meeting Rooms:

For LS level meetings: 10-11 AM

For RW level Meetings: 11AM to 12 PM

Level II 202, Jo Gielow  
Level III 208, Robbie Bushong

Level IV 217, Amy Vazquez  
ALCS 206, Jim Weaver  
Gen V 207, Ana Kim

PrepEAPVI, EAPV 204, Terri Goode

Prof. Eng VI, EAPVI 205, Walt Babich

Level II 202, Jo Gielow  
Level III 208, Jim Weaver

Level IV , 217 Monica Farling  
Drama, Film, EIL, 1960s, 206, Walt Babich  
PrepEAPVI 204, Terri Goode

GRADVI, Entrep 207, Leslie Criston

GRE/GMAT /GRADVI , 224 Nigel Caplan

### Mentor Meetings

Listening/Speaking 1:00 PM	Reading/Writing 2:15 PM
II, Jo Gielow, Room 207	II Jo Gielow, Room TBD
III, Robbie Bushong, Room 204	III, Jim Weaver, Room 204
IV, Phil Rice, Room 205	IV, Monica Farling, Room 205
ALCS, Jim Weaver, Room 203	V, Ana Kim, Room 203
PrepEAPVI, Ana Kim, Room 202	PrepEAPVI, Ross Fenske, Room 202
OB, Ruwida AlKrekshi, Room 206	E110, Scott Partridge, Room 206
AOB, Mary Beth WorriLOW, Room 206	ARSC150, Scott Duarte, 202
	WB, AWB Mary Beth WorriLOW 203

***Classrooms not available: 223 11-2:30 pm UG Cohort meetings. 224 2:30-4:30 PM- GRAD Cohort meetings. Room 225 Late testers 10:30-1PM, Room 203 from 11-12. 201 from 1:30-4:30 AT Workshops. Room 207. 2:15-3:15 AT tutor workshop. 208/217 1:30 to 3:30 for IA training.***

Testing for late arriving students 10a.m., 108 East Main Street, Rooms 225 interviews in room 203 (Proctor Tom Gething ,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 III 18

Thursday, January 4	Registration and Testing: 108 E. Main Street, 8 am Pay your bill and Housing Move in.
Friday, January 5	<u>New Students</u> : ORIENTATION, Title IX Presentation, 8-11am breakfast (new) & Campus Tours/ID Cards for NEW students 8am-12pm, TRABANT A & B.  Testing for late new students, 10am at 108 E. Main, Testing Room <b>225</b> , Interviews in room <b>202</b> .  AT Testing, 108 E. Main Street, Room <b>201</b> . Nigel Caplan Proctor: 10:15 to 12:15. AT Double Essay Rating, Room <b>203</b> . 1-3 PM Nigel C. and Scott P.

**WEEK 1**

Monday, January 8	<p><b>Schedule pickup for New Students: 8 - 11am, Trabant A &amp; B</b></p> <p><b>Schedule pickup for Continuing Students: 9 - 11am, Trabant C</b></p> <p><b>ALEKS testing in the SALC from 1:30 - 4:30 PM.</b></p> <p><b>Faculty: Opening Day, Level Coordinator Meetings and Course Mentor meetings</b></p> <p><b>Faculty Opening Day Meeting, 108 E. Main St., SALC, 9-9:45 AM. Please arrive by 8:45AM.</b></p> <p><b>Training for Cohort and IA's for Study Skills classes in weeks 1 and 2. 108 E. Main, Room 224. 9-11 AM</b></p> <p><b>UG Cohort Peer Mentor Training, 108 E. Main Street, Room 209, 9-11am</b></p> <p><b>Testing and Orientation for Late-arriving students, 108 E. Main Street, 10 AM (Until 1:30 P.M.), 108 E. Main Street, Testing Room 225, Interviews 203</b></p> <p><b>Faculty LS Level Meetings at 108 E. Main from 10:00 AM to 11:00 AM.</b></p> <p><b>Faculty RW Level Meetings at 108 E. Main from 11:00 AM to 12:00 PM.</b></p> <p><b>All Tutors Meeting, 318 S. College, 2:00pm to 3:30pm, Room 210</b></p> <p><b>Undergrad AT Cohort – Instructor Meeting, 108 E. Main St, 11:00 AM to 12:30 PM, Room 223</b></p> <p><b>Undergrad AT Cohort – Mentor Meeting, 108 E. Main St, 1:30 PM to 2:30 PM, Room 223</b></p> <p><b><u>GRAD CAP Cohort</u>: Instructor &amp; Mentor Meeting, 2:30-4:30pm, 108 E. Main, 224</b></p> <p><b>AT New Instructor Workshop, 108 E. Main, Room 201, 1:30-4:30 pm</b></p> <p><b>AT Instructional Assistant training with Julie Lopez, 108 E. Main, Rooms 208/217, 1:30-3:30 pm</b></p>
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	<p><b>AT Tutor Workshop, 108 E. Main Street, Room 207, 2:15-3:15 pm</b>  New Students buy books at bookstore at 11:00 AM  <b>LS Course Mentor meetings at 1:00 PM</b>  <b>RW Course Mentor meetings at 2:00 PM</b>  <b>S3 Cluster Instructors Meeting 108 E. Main, 12:00, Room 209</b>  <b>Coordinator planning and preparation for Tuesday's meeting</b></p>
<p><b>Tuesday, January 9</b></p>	<p><b>First Day of Classes for regular classes</b>  <b>Tutoring:</b> AM Tutoring begins at 8:15am at 108 E. Main. PM Tutoring begins at 1:00pm at 318 S. College.  <b>AT New Student Orientation, 8:30-1:00 PM, Perkins Bacchus/Collins</b>  <b>AT New Cohort Student Orientation/Policies 1:00-2:30 PM Perkins Bacchus</b>  <b>AT Instructional Assistant Training, 108 E. Main St., Room 203, 1:30-3:30</b>  <b>AT New Content Instructor Orientation, 108 E. Main St. Room 201, 1:30-4:30 pm</b>  <b>AT Study Skills classes during 10:25-12:10 time slot, 108 E. Main St, various rooms</b>  <b>Cluster Faire 1pm - 2:45pm - Rm 135, 318 S. College Ave</b></p>
<p><b>Wednesday, January 10</b></p>	<p><b>AT New Student Orientation, 10:30-11:45, ISE Rooms 302 and 307</b>  <b>Reception for AT New Student Orientation, 11:45-12:15, ISE Lobby; AT instructors, IAs, ELI staff, encouraged to attend; light refreshments</b>  <b>AT Study Skills classes during 10:25-12:10 time slot, 108 E. Main St, various rooms</b>  <b>AT New Content Instructor Orientation, 108 E. Main St. Room 201, 1:30-4:30 pm</b>  <b>Class change form closes at midnight.</b>  <b>Retesting to change levels: 3-6 PM, Kirkbride 005 &amp;100, Proctors: Kate C, Grant W, Jo G., Kathy V.</b></p>



	<p>UG AT Cohort: All modules first day MW 1:00 - 2:00 and 4:30 - 5:30 PM  Grad cohort: first day returning MW 12:45--2:00</p>
Thursday, January 11	<p>AT Content Courses begin  UG AT Cohort: All modules first day TR 1:00 - 2:00 and 4:30 - 5:30 PM  Grad Cohort: first day returning MW 12:45--2:00  Grad CAP Policies: 1:00--2:00, 108 E. Main St, 207A</p>
Friday, January 12	<p><b>All Full Time Faculty: Year-end electronic forms due to Scott. Committee Chairs should include summaries of committee activities.</b>  Testing and Orientation for Late-arriving students, 318 S. College, 8 AM  Testing for Panamanians, Willard 104. No interviews 9-1 pm  ITA: SPEAK testing at 318 S. College, room 108 (time TBA).  A&amp;E: <i>Meet-n-Greet: Evening of Fun</i> at 108 E. Main Street. 6:00-9:00pm [Point Person: Carolina Correa]    Testing for Panamanians, Willard 104. No interviews 9-1 PM</p>
Sunday, January 14	<p>Brazil group arrives</p>

**WEEK 2**

Monday, January 15	<p>Martin Luther King, Jr. Holiday. ELI, UD CLOSED.  In honor of Dr. King, teachers are encouraged to pursue service learning with their students some time during the session.  Lancaster trip for Panamanian group, 9 a.m. pick up at ELI, 318 S. College for 9:30 am departure.  Leave Lancaster 6 pm</p>
Tuesday, January 16	<p>Panamanian teachers join RW classes  IELT Prep Class begins, (1/16-2/22/17), Tuesday/Thursday; 4:45-7:15 PM;  Pre Registration required. 318 S. College, Proctor: <b>CANCELLED</b>  ITA: Classes start for ITA Winter Program.  Testing for Brazil group (LS portion only), Willard 116 and 104, 9-1  <u>Academic Success Workshop: Time Management, 2:00-3:00 PM, 318 S. College, 228</u></p>

Wednesday, January 17	Brazilian teachers join LS classes <b>Report: No-shows to the Registrar's office by 5:00pm. Link: <a href="https://apply.udel.edu/register/noshow">https://apply.udel.edu/register/noshow</a></b>
Thursday, January 18	<b>Level Coordinator mini-retreat with Scott, Karen, and Joe. 12:30 to 3:00,</b> 108 E. Main, Room TBD. Lunch served <i>A&amp;E: Launch Trampoline Park party. 6:00pm-9:00pm. [point person: Scott Partridge] CANCELLED</i>
Friday, January 19	<b>Probation Meeting for students on probation, 3-5:00 PM, 318 S. College, Sue Walton</b> <b>UG AT Cohort Retreat at NorthBay, Mods 1-2, Depart 5 PM sharp from 318 S. College</b> SABIC Academic Dishonesty Workshop, TBD
Saturday, January 20	<b>UG AT Cohort Retreat, Mods 1-2, Return from retreat at around 4:30 PM, 318 S. College</b>

**WEEK 3**

Monday, January 22	Dr. Stevens in Greece this week
Tuesday, January 23	<b><u>Academic Success Workshop: Tutoring Tips, 2:00-3:30 PM, 318 S. College Ave., 228</u></b>
Wednesday, January 24	<b><u>University Application Workshop: College Search Overview, 2:00-3:30 PM, 108 E. Main St., 209</u></b>
Thursday, January 25	<b>Scholarship Applications available for students with financial need</b>
Friday, January 26	<b>Faculty Meeting, 1:30-3pm, Memorial 111</b> <b>ITA: Last day of classes for Winter Program. UDIA exams in the evening.</b> <b>PDPI Group trip to Kennett Middle School, 10:30am-2:00pm</b> <b>ARTH151 trip to Islamic Society of DE in Newark. Leave 318 S. College 1:45 PM</b>
Saturday, January 27	<i>A&amp;E: UD Basketball Game (UD vs Hofstra). Time: TBA. [Point Person: Phil Rice]</i>

**WEEK 4**

Monday, January 29	<p><b>Faculty complete a progress report for each student and review it with the student <u>Mid-session Reports available on facebook</u>. Reports for sponsored students to be turned in to office.</b>  <b>Grades due for L/S and R/W Five-Week CAP Students, 3:00 PM</b></p>
Tuesday, January 30	<p><b>Grad Cohort Instructor Meeting, 4:45--5:45, 102 E. Main, Room 105</b>  <b>SABIC Coordinators Meeting, Houston, SS KA MJ</b></p>
Wednesday, January 31	<p>Intention Forms online <a href="http://eli.udel.edu">http://eli.udel.edu</a> (due Wednesday, February 7)  <b>Deadline for students to pick-up scholarship applications.</b>  (Tentative) 5-wk Infobration (Grad Students), ASC 2 PM  SABIC Coordinators Meeting, Houston, SS KA MJ   <b>Advisory Meeting, 3:30pm, Scott's office</b></p>
Thursday, February 1	<p><b>Staff Meeting, 2:15-4pm, Willard 109</b>  <b>UD International Student Orientation, Trabant</b>  <b>SABIC Coordinators Meeting, Houston, SS KA MJ</b>  <b>CAP GRAD Cohort Mentor Meeting, 108 E. Main, 207, 11-12:30 pm</b>  <b>Panama Bilingue Group Trip to Kennett Middle School, 10:30-2:00pm</b></p>
Friday, February 2	<p><b>Faculty: Mid-Session Grades are due by 5:00 PM.</b>  Level II LS teachers meet 1:30 PM, Jo Gielow, Room 102, 318 S. College  Level III LS teachers meet 1:30 PM, Robbie Bushong, Room 137, 318 S. College  Level IV LS teachers meet 1:30 PM, Phil Rice, Room 135, 318 S. College  Level EAPV LS teachers meet 1:30 PM, Ana Kim, 108 E. Main, Room 203  Level ALCS LS teachers meet 1:30 PM Jim Weaver, 108 E. Main, Room 223  Level VI LS teachers meet 12:30 PM, Walt Babich, 108 E. Main, Room 201  Bus. English LS teachers meet 12:30 PM, Mary Beth Worrilow, ELI 304  EAPVI LS teachers meet 12:30 PM, Ken Cranker, 108 E. Main, Room 206  GRADVI, ABC, Entrep.: Leslie Criston, 108 E. Main, Room 207   <i>A&amp;E: Line Dancing Party. 6:00pm-8:00pm. [point person: Ken Hyde]</i>  <b>Deadline for Students &amp; Faculty for Scholarship Recommendation Forms &amp; applications.</b>  <b>CAP Cohort – Mid Session Grades due by 5:00PM</b>  <b>UD Winter New Student Orientation</b>  <b>UG Module 3 Cohort Service trip to Carpenter Recreation Area 1-4:45pm</b></p>
Saturday, February 3	<p><b>UG AT Cohort – Last Day for Winter Session Substitute Mentors</b>  <b>UG Module 3 Cohort Service trip to Urban Promise</b></p>

**WEEK 5**

<b>Monday, February 5</b>	UG AT Cohort – Winter Session Mentors return UD Spring Semester begins. ELI remains open
<b>Tuesday, February 6</b>	<b>Full time faculty deadline to submit requests for sabbatical to Director and Advisory Committee.</b> <b>Student Conduct and Attendance Committee Mid-Session Probation Hearings. 3:00 PM, 318 S. College</b> <i>Orientation: Hot Chocolate Festival, Perkins Concourse, 1:00 to 4:00 PM</i>
<b>Wednesday, February 7</b>	<b>Scholarship Committee –3:00PM, 189 W. Main</b> <b>OISS I-20 Extension Day, 108 E. Main, SALC, 12:30-2:30 PM</b> <b>Student Intention Forms due by 11:59 PM</b> <b>University Application Workshop: Statement of Purpose and Resume, 2:00-3:30 PM, 108 E. Main St., 209</b>
<b>Thursday, February 8</b>	<b>Management Meeting, 10:15-12, 189 W. Main</b> <b>PLSC (History of Landscape Architecture) Field trip to Longwood Gardens, 9 am to 1 pm</b>
<b>Friday, February 9</b>	<b>GRADVI, ABC, Entrep.: Leslie Criston, 108 E. Main, Room 207</b> <b>Panama Bilingue Group Trip to Downes Elementary School, 9:30am-11:45am</b> <b>PDPI Group trip to Kirk Middle School, 10:15 am-1:00pm</b>
<b>Saturday, February 10</b>	<i>A&amp;E: Free trip to Washington, DC. 8:00am–5:30pm. [point person: Mikki Washburn]</i>

**WEEK 6**

<b>Monday, February 12</b>	
<b>Tuesday, February 13</b>	<b>Academic Success Workshop: Learn English Faster, 2:00-3:00 PM, 318 S. College Ave., 228</b>
<b>Wednesday, February 14</b>	<b>Housing Intention Forms Due</b> <i>A&amp;E: Valentine's House Party at 108 E. Main. 6:00pm-9:00pm. [point person: Leslie Connery]</i> <b>Intramurals: 5v5 Basketball Registration Deadline</b>

<b>Thursday, February 15</b>	<b>Advisory Meeting, 3:30pm, Scott's office</b> <b>UG AT Cohort Mid-Session Meeting 11:30 AM - 12:30 AM (Location TBD)</b> <b>CAP GRAD Cohort Mentor Meeting, 108 E. Main, 207, 11-12:30 pm</b> <b>PLSC (History of Landscape Architecture) field trip to Shofuso Japanese Tea House and Garden, 9am to 1 pm</b>
<b>Friday, February 16</b>	<b>Faculty Meeting, 1:30-3pm, Memorial 111</b> Level II RW teachers meet 2:45 PM, Jo Gielow, Rm, 102, 318 S. College Level III RW teachers meet 2:45 PM, Jim Weaver, Rm 133., 318 S. College Level IV RW teachers meet 2:45 PM, Monica Farling, Rm 217, 108 E. Main Level V RW teachers meet 2:45 PM, Ana Kim, Rm 203, 108 E. Main, Room EAPV RW teachers meet, 2:45 PM, William Wherry, Rm 201, 108 E. Main Level VI RW teachers meet 2:45 PM, Walt Babich, Room 203, 108 E. Main Bus. English RW teachers meet 2:45 PM, Mary Beth Worriow, ELI 304 GRADVI/GMAT RW teachers meet 2:45 PM, Nigel Caplan, Room 206, 108 E. Main
<b>Saturday, February 17</b>	<b>Brazil/Panamanian groups trip to New York City, Pick up at INNternationale at 6:30, then pick up remaining students at ELI, 318 S. College for 7 am departure.</b> <b>Return pick up time: 7 pm. Point Person, Sarah Petersen</b>

**WEEK 7**

	<b>Faculty meet with all students in danger of retention and complete forms</b>
<b>Monday, February 19</b>	<b>TOEFL TEST, 1:30-5 PM, 189 W. Main. Proctors: Walt</b> <b>Names of students for Friday's "skip test" to be submitted to Joe Matterer</b>
<b>Tuesday, February 20</b>	<b>Grad Cohort Instructor Meeting, 4:45--5:45, 102 E. Main, Room 105</b>
<b>Wednesday, February 21</b>	
<b>Thursday, February 22</b>	<b>Grad Cohort Final Presentations 5-7 pm TBD</b> Last day of classes for Brazilian teachers Brazilian teacher mini-conference, venue and time TBD

Friday, February 23	<p><b>Michigan Testing:</b> all students take Listening finals in the SALC, Listening Lab, or room 132 at 318 S. College – 8:15AM to 5:00PM. Nicole Servais.  <b>Predicted grades to be entered in database by 5:00 PM.</b>  <b>EAPV Grammar Test, 4:30-7 PM, Willard 116, Kathy V. &amp; Jo Gielow - Proctors,</b>  <b>GRAD Cohort Mentor Training Meeting, 1:30 to 2:30 PM, 108 Rm 223</b>  Brazilian farewell lunch, venue and time TBD</p>
Saturday, February 24	<p><b>PDPI Brazil group departs.</b></p>

**WEEK 8**

	<p><b>Faculty must administer course evaluations by week's end</b></p>
Monday, February 26	<p><b>Faculty Meeting, 1:30-3pm, Memorial 111</b>  <b>Final Essays administered in RW classes. Note: this is only a one-hour test. Please plan a lesson for the remaining class time.</b>  Faculty Meeting, end-of-session meeting, 1:30-3 PM, Memorial Hall 111  UG AT Cohort Module 2 and 4 Portfolio presentations, 1-2 PM, 108 E.  Main Street and Student Lounge (MW classes)  Grad CAP Cohort – Last day of MW Cohorts  Panamanian teachers final conference presentation preparation. Faculty mentoring assistance would be appreciated. Times and locations TBA.</p>
Tuesday, February 27	<p><b>Final Reading Test administered in all RW classes. One-hour test. Please plan lesson for remaining time.</b>  UG AT Cohort Module 2 and 4 Portfolio presentations, 1-2 PM, 108 E.  Main Street and Student Lounge (TR classes)  Grad CAP Cohort – Last day of TR Cohorts  Panamanian teachers final conference presentation preparation</p>
Wednesday, February 28	<p><b>Graded assessment administered in all LS classes</b>  <b>Final Grammar Test administered in all RW classes</b>  <b>Last day of classes: Regular class times.</b>  <b>Last day of Tutoring: tutoring ends at 6:00pm.</b>  <b>Last day of Listening Lab.</b>  <b>CAP Appeals due to Dr. Stevens by 5:00PM</b>  <a href="https://apply.udel.edu/register/elicapappeal">https://apply.udel.edu/register/elicapappeal</a>  Cohort Grades due at 3:00pm  Panamanian Teacher Training conference: attendance by available ELI faculty would be fantastic.</p>

Thursday, March 1	<p>ELI Graduation, Pearson Hall, 3:30 – 6:30 PM, Coordinators: Sarah P., Leslie Cr.</p> <p>Session IV18 New student registration and testing (NO BREAK)</p> <p><b>Panama Bilingue farewell luncheon and ceremony 12 - 3:00. Location TBA</b></p> <p><b>Final grades for Level V and VI CAP students must be entered by 8:00AM</b></p> <p><b>Final grades for graduating students, multiple repeaters and those on probation must be entered by 8:00AM</b></p> <p><b>CAP Infobration for Graduating CAP Students, SALC, 10:45am – 1:00pm</b></p> <p><b>Full time faculty</b> deadline to submit electronic sabbatical requests to Director, following successful review by Advisory Committee.</p> <p>Placement Testing/Registration for new students. Interviewers or essay writers: Kathy Vodvarka, Jo Gielow, Lisa Grimsley, Leslie Criston, Nigel Caplan, Nonie Bell</p>
Friday, March 2	<p><b>Day 2 Orientation for Session IV18</b></p> <p><b>Student Conduct and Attendance Committee Meeting, 8:00 AM, 318 S. College Ave. Room 228</b></p> <p><b>Grades for all continuing, non-probationary students must be entered by noon.</b></p> <p><b>Panamanian teachers' What Works Mini-Conference, 8:15-11:30, venue TBA</b></p>
Monday, March 5	<p><b>Opening Day of Session IV</b></p> <p><b>Panamanian Teachers farewell luncheon, 12:30-2:30, venue TBD</b></p>
Wednesday, March 7	<p><b>Panmanian Group departs</b></p>

NO BREAK

NO BREAK BETWEEN SESSIONS III18 AND IV18

Monday, February 26	
Tuesday, February 27	
Wednesday, February 28	

<b>Thursday, March 1</b>	<b>Full time faculty deadline to submit electronic sabbatical requests to Director, following successful review by Advisory Committee.</b> <b>Placement Testing/Registration for new students. 108 E. Main Street: Interviewers or essay writers: Lowell Reithmuller, Kathy Vodvarka, Jo Gielow, Lisa Grimsley, Leslie Criston, Nigel Caplan, Nonie Bell</b>
<b>Friday, March 2</b>	<b>Day two of Session IV intake and Orientation, 108 E Main Street, SALC</b>

### 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/](http://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 the be permitted to stay at the same level. If the student does not pass in the next (3<sup>rd</sup>) 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
Khbrat		Kate Copeland	
Brazilians	01/14/18-2/23/18	Sarah Petersen	
Panamanians	01/11/18-03/07/18	Sarah Petersen	



Instructors with Administrative Assignments	
Nicole Servais	SALC Coordinator
Phil Rice	Listening Lab Coordinator
Sarah Jayne	UG AT Cohort Coordinator (Interim)
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.

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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.*

Adams, Christine	318 S College, 131	x7185	cdadams@udel.edu
Alkrekshi, Ruwida	318 S. College, 111	x0393	dounya@udel.edu
Babich, Walt	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, 117	x7416	khan@udel.edu
Bragaw, Danielle	318 S. College 221	x0264	dbragaw@udel.edu
Brunson, Amanda	102 E. Main, 102		brunson@udel.edu
Burke, Kate	108 E. Main St, 203A	X7416	kateuae@udel.edu
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Carlozzi, Pat	<b>102 E. Main Street, 102</b>		carlozzi@udel.edu
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Copeland, Kate	318 S. College, 114	X7416	copekd@udel.edu
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Criston, Leslie	ELI 206	x3215	greece@udel.edu
Duarte, Scott	108 E Main, 224A	x7426	duarte@udel.edu
<b>Durrani, Hina</b>	<b>ELI 301</b>	x2704	hina@udel.edu
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Fenske, Ross	108 E Main, 217A	x7424	rossmf@udel.edu
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Hyde, Ken	318 S. College, 113	x2567	kenny@udel.edu
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Kim, Ana	108 E Main, 209A	x0595	anaeun@udel.edu
Lamelza, Nick	318 S. College, 139	X7416	nlamelza@udel.edu
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Meador, Erik	<b>102 E. Main Street, 102</b>		emeador@udel.edu
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Milbury-Steen, John	189 W. Main, 203	x3215	milsteen@udel.edu
Murray, Dan	318 S. College, 117		domurray@udel.edu

Musa, Ahlam	318 S. College, 114		ahlam@udel.edu
Neely, Carrie	108 E. Main, 204A	x7417	cneely@udel.edu
Panter, Tom	318 S College, 131	x7185	tpanter@udel.edu
Partridge, Scott	108 E. Main, 224A	x7426	rspatri@udel.edu
Pennington, Randall	318 S College, 130	x7184	ranpen@udel.edu
Pennington, Wakako	318 S. College, 130	x7184	wakapen@udel.edu
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Pinkerton, Chris	318 S College, 138	x7185	mrchris@udel.edu
Rice, Phil	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
Servais, Nicole	108 E Main, 209A	x0595	nservais@udel.edu
Thayer, Emily	108 E. Main 209A	x0595	ethayer@udel.edu
Trout, Greg	<b>102 E. Main St, 102</b>		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
Whitney, Jackie	318 S. College, 221		whitneyj@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](mailto: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](mailto: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](http://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, January 8, 2018**

8:45 AM	Faculty report to 108 E. Main St
9:00 AM	Scott meets with faculty members in SALC at 108 E. Main to review opening day memo.
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	<a href="#">Tutor Meeting 318 S. College room 108</a>
2:30 PM	<a href="#">Undergrad CAP Cohort Instructor Meeting, 108 E. Main St., Room 225</a>
2:30 PM	Grad CAP Cohort Instructor and Mentor Meeting, 108 E. Main St., room 224

## 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, January 8, 2018**

8:00 AM	<b>New Student Opening Day starts at Trabant MPR AB</b> 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	<b>Returning Students pick up Schedules in Trabant C, from 9-11:00AM.</b> 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 <b>Trabant A &amp; B</b>

**Tuesday, January 9, 2018**

9:00 AM	Testing for Late Students, Room 228, 318 S. College Avenue
8:15-12:30 PM	Morning Tutoring begins.
L/S 8:15 – 9:55 & 2:15-4:15 R/W 10:25-12:10 & 2:15-4:30	<b>8 Week Class Session Schedule. Regular classes begin for LS and RW*</b>
1:00-2:00	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, January 10 2018**

L/S 8:15 – 9:55 & 2:15-4:15 R/W 10:25-12:10 & 2:15-4:30	<b>8 Week Class Session Schedule. Regular classes begin for LS and RW*</b>
10:30 AM-12:45 PM	
3:00-6:00 PM	<b>New Student Retesting: Purnell 326, 327, 328</b> <b>Proctors: Nigel, Grant, Kate C., Nonie</b>
8:15am-12:30pm & 1:00pm-6:00pm	Regular Tutoring
11:59 PM	<b>ONLINE CLASS CHANGE ends at midnight</b>
12:45---2:00 PM	<b>Grad Cohort: First day returning M/W cohort classes</b>
1-2 PM	AT Cohort – 1 <sup>st</sup> 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, January 11, 2018**

L/S 8:15 – 9:55 R/W 10:25-12:10 & 2:15-4:30	<b>8 Week Class Session Schedule</b>
1:00-2:00	AT Cohort – 1 <sup>st</sup> day of classes, returning T/R cohorts, 1-2 PM <b>Grad CAP Policies: 1:00--2:00, 108 E. Main St, 207A</b> AT Policies Meeting with Blythe, Recitation Hall 101 for all students new to Cohort this session
12:45---2:00 PM	<b>Grad Cohort: First day returning T/Th cohort classes</b>
1:00pm-6:00pm	Regular Tutoring
8:30 AM – 6:00 PM	SALC Open for regular hours
1:00 – 5:00	Listening Laboratory

**Friday, January 12, 2018**

L/S 8:15 – 9:55 R/W 10:25-12:10	<b>8 Week Class Session Schedule</b>
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**FOR your first day of class, Tuesday, January 9, 2018, 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 III 2018**

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
<b>AT</b>	SC 137	Aaron Turner	abturner@udel.edu
<b>BR</b>	SC 133	Barbara Ohliger	bwohlige@udel.edu
<b>BS</b>	SC 137	Brady Smith	bradyvt@udel.edu

CC	SC 135	Catherine Ciferni	cciferni@udel.edu
CF	SC 135	Cynthia Funk	cfunk@udel.edu
CJ	SC 137	Constance Johnson	carpedie@udel.edu
CL	SC 136	Charles Lutz	clutz@udel.edu
CM	SC 134	George Thompson	crabby@udel.edu
CR	SC 137	Cara Clase	cmclase@udel.edu
CW	MS 202	Christienn Woods	cwoods@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	MS 202	Jeremy Penna	jpenna@udel.edu
KB	SC 134	Keila Brown	kdee@udel.edu
KD	SC 133	Kyle Dixon	kdxon@udel.edu
KE	SC 136	Karen Eliason	keliason@udel.edu
KG	SC 137	Kristin Grant	kbeahmg@udel.edu
KS	SC 137	Katherine Sheedy	ksheedy@udel.edu
KT	MST 106	Kate Burke	kateuae@udel.edu
LF	SC 137	Lori Fisher	lofisher@udel.edu
LH	SC 134	Lee Horzempa	leemary@udel.edu
MB	SC 135	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
PT	SC 134	Patrick Ruffin	pruffin@udel.edu
RA	SC 135	Reem Aleissa	rleissa@udel.edu
RD	SC 136	Rosana Dempsey	rdem@udel.edu
RH	SC 133	Richard Herring	rherring@udel.edu
RK	SC 133	Robert Kaatz	rckaatz@udel.edu
SC	SC 133	Sarah Cornell	sallyc@udel.edu
SF	SC 134	Susan Foy	sfoy@udel.edu
SP	SC 136	Susan Peters	speters@udel.edu
SR	SC 135	Shuang Ru	vivian@udel.edu
TG	SC 133	Thomas Gething	gething@udel.edu
TH	SC 137	Theresa Hartel	tnhartel@udel.edu
TW	SC 136	Tianyu Wang	tianyuw@udel.edu

**ATI Tutoring**

Initial	AM Room	Name	Email
CL	MS 202	Charles Lutz	clutz@udel.edu
JA	MS 202	Janice Thompson	jpt@udel.edu
JP	MS 202	Jeremy Penna	jpenna@udel.edu
KG	MS 202	Kristin Grant	kbeahmg@udel.edu
RD	MS 202	Rosana Dempsey	rdem@udel.edu
SC	MS 202	Sally Cornell	sallyc@udel.edu
SP	MS 202	Sue Peters	speters@udel.edu
TG	MS 202	Tom Gething	gething@udel.edu

**Morning Tutoring for Session III 2018**

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
RA	SALC	Reem Aleissa	raleissa@udel.edu
KA	SALC	Kathryn Britton	kbritton@udel.edu
KB	SALC	Keila Brown	kdee@udel.edu
CR	SALC	Cara Clase	cmclase@udel.edu
MD	SALC	Melora Davis	melorad@udel.edu
RD	SALC	Rosana Dempsey	rdem@udel.edu
JE	SALC	James Eliason	jeliason@udel.edu
KE	SALC	Karen Eliason	keliason@udel.edu
LF	SALC	Lori Fisher	lofisher@udel.edu
JF	SALC	Joan French	jyfrench@udel.edu
LH	SALC	Lee Horzempa	leemary@udel.edu
RK	SALC	Robert Kaatz	rckaatz@udel.edu
CL	SALC	Charles Lutz	clutz@udel.edu
PT	SALC	Patrick Ruffin	pruffin@udel.edu
BS	SALC	Brady Smith	bradyvt@udel.edu
JA	SALC	Janice Thompson	jpt@udel.edu
CM	SALC	George Thompson	crabby@udel.edu
NT	SALC	Nancy Turner	nturner@udel.edu
AT	SALC	Aaron Turner	abturner@udel.edu
MZ	SALC	Myrna Zaetta	zaetta@udel.edu

#### Cluster Tutoring for Session III 2018

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
<b>Women's Conversation</b>	XC1	SC 101	Lori Fisher	TR 1:00
<b>Crafts</b>	XC3	SC 101	Jill McCracken	R 2:00
<b>Kitchen</b>	XCa	Turner Corner	Nancy Turner	M 1:00
<b>Kitchen</b>	XCb	Turner Corner	Nancy Turner	M 3:00
<b>Kitchen</b>	XCc	Turner Corner	Nancy Turner	M 5:00
<b>Kitchen</b>	XCd	Turner Corner	Nancy Turner	T 1:00
<b>Kitchen</b>	XCe	Turner Corner	Nancy Turner	T 3:00
<b>Kitchen</b>	XCf	Turner Corner	Nancy Turner	T 5:00
<b>Kitchen</b>	XCg	Turner Corner	Nancy Turner	W 1:00
<b>Kitchen</b>	XCh	Turner Corner	Nancy Turner	W 3:00
<b>Kitchen</b>	XCj	Turner Corner	Nancy Turner	W c10:30
<b>Kitchen</b>	XCk	Turner Corner	Nancy Turner	R 1:00
<b>Kitchen</b>	XCl	Turner Corner	Nancy Turner	R 3:00
<b>Kitchen</b>	XCm	Turner Corner	Nancy Turner	R 5:00
<b>GRE Prep</b>	XG4	SC 101	Cara Clase	MW 1:00
<b>Reading Horizons</b>	XR1	SC 101	Janice Thompson	TR 2:00
<b>Reading</b>	XR2	<b>108/206</b>	Shakhlo Nematova	R 2:00-3
<b>Public Speaking</b>	XS1	SC 101	Kathryn Britton	TR 3:00
<b>Driving Skills</b>	XS2	SC 101	Brady Smith	TR 4:00
<b>TOEFL Prep</b>	XT2	SC 101	Shuang Ru	W 2:00
<b>Academic Vocabulary</b>	XV2	MST 104	Kate Burke	MW 1:00
<b>Writing Workshop</b>	XW1	MST 104	Christienne Woods	TR 2:00

### S3 Clusters for Session III 2018

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
<b>Advanced Grammar in Writing/A</b>	Ken Cranker	<b>102/101</b>	<b>M/W 1-2 pm</b>
<b>Advanced Grammar in Writing/B</b>	Amy Vazquez	<b>102/105</b>	<b>T/R 1-2 pm</b>
<b>Success Coaching</b>	Jack Chen	TBD by coach and student	30 minutes/week TBD by coach and student
<b>Success Coaching</b>	Meghan Graham	TBD by coach and student	30 minutes/week TBD by coach and student
<b>Success Coaching</b>	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	
<b>III &amp; IV</b>	Room 108	MTWR 1:00	Christine Adams
<b>BASIC, I &amp; IIA</b>	Room 108	MW 2:00	Wakako Pennington
<b>IIB - IIE</b>	Room 108	TR 2:00	Wakako Pennington
<b>III &amp; IV</b>	Room 108	MTWR 3:00	Brandan Jackson
<b>III &amp; IV</b>	Room 108	MTWR 4:00	Brandan Jackson

- MONDAYS and TUESDAYS use the SAME lab program.
- WEDNESDAYS and THURSDAYS use the SAME lab program.

**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
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](mailto: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](mailto: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 [jwm@udel.edu](mailto:jwm@udel.edu) and Tanya, [tkang@udel.edu](mailto: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 <a href="mailto:rdem@udel.edu">rdem@udel.edu</a>
Tom Gething	Both AM classes (limited availability this session)	206-612-3005 <a href="mailto:gething@udel.edu">gething@udel.edu</a>
Myrna Zaetta	Both AM classes	302-540-4033 or 302-234-4633 <a href="mailto:zaetta@udel.edu">zaetta@udel.edu</a>
Hina Durrani	R/W AM classes	302-983-7103 <a href="mailto:hina@udel.edu">hina@udel.edu</a>
Jackie Whitney	L/S AM classes	302-300-5135 <a href="mailto:whitnevj@udel.edu">whitnevj@udel.edu</a>

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](mailto:wclark@udel.edu) AND [eli-payroll@udel.edu](mailto: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	<a href="mailto:swalton@udel.edu">swalton@udel.edu</a> <a href="mailto:scr@udel.edu">scr@udel.edu</a> <a href="mailto:bridgetc@udel.edu">bridgetc@udel.edu</a>	x4738 x0920 x8865
Recruitment or Communications Questions	Nadia Redman, Assistant Director for Marketing, Recruitment, and Communications	<a href="mailto:nredman@udel.edu">nredman@udel.edu</a>	302-803-0962
Non-CAP Admissions	Kathy Kutchen, Admissions Assist.	<a href="mailto:kkutchen@udel.edu">kkutchen@udel.edu</a>	x3787
Admissions Administrator	Kirsten Brown	<a href="mailto:kjbrown@udel.edu">kjbrown@udel.edu</a>	7614

Undergraduate and Graduate CAP or AT admissions questions	Jeanine Chapman, Admissions Staff Assistant	jeaninec@udel.edu	x4729
CAP academic advising	Blythe Milbury-Steen	<a href="mailto:capadvisor@udel.edu">capadvisor@udel.edu</a> (for students); <a href="mailto:bmilbury@udel.edu">bmilbury@udel.edu</a>	x7420
UG Cohort	Rachel Lapp Interim - Sarah Jayne	<a href="mailto:eli-cohort@udel.edu">eli-cohort@udel.edu</a> (for students); rlapp@udel.edu Interim: sjayne@udel.edu	x7421
Grad Cohort	Leslie Connery	<a href="mailto:lconnery@udel.edu">lconnery@udel.edu</a>	x7424
IEP academic advising, S3 Coordination	Robbie Bushong	<a href="mailto:rbushong@udel.edu">rbushong@udel.edu</a>	x0389
Instructional Assistant Coordination, Bridge advising	Julie Lopez	<a href="mailto:julo@udel.edu">julo@udel.edu</a>	
Student orientation, campus integration, student health insurance and counseling	Tim Kim, Orientation Coordinator	<a href="mailto:tkim@udel.edu">tkim@udel.edu</a>	x1174 302-388-8956 (mobile)
Housing for Students	Anne-Claire Frank-Seisay, ELI Housing	<a href="mailto:eli-housing@udel.edu">eli-housing@udel.edu</a> <a href="mailto:acfrank@udel.edu">acfrank@udel.edu</a>	x7493
Homestay	Stacey Leonard, Homestay Coordinator	<a href="mailto:eli-homestay@udel.edu">eli-homestay@udel.edu</a>	330-338-8518
HR, payroll, contract questions	Wendy Clark Chimwala English, Assistant	<a href="mailto:wclark@udel.edu">wclark@udel.edu</a>	x7241
Student Billing and faculty travel reimbursement	Dru Arban	<a href="mailto:druarb@udel.edu">druarb@udel.edu</a>	x4501
Special Programs	Baerbel Schumacher, manager for special programs	<a href="mailto:baerbel@udel.edu">baerbel@udel.edu</a>	x4036
SABIC	MariaJosé Riera, SABIC Foundation Year Coordinator	<a href="mailto:mjriera@udel.edu">mjriera@udel.edu</a>	x4695
Listening Lab	Phil Rice	<a href="mailto:philrice@udel.edu">philrice@udel.edu</a>	
SALC	Nicole Servais	<a href="mailto:nservais@udel.edu">nservais@udel.edu</a>	x0595
Tutoring, Activities & Events, ITA	Ken Hyde	<a href="mailto:kenny@udel.edu">kenny@udel.edu</a>	x2567
Student Conduct and Attendance and Technology Coordinator and webmaster	Sue Walton	<a href="mailto:swalton@udel.edu">swalton@udel.edu</a>	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	<a href="mailto:jcannavo@udel.edu">jcannavo@udel.edu</a>	x7421
108/102 E. Main Street supplies, building issues and front desk assistance	Aigner Scott	<a href="mailto:ayscott@udel.edu">ayscott@udel.edu</a>	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	<a href="mailto:smithc@udel.edu">smithc@udel.edu</a> <a href="mailto:llmorris@udel.edu">llmorris@udel.edu</a> <a href="mailto:phyllis@udel.edu">phyllis@udel.edu</a>	X7066 or X2674
Supplies and building issues at 318 S. College	Tanya Kang Administrative Assistant for Joe Matterer	<a href="mailto:tkang@udel.edu">tkang@udel.edu</a> or Kathy Shea <a href="mailto:kmshea@udel.edu">kmshea@udel.edu</a>	x7544
IEP, Tutoring Center, SALC, Listening Lab, ADS & adjunct faculty	Joe Matterer, Associate Director for the IEP	<a href="mailto:jwm@udel.edu">jwm@udel.edu</a>	x0369
CAP academics, Cohort, EAP contract faculty, MA TESL	Karen Asenavage, Associate Director for Academic Progr.	<a href="mailto:kasen@udel.edu">kasen@udel.edu</a>	x7418
Policies, authorizations, emergencies, questions that can't be answered elsewhere	Scott Stevens, Director, ELI's chief executive officer	<a href="mailto:sstevens@udel.edu">sstevens@udel.edu</a>	x8224

**Committee chairs:**

Curriculum	Nigel Caplan	<a href="mailto:nacaplan@udel.edu">nacaplan@udel.edu</a>	x7419
Testing	Walt Babich	<a href="mailto:wcbabich@udel.edu">wcbabich@udel.edu</a>	x3612
Technology	Phil Rice	<a href="mailto:duarte@udel.edu">duarte@udel.edu</a>	x7426
Newsletter	Sarah Petersen	<a href="mailto:ssp@udel.edu">ssp@udel.edu</a>	x7426
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Activities and Events	Ken Hyde	<a href="mailto:kenny@udel.edu">kenny@udel.edu</a>	x2567
Promotion and Peer Review	Leslie Criston	<a href="mailto:greece@udel.edu">greece@udel.edu</a>	x3215
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	Mary Beth WorriLOW	<a href="mailto:worriLOW@udel.edu">worriLOW@udel.edu</a>	x3612
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College Senator	Nonie Bell	<a href="mailto:greece@udel.edu">greece@udel.edu</a>	x3215
University Faculty Senator	Ken Cranker	<a href="mailto:kcranker@udel.edu">kcranker@udel.edu</a>	x7416

**Cohort III-18**

**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](mailto:rlapp@udel.edu)) (Interim UG Coordinator Sarah Jayne: [sjayne@udel.edu](mailto:sjayne@udel.edu)) or GRAD Leslie Connery ([lconnery@udel.edu](mailto:lconnery@udel.edu)) with questions about your students.**

**AT Cohort UG III-18**

Cohort	Mod	Level	Day	Time	Room	Instructor	E-mail	Mentor	Email
A5	5	UG	By appt	By appt	217A	Sarah Jayne/Ross Fenske	sjayne@udel.edu/rossmf@udel.edu	n/a	n/a
F4	3	UG	MW	1-2 PM	108/203	Sharon Mitchell	slmitch@udel.edu	Anushka Kulkarni	anushkak@udel.edu
H3	3	UG	MW	1-2 PM	108/224	Brandon Jackson	vinnyjax@udel.edu	Marisa Capucciati	marisac@udel.edu
I3	3	UG	TR	1-2 PM	108/224	Sarah Jayne	sjayne@udel.edu	Emily Mozal /Ricky Ciotti	emozal@udel.edu/ric kyc@udel.edu
K3	3	UG	MW	1-2 PM	108/205	Kat Britton	kbritton@udel.edu	Marisa Capucciati/St eve DaCunha	marisac@udel.edu/ dacunhas@udel.edu
L3	3	UG	TR	1-2 PM	108/205	Kat Britton	kbritton@udel.edu	Daniel Schaefer/Sophie Kuchel	daschaef@udel.edu/s kuchel@udel.edu
M3	3	UG	MW	1-2 PM	108/206	Celia Polin	cpolin@udel.edu	Jordan Bovankovich	jordanbo@udel.edu
O3	2	UG	MW	1-2 PM	108/223	Tom Fleck	fleckt@udel.edu	Emily Mozal	emozal@udel.edu
P3	2	UG	TR	1-2 PM	108/223	Tom Fleck	fleckt@udel.edu	Jordan Bovankovich/ Halim Hamroun	jordanbo@udel.edu hamrounh@udel.edu
Q2	2	UG	MW	1-2 PM	108/208	Lindsay Pennington	lpenn@udel.edu	Christina Kelly	kellychr@udel.edu
R2	2	UG	TR	1-2 PM	108/208	Lindsay Pennington	lpenn@udel.edu	Christina Kelly/Kiersten Harris	kellychr@udel.edu keharris@udel.edu
S2	2	UG	TR	4:30-5:30PM	108/207	Megan Kuck	mkuck@udel.edu	Yixin Zhang/Zainab Alshaer	zyixin@udel.edu / zainabsh@udel.edu
T1	1	UG	MW	1-2 PM	108/225	William Wherry	wherry@udel.edu	Yixin Zhang	zyixin@udel.edu
U1	1	UG	TR	1-2 PM	108/225	William Wherry	wherry@udel.edu	Camila Castillo	camilac@udel.edu
W1	1	UG	TR	1-2 PM	108/203	Sharon Mitchell	slmitch@udel.edu	Anushka Kulkarni/Matt	anushkak@udel.edu matthewa@udel.edu

								Anderson	
X1	1	UG	TR	1-2 PM	108/206	Celia Polin	cpolin@udel.edu@udel.edu	Daniel Schaefer	daschaef@udel.edu
Y1	1	UG	TR	4:30-5:30	108/225	Dawn Davis	dmdavis@udel.edu	Zeya Luo	zeyaluo@udel.edu

**CAP Cohort Grad III 18**

Cohort	Cycle	Level	Day	Time	Room	Instructor	E-mail	Mentor	Email
AA	3	GRAD	MW	12:45-2	108/204	Scott Duarte	duarte@udel.edu	Camille Mapua/ Yuansha Lin	<a href="mailto:cmapua@udel.edu">cmapua@udel.edu</a> / <a href="mailto:yuansha@udel.edu">yuansha@udel.edu</a>
BB	3	GRAD	TR	12:45-2	102/103	Nicolas Al Fahel	nalfahel@udel.edu	Camille Mapua	cmapua@udel.edu
ZZ	4	GRAD	MW	5-6:15	108/205	Abdallah Celestin	abdallah@udel.edu	Samet Bayram	sbayram@udel.edu
CC	2	GRAD	TR	12:45--2	102/101	Kendra Bradecich	kendra@udel.edu	Sarah Mailloux	sarahmai@udel.edu