

## **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 VI 17 – June 26 – August 11, 2017 (7 weeks)  
 LISTENING/SPEAKING CLASSES meet 8:15 AM to 10:05 AM (MTWRF)  
 (Afternoon classes, marked “PM”, meet 2:15 PM to 4:45 PM (MTWR))

Class Name	Instructor	Room #	Level
I	Kathy Vodvarka	318 S. College 101	I
IIA	Mikie Sarmiento	318 S. College 109	II
IIB	Tom Panter	318 S. College 133	II
IIIA	Robbie Bushong	318 S. College 137	III
IIIB	Jack Chen	318 S. College 136	III
IIIC	Randy Pennington	318 S. College <b>115</b>	III
IV/A	Christine Adams	Elkton Corner 101	IV
IV/B	Ruwida Alkrekshi	318 S. College 112	IV
IV/C	Carolina Correa	Amstel Square 103	IV
AOB	Mary Beth WorriLOW	ELI 204	V
ALCS/A	Jim Weaver	Elkton Corner 102	V
ALCS/B	Meghan Graham	318 S. College 134	V
ALCS/C	Nick L/Kate Burke	102 E. Main 103	V
EAPV/A UG	Mike Fields	108 E. Main 208	V
EAPV/Y G	Terri Goode	108 E. Main 206	V
1960s-2	Ross Fenske	108 E. Main 223	VI
FILM	Phil Rice	318 S. College 108	VI
EIL-2/A	Grant Wolf	318 S. College 140	VI
EIL-2/B	Wakako Pennington	318 S. College 135	VI
DRAMA/A	Nicole Servais	108 E. Main 224	VI
DRAMA/B	Jennifer Smith	108 E. Main 202	VI
EAPVI	William Wherry	108 E. Main 203	VI
ABCS	Leslie Criston	ELI 206	VI
ENTREP	Chris Pinkerton	Amstel 104	VI
GRADVI	Christienne Woods	108 E. Main 207	VI
ARSC150/INT*	Chris Elliott	108 E. Main 225	AT1
ECOMP/INT	Carrie Neely	108 E. Main 201	AT2
*ARSC 150/INT. Meets 8:30AM to 12:00 MTWRF			
**ECOMP/INT. 8:30 AM to 12:00, MTRF; W for faculty/student meetings			

Level Coordinators for Listening/Speaking:		
II: III: Robbie Bushong	ALCS: Jim Weaver	GRADVI, ABCS, Entrep: Leslie Criston
IV: Phil Rice	EAPV: Terri Goode	EAPVI, EIL, VOICES, 1960s: Ken Cranker

SESSION VI 17 – June 26 – August 11, 2017 (7 weeks)  
 READING/WRITING CLASSES meet 10:35 AM to 12:35 PM (MTWRF)  
 (Afternoon classes, marked “PM”, meet 2:15 PM to 4:45 PM (MTWR))

Class	Instructor	Room #	Level
I	Kathy Vodvarka	318 S. College 101	I
IIA	Mikie Sarmiento	318 S. College 109	II
IIB	Grant Wolf	318 S. College 140	II
IIIA	Jim Weaver	Elkton Corner 102	III
IIIB	Jack Chen	318 S. College 136	III
IIIC	Wakako Pennington	318 S. College 135	III
IV/A	Christine Adams	Elkton Corner 101	IV
IV/B	Monica Farling	102 E. Main 103	IV
IV/C	Meghan Graham	318 S. College 134	IV
WB	Mary Beth WorriLOW	ELI 204	IV
V/A	Ken C/Kate Burke.	108 E. Main 224	V
V/B	Ruwida Alkrekshi	318 S. College 112	V
<b>V/C</b>	Jen Smith	<b>108 E. Main 202</b>	V
VD	Nick Lamelza	318 S. College <b>137</b>	V
<b>EAPV</b>	Carolina Correa	<b>Amstel Square 103</b>	V
VI/A	Tom Panter	318 S. College 133	VI
VI/B	Amanda Strickland	108 E. Main 205	VI
RFILM/VI	Randy Pennington	318 S. College <b>115</b>	VI
GRE/GMAT	Dan Murray	Amstel Square 102	VI
EAPVI PRE	Leslie Connery	102 E. Main 105	VI
AHISTV	Phil Rice	318 S. College 108	VI
EAPVI	Ross Fenske	108 E. Main 223	VI
ARSC 150-2/A	Terri Goode	108 E. Main 206	AT1
ARSC 150-2/B	Mike Fields	108 E. Main 208	AT1
ARSC 150-2/C	William Wherry	108 E. Main 203	AT1
ARSC 150-INT	Chris Elliott	108 E. Main 225	AT1
GRADVI	Christienne Woods	108 E. Main St. 207	VI
ECOMP-INT	Carrie Neely	108 E. Main 201	AT2
ECOMP2	John Milbury Steen	<b>108 E. Main, 204</b>	AT2
SABIC MacroEconomics Part 2-MTW	Pat Carlozzi	108 E. Main 217	VI
SABIC CISC106 MW 10:10 - 12:00	Matthew Lambert	Amstel Square 101	CONTENT COURSE
SABIC SAT MATH	Nathan States	108 E. Main 217	CONTENT COURSE
SABIC CALCULUS	Paul Canepa	108 E. Main 217	CONTENT COURSE
SABIC TOEFL/ READING WORKSHOP	Chris Pinkerton	Amstel Square 104	TEST PREP
<b>ECOMP Reading Lab MW</b>	<b>Ariel Root</b>	<b>108 E Main St., 207</b>	

Level Coordinators for Reading/Writing		
Level I/II Mikie Sarmiento Level III: Jim Weaver IV: Monica Farling	Gen V and EAPV: Terri Goode	VI, PreEAPVI, RFILMVI, EAPVI: Ross Fenske ARSC/ECOMP: Carrie Neely

## 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. **Important: this is a seven week session, so be mindful of the extended class hours and be sure to use your seven week timelines. Please contact your level coordinator immediately if you there is not a seven week timeline for our class on facebook.**

### 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, June 26, 2017.**

Listening/Speaking 1:00 PM	Reading/Writing 2:15 PM
III, Robbie Bushong, Room 208	III, Jim Weaver, Room 208
IV, Phil Rice, Room 205	IV, Monica Farling, Room 223
ALCS, Jim Weaver, Room 201	V, Carolina Correa
EAPV, Terri Goode, Room 203	, Room 205
EAPVI, Ken Cranker, Room 207	EAPV, Terri Goode, Room 203
DRAMA, Nicole Servais, Room 204	ECOMP, Carrie Neely, Room 207
EIL, Grant Wolf, Room 206	EAPVI, Ken Cranker, Room 201
	ARSC150, Mike Fields, 202

### Level Coordinator Meeting Rooms:

For LS level meetings: Level III 208; Level IV 205; Level V 201, Drama, Film 204, EAPV 203, EAPVI, 1960s, EIL Voices 224; ABCS/Entrepreneurship/GRADVI 225.

For RW Level meetings: Level I/II 207; Level III 208; Level IV 205; Gen V, EAPV 203; RFILMVI, Gen VI, PreEAPVI, EAPVI 224; GRADVI /GREGMAT RW 225; ARSC, ECOM 204.

Testing for late arriving students: 10 a.m., 108 East Main Street, Room 202

### Faculty Meetings:

All faculty meetings begin at **1:00 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 VI17**

Thursday, June 22	<b>Registration at 108 E. Main St., 8-11am.</b> <b>Testing for NEW students. 9:00 am, 108 E. Main.</b>
Friday, June 23	<b>Orientation Presentation for NEW students, 8-12AM, Perkins Gallery</b> <b>Testing for late students, 10:00 am at 108 E. Main St., Rm. 202</b> <b>Breakfast for NEW students, 8am, Perkins Gallery</b>

**WEEK 1**

Monday, June 26	<p><b>OPENING DAY NEW students. 8am-11AM, Perkins Gallery Beverages, 8am, Perkins Gallery</b></p> <p><b>CONTINUING students pick up schedules, 9-11am, Perkins Rodney.</b></p> <p>Testing for Late Students, 10am, 108 E. Main St.</p> <p><b>Faculty Opening Day Meeting, 9:00am, 108 E. Main, SALC, room 210</b></p> <p><b>Faculty LS Level Meetings</b> at 108 E. Main Street, from 10 to 11 AM</p> <p><b>Faculty RW Level Meeting</b> at 108 E. Main Street from 11 AM to 12 PM.</p> <p><b>Undergrad AT Cohort Instructor Meeting</b> 1-2 PM, 108 E. Main St., Rm 225</p> <p><b>Grad CAP Cohort Instructor/Mentor Meeting</b>, 1-2:30 PM, 108 E. Main St, Rm 224</p> <p><b>1:00 Faculty Meetings</b> with mentors for teachers who are new to their LS classes</p> <p><b>2:30 Faculty Meetings</b> with mentors for teachers who are new to their RW classes</p>
Tuesday, June 27	<p><b>Testing for Late Students, 10am, 318 S. College.</b></p> <p><b>First full day of classes and labs</b></p> <p>Tutoring Cluster Faire: 1:00pm to 2:30pm, 108 E. Main St., Rms. 201 &amp; 225.</p> <p>Undergraduate AT Cohort NSO, 1-2PM, Memorial 127</p> <p>Graduate CAP New Student Orientation, 1-2PM, MEM, Rm. 113</p> <p>Requests for tutoring schedule changes start. Students can make appointments online to see Ken H. between 1:00PM &amp; 6:00 PM and request tutoring changes.</p> <p>Drop off 2 minivans, by 5PM (Brady and Matt).</p>
Wednesday, June 28	<p><b>Retesting for students wanting to change classes, 3-6:00 PM, Willard 006 &amp; 007. Mikie S., Carolina C. and Phil R., proctors.</b></p> <p>MW Returning Cohort Classes Begin 1-2 PM</p> <p>Undergrad AT Cohort Mentor Meeting, 11 AM-12 PM 108 E. Main Street</p> <p>SABIC Engineering Workshop - 4:00PM - 102 DUPONT</p>
Thursday, June 29	<p>TR Returning Cohort Classes Begin 1-2 PM (Grads: 1-2:15 PM)</p> <p>Undergraduate AT New Student Orientation, 1-2PM, Memorial 127</p> <p>Graduate CAP Cohort Cycle 1 Intro Meeting, 1--2 PM, MEM, Rm. 113</p>
Friday, June 30	<p><b><u>A&amp;E</u>: Meet-n-Greet Dance Party, 7:30pm-10:00pm</b> at Perkins Student Center, Rodney Room. [Point Person: Ken Hyde]</p> <p>SABIC – Aleks Chemistry test – <b>108 E. Main, SALC, 2 p.m.</b></p>

## WEEK 2

Monday, July 3	<b>Phone coverage only, 9am-4:30pm at 108 &amp; 189. No programs or classes.</b>
Tuesday, July 4	<b><i>Independence Day Holiday observed: No classes, UD offices are CLOSED.</i></b>
Wednesday, July 5	<p><b>Faculty: Report no-shows to Stephen Roberts by 5PM via Slate Form</b></p> <p>MW Module 1 Cohort Classes begin 1-2 PM (Grads: 1:00-2:15 PM)</p> <p>Cycle 3 Grad Cohort Ref Works 2:30--4:00 PM (Morris 114)</p> <p><b>Academic Success Workshop:</b> ELI Resources and Academic Advising. 1:00-2:00, 108 ASC</p>
Thursday, July 6	<p>TR Module 1 Cohort Classes begin 1-2 PM</p> <p><b>IELT Prep Class, (7/6-8/3), 318 S. College. T/R, 4:45-7:15 PM. Pre-registration required, Nick Lamelza, Proctor – Limit 20</b></p>
Friday, July 7	<p><b>Probation Meeting—all students on Probation <i>for the first time</i> must attend, 318 S. College, Room 132, 3-5PM, Robbie Bushong &amp; Joe Matterer</b></p> <p><i>Tutoring Center Retreat.</i> SALC. 10:00am to 2:30PM.</p>

Saturday, July 8	<b><u>A&amp;E</u>: Bus trip to Baltimore Inner Harbor.</b> Buses leave Retreat at 10:30 AM and 318 S. College at 11AM. [Point Person: Mikki Washburn]
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### WEEK 3

Monday, July 10	Language Adventure, testing 3. Greg Austin Coord. Testing at 9am, 318 S. College.
Tuesday, July 11	Graduate CAP Cohort Campus Tour, 4:45-5:45 PM, 108 E. Main <b>Academic Success Workshop:</b> Tutoring Tips. 1:00-2:00, 108 ASC Language Adventure, 3 students joining classes.
Wednesday, July 12	<b><u>ITA On-Boarding and Testing:</u></b> All day in the SALC. The Faculty Lounge at 108 E. Main will not be available in the morning, including copiers please plan to make copies at another time. University Application Workshop: College Search and Application Overview, 1:00-2:30, 318 ASC Level III LS teachers meet Robbie Bushong, 318 S. College, Rm. 137, 2:00 PM Level IV LS teachers meet Phil Rice, Room 133, 2:00 PM <b>Level V LS teachers meet</b> Jim Weaver, 102 E. Main, Rm. 104, 2:00 PM <b>EAPV LS teachers</b> meet Terri Goode, 102 E. Main, Rm. 106, 2:00 PM <b>All Level VI LS teachers meet Ken Cranker</b> , 108 E. Main, Rm. 207. 2:00 PM <b>Grad VI, ABCS, Entrep. LS teachers meet</b> Leslie Criston, ELI 206, 2:00 PM <b>Management Meeting, 10:15am -12pm, 189 W. Main, conf. Rm.</b>
Thursday, July 13	<b>Scholarship Applications Available at 189 W. Main</b> <b><u>ITA Testing:</u></b> Memorial Hall, 8:00AM to 5:00PM
Friday, July 14	<b><u>ITA Testing:</u></b> Memorial Hall. 8:00AM to 5:00PM <b><u>A&amp;E</u>: Pool Party at the University Outdoor Pool.</b> 3:00pm-5:00pm. [Point Person: Leslie Connery] Russian students, Greg Austin Coord., 8 testing. 318 S. College.

### WEEK 4

Monday, July 17	<b>All faculty</b> should have mid-session progress meetings with students during office hours Language Adventure, testing 4. Greg Austin Coord.
Tuesday, July 18	<b><u>ITA:</u></b> regular classes begin and continue to Aug 9 <sup>th</sup> . <b>Academic Success Workshop:</b> Mindfulness Brain Training, 1-2:00, 108 ASC Russian students, Greg Austin Coord., begin attending classes Language Adventure, 4 students joining classes. Grad CAP Cycle 1 Library Orientation 2:30--4:00 (Morris) <b>Advisory Committee Mtg., 3:00 PM, Scott's office</b>
Wednesday, July 19	<b>Staff meeting, 2-4pm, Kirkbride 004</b> <b>Final day for students to request scholarship applications</b> <b>Faculty input mid-session grades in database for all students</b> <b><u>University Application Workshop:</u></b> Writing the Application Essay/Statement of Purpose, 1:00-2:30, 318 ASC Intention Forms go live online: <i>website: <a href="http://eli.udel.edu/login.asp">http://eli.udel.edu/login.asp</a> - due 7/ 26</i> <b><u>ITA:</u></b> UD Creamery Trip for ITA Summer Program students. Time: TBA.

Thursday, July 20	<b>Faculty Meeting, 1:30-3:30PM, Willard Hall 109 new location and time for new date.</b> Grad CAP Cohort Instructor & Mentor Meeting, 2:30--3:30 Room 217
Friday, July 21	<b>Scholarship Application Packets Due.</b> Faculty-final day to submit scholarship recommendation forms for students! Please submit these on time – the Committee can't consider the student if the recommendations are not submitted! <b>A&amp;E: Annual Summer Picnic</b> , 189 W. Main, 12:45-4:00PM; all full-time faculty are required to participate. [Point Person: Tim Kim & Ken Hyde] Graduate CAP Advising Meeting, 1-2 PM, Memorial Hall, Rm. 111 <b>Cohort Grades due by 5PM</b> SABIC Mech E Lab visit - 2:00pm
Saturday, July 22	Fulbright arrives, 35 students, Mikki Washburn & Baerbel.

### WEEK 5

Tuesday, July 25	<b>Academic Success Workshop:</b> How to Learn English Faster. 1-2:00, 108 ASC
Wednesday, July 26	<b>Intention Forms due</b> by midnight from all students. Form will no longer be accessible online. <b>University Application Workshop:</b> Improve your Resume, 1:00-2:30, 318 ASC Level II RW teachers meet Grant Wolf, 318 S. College, Rm.102, 2:00 PM Level III RW teachers meet Jim Weaver, 318 S. College, Rm.108, 2:00 PM Level IV RW teachers meet Monica Farling, 108 E. Main St, Faculty Lounge, 2:00 PM Level V RW teachers meet 2:00 PM, Terry Goode, 108 E. Main, Rm. 203 Level VI RW teachers meet 2:00 PM, Ross Fenske, <b>108 E. Main St., Rm. 206</b> AT Classes (150, ECOMP) meet Carrie Neely, ELI 304
Thursday, July 27	<b>Scholarship Committee Meeting – ELI – 3:30PM</b> Undergrad AT Cohort Cycle 2 Minute to Win It, TBD, 108 E Main St.
Friday, July 28	SABIC Cohort 2 - off-the-grid Retreat
Saturday, July 29	<b>A&amp;E: Free trip to Ocean City MD</b> Buses leave Retreat at 6:30am and 318 S. College at 7:00am. [Point Person: Phil Rice] SABIC Cohort 2 - off-the-grid Retreat

### WEEK 6

Monday, July 31	<b>TOEFL TEST, AMSTEL</b> , 1:30-5PM, Carolina Correa, proctor Faculty meet students, <b>reviewing retention process with student if needed</b>
Tuesday, Aug. 1	<b>Academic Success Workshop:</b> Time Management. 1:00-2:00, 108 ASC
Wednesday, Aug. 2	Grad CAP Cohort Final Presentations, 1:00-2:15 PM, 108 E. Main, Student Lounge <b>ITA:</b> Game Night at 108 E. Main Street. 5:00pm-9:00pm.
Friday, Aug. 4	<b>Michigan testing, 8:15 AM – 5:00 PM, SALC and 318 S. College.</b> <b>Final speaking assessments</b> conducted by LS faculty

	<b>All faculty must enter predicted grades for graduating and probation students by 5:00 PM</b>
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**WEEK 7**

	Faculty must administer course evaluations by week's end; please coordinate with another teacher and inform your supervisor who is administering the evaluations for your class. Faculty must also complete oral rating sheet by end of week.
Monday, Aug. 7	<b>Final Essay</b> administered in all RW classes <b>End of Session Faculty Meeting, 1:30-3:30PM, Willard Hall 109 - new location and time.</b> Undergrad CAP Cohort Cycle 2 Presentations, 12:50-1:50, 108 E Main Street, Student Lounge and <b>208</b> Contact Sue W. to set up retention meeting for students with special needs Last day of classes for Returning CAP Cohort (MW Cohorts)
Tuesday, Aug. 8	Final Reading Test administered in all RW classes Double rating of essays UG AT Cohort portfolio presentations, Module 2 & 4, 1-2 PM, 108 E Main St. <b>Rooms TBD</b> <b>Advisory Committee Mtg., 3:30pm, Scott's office</b>
Wednesday, Aug. 9	Final Grammar Test administered in all RW classes <u>ITA</u> : Classes end at 3:00PM, SPEAK testing in the SALC, 5:00PM (SALC closes at 4:00pm) Cohort Grades due at 3:00pm <b>Submission of CAP Appeal Recommendation</b> due by 8:00pm <a href="https://apply.udel.edu/register/elicapappeal">https://apply.udel.edu/register/elicapappeal</a> .
Thursday, Aug. 10	Last day of classes. LS classes 8:15 to 9:30; RW class ends at 10:00-11:15; <b>All afternoon classes: 1:00 to 2:30 pm.</b> <u>ITA Testing</u> : Location: Memorial Hall, 8:00am to 5:00PM <b>All grades for graduating students, multiple repeaters, and students on probation due 8:00 AM for all teachers.</b> Final grades for Level V and VI CAP students must be entered by 8:00 AM
Friday, Aug. 11	<u>ITA Testing</u> : Location: Memorial Hall, 8:00am to 5:00pm Student Conduct Committee meeting, 8:00 AM, 318 S. College Rm. 228 CAP Infobration, 10:45AM-2:15PM, SALC Grades for all continuing, non-probationary students due by NOON. <b>ELI Graduation, 3:30-6:30PM, Pearson Hall, Phil Rice &amp; Leslie Criston</b>

**NEW STUDENT TESTING AND ORIENTATION**

Aug. 14 – 26, 2016	<u>Instructional Break</u>
Thursday, Aug. 24	New Student Intake: All CT & ADS Faculty, please report for testing



Friday, Aug. 25

New Student Intake: Scheduled testing, orientation and tours  
**Academic Transition Intake Testing, 1-4:00pm, Willard 007, Mike Fields**

## 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.
3. 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.
4. Listing your method for determining grades on your syllabi

5. Using at least three scores to arrive at grades for **each** skill area. **Providing timely and regular graded feedback on student work.**
6. 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.
7. 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.)
8. 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)**
9. **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
12. 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.**
13. 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.
14. 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.**
15. 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.

16. 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.

17. 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 (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.

## 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 108 Main Street, Rm. 225A. 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 – 12/22/17	María José Riera	Both LS and RW
IREX-Cuban Professionals	07/24/17-08/11/17	Blythe Milbury-Steen Mikki Washburn	Both LS and RW
Russian Group	7/10/17-8/11/17	Mikki Washburn	Both LS and RW
Language Adventure	7/10/17-8/11/17	Mikki Washburn	Both LS and RW
Fulbright Pre-Academic	7/22-8/12/17	Mikki Washburn	None
Hankuk University	6/25/17-8/11/17	Tim Kim, Mikki W.	Both LS and RW
ITA Training Program	7/11/17 – 8/11/17	Ken Hyde	None

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

## Class Change Procedures.

\*\*\*\*\*

New students wishing to move up in **BOTH listening/speaking and reading/writing classes** report on **Wednesday, June 28 at 3:00-6:00 PM @ Willard 012 & 205. Mikie S., Phil Rice, Carolina Correa - 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 6 and final grades by Thursday of Week 7. **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 **10:35 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
Bastien, Erin (Last day 7/13)	108 E Main, 207A	x7420	ebas@udel.edu
Bell, Nonie (out SVI)	189 W. Main, 203	x3215	nonieb@udel.edu
Bradecich, Kendra (out SVI)	108 E Main, 226	x7419	kendra@udel.edu
Bracy, Kathy	318 S. College, 114	x7416	khan@udel.edu
Burke, Kate	108 E. Main St, 203A	X7416	kateuae@udel.edu
Bushong, Robbie	318 S. College, 113 and 227	X1117 and 0389	rbushong@udel.edu
Caplan, Nigel(out SVI)	108 E Main, 226	x7419	nacaplan@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	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 (out SVI)	108 E Main, 224A	x7426	duarte@udel.edu
Elliott, Chris	108 E. Main, 206A	x7420	ceelli@udel.edu
Farling, Monica	108 E Main, 223A	x7426	mfarling@udel.edu
Fenske, Ross	108 E Main, 217A	x7424	rossmf@udel.edu
Fields, Michael(out SVI)	108 E. Main, 202A	x7416	mrfields@udel.edu
Gielow, Jo(out SVI)	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(out SVI)	318 S College, 102A	x7541	grimsley@udel.edu
Hyde, Ken	108 E Main, 225A	x2567	kenny@udel.edu
Kim, Ana (out SVI)	108 E Main, 209A	x0595	anaeun@udel.edu
Lamelza, Nick	318 S. College, 113	X7416	nlamelza@udel.edu
Lapp, Rachel	108 E Main, 204A	x7417	rlapp@udel.edu
Lopez, Julie	102 108 E Main, 102		julo@udel.edu
Milbury-Steen, John	189 W. Main, 203	x3215	milsteen@udel.edu
Murray, Dan	102 E. Main, 102		domurray@udel.edu
<b>Neely, Carrie</b>	<b>108 E. Main, 204A</b>	<b>x7417</b>	<b>cneely@udel.edu</b>
Panter, Tom	318 S College, 131	x7185	tpanter@udel.edu

Partridge, Scott(out SVI)	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 (out SVI)	108 E Main, 223A	x7426	ssp@udel.edu
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
Strickland, Amanda	318 S College, 221	x0264	astrick@udel.edu
Vazquez, Amy(out SVI)	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, 303	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. All evaluations when complete are to be forwarded to [Joe Matterer – 318 S. College](#).

### 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](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, June 26, 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	Grad CAP Cohort Instructor Meeting, 108 E. Main St.
1:00 PM	Listening/Speaking Course Mentor Meetings
2:00 PM	Reading/Writing Course Mentor Meetings
2:00 PM	Tutor Meeting
2:30 PM	Undergrad CAP Cohort Instructor Meeting, 108 E. Main St., Room 225

## WHAT YOUR STUDENTS NEED TO KNOW

### **Monday, June 26, 2017**

8:00 AM	New Student Opening Day starts at Trabant A with breakfast 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

### **Tuesday, June 27, 2017**

9:00 AM	Testing for Late Students, Room 110, 318 S. College Avenue
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L/S 8:15 – 10:05 & 2:15-4:35 R/W 10:35-12:35 & 2:15-4:45	<b>7 Week Class Session Schedule. Regular classes begin for LS and RW*</b>
1:00-2:00	Undergrad CAP Cohort Cycle 1 Meeting, MEM 127 Grad CAP Cohort Cycle 1 NSO Meeting, Mem 113 CAP Cohort – 1 <sup>st</sup> Day of classes for returning T/R Cohorts (Grad 1-2:15 PM)
8:15 AM 1:00–5:00	Afternoon Tutoring begins. Requests to change tutoring schedules can be made by appointment.
1:00-6:00	Listening Labs begin
1:15 – 4:30	<b>SALC Orientation</b>

\* ***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.*

### **Wednesday, June 28, 2017**

L/S 8:15 – 10:05 & 2:15-4:35 R/W 10:35-12:35 & 2:15-4:45	<b>7 Week Class Session Schedule. Regular classes begin for LS and RW*</b>
3:00-6:00 PM	<b>New Student Retesting: Willard 006 &amp; 007, Proctors: Carolina C., Mikie S., Phil R.</b>
1:00pm-5:00pm	Regular Tutoring
11:59 PM	<b>ONLINE CLASS CHANGE ends at midnight</b>
1-2 PM	AT Cohort – 1 <sup>st</sup> day of classes, returning T/R cohorts (Grad 1--2:15)
1:15 – 4:30	SALC Orientation

### **Thursday, June 29, 2017**

L/S 8:15 – 10:05 R/W 10:35-12:35 & 2:15-4:45	<b>7 Week Class Session Schedule</b>
8:15–11:30	Regular morning tutoring
1:00-2:00	AT Cohort – 1 <sup>st</sup> day of classes, returning T/R cohorts (Grad 1--2:15) Undergrad CAP NSO for Cycle 1 Cohorts. MEM127 Grad CAP Cohort Intro, Mem 113
8:30 AM – 6:00 PM	SALC Open for regular hours
1:30 – 4:30	Listening Laboratory

### **Friday, June 30, 2017**

L/S 8:15 – 10:05 R/W 10:35-12:35	<b>7 Week Class Session Schedule</b>
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**FOR your first day of class, Tuesday, June 27, 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 VI 2017

Afternoon tutoring for levels III–VI is located in 108 East Main Street. Reading Horizons tutoring for BASIC students and regular tutoring for Levels I-II will be located in 318 S. College unless otherwise indicated on individual student schedules.

Initial	PM Room	Name	Email
<b>BS</b>	MS 225	Brady Smith	bradyvt@udel.edu
<b>CC</b>	MS 201	Catherine Ciferri	cciferri@udel.edu
<b>CF</b>	MS 201	Cyndi Funk	cfunk@udel.edu
<b>CL</b>	MS 224	Charles Lutz	clutz@udel.edu
<b>CM</b>	SC 115	George Thompson	crabby@udel.edu
<b>EH</b>	MS 225	Elaine Heyden	ehheyden@udel.edu
<b>JA</b>	MS 224	Janice Thompson	jpt@udel.edu
<b>JE</b>	MS 224	James Eliason	jeliason@udel.edu
<b>JF</b>	MS 223	Joan French	jyfrench@udel.edu
<b>JM</b>	MS 201	Jill McCracken	jmcreate@udel.edu
<b>JN</b>	SC 115	Julie Stanton Nichols	jtsn@udel.edu
<b>JP</b>	MS 224	Jeremy Penna	jpenna@udel.edu
<b>KA</b>	MS 223	Kathryn Britton	kbritton@udel.edu
<b>KB</b>	SC 115	Keila Brown	kdee@udel.edu
<b>KE</b>	MS 201	Karen Eliason	keliason@udel.edu
<b>KG</b>	MS 225	Kristin Grant	kbeahmg@udel.edu
<b>KT</b>	MS 202	Kate Burke	kateuae@udel.edu
<b>LC</b>	MS 201	Logan Cole	lkcole@udel.edu
<b>LF</b>	MS 225	Lori Fisher	lofisher@udel.edu
<b>LH</b>	SC 115	Lee Horzempa	leemary@udel.edu
<b>MZ</b>	MS 224	Myrna Zaetta	zaetta@udel.edu
<b>NB</b>	SC 115	Nancy Blevins	nblevins@udel.edu
<b>NM</b>	MS 201	Nelson McMillan	kendrick@udel.edu
<b>PR</b>	MS 225	Paula Rusinko	prusinko@udel.edu
<b>PT</b>	SC 115	Patrick Ruffin	pruffin@udel.edu
<b>RA</b>	MS201	Reem Aleissa	raleissa@udel.edu
<b>RD</b>	MS 224	Rosana Dempsey	rdem@udel.edu
<b>RK</b>	MS 223	Robert Kaatz	rckaatz@udel.edu
<b>SC</b>	MS 223	Sarah Cornell	sallyc@udel.edu
<b>SH</b>	MS 225	Sharon Mitchell	slmitch@udel.edu
<b>SJ</b>	MS 224	Sarah Jayne	sjayne@udel.edu
<b>SP</b>	MS 224	Susan Peters	speters@udel.edu
<b>SZ</b>	MS 223	Sazia Zaman	zamans@udel.edu
<b>TH</b>	MS 225	Theresa Hartel	tnhartel@udel.edu

## Morning Tutoring for Session VI 2017

There is no morning tutoring offered this session. Students with afternoon classes will be scheduled for afternoon tutoring sessions at 1:00pm and 5:00pm.

## Cluster Tutoring for Session VI 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 Turner Corner is located in a home across the street from the ELI on the corner of Main St. and Hillside/Cleveland Ave. Rooms labeled "MS" are in 108 E. Main Street, rooms labeled "MST" are in 102 E. Main Street; and rooms labeled "AMS" are in Amstel Square.

Name	Abbreviation	Room	Tutor	Day/Time
<b>GMAT</b>	XG3	MST 104	TBA	TR 2:00
<b>GRE Prep</b>	XG4	MST 104	TBA	TR 1:00
<b>Games</b>	XG6	MS 204	Jill McCracken	R 2:00
<b>Reading Horizons</b>	XR1	MS 202	Janice Thompson	MW 3:00
<b>Public Speaking</b>	XS1	MS 202	Kathryn Britton	TR 1:00
<b>Driving Skills</b>	XS2	MS 202	Brady Smith	TR 3:00
<b>Vocabulary (mid)</b>	XV1	MS 202	Rosana Dempsey	MW 4:00
<b>Academic Vocab</b>	XV2	MS 202	Kate Burke	TR 1:00
<b>Garden</b>	XG8	CM 100	Kate Copeland	MW 5:00
<b>Presentation Apps</b>	XP2	MS 202	Sazia Zamans	MW 2:00
<b>Writing Workshop</b>	XW1	MS 202	Christienne Woods	TR 2:00
<b>Prof'l Networking</b>	XN1	CM 204	MaryBeth WorriLOW	W 2:00

## S3 Clusters for Session VI 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
<b>Advanced Grammar in Writing</b>	Wakako Pennington	TBD by coach and student	M/W 12:50-1:50
<b>Success Coaching A</b>	Tom Panter	TBD by coach and student	30 minutes/week TBD by coach and student
<b>Success Coaching B</b>	Meghan Graham	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
<b>I &amp; II</b>	Room 108	MW 2:00	Christine Adams
<b>III, &amp; IV</b>	Room 108	TR 2:00	Christine Adams
<b>III &amp; IV</b>	Room 108	MTWR 3:00	Nick Lamelza

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 Tuesday	I, II all sections
2:15 PM Tuesday	III, IV all sections
3:15 PM Tuesday	V, VI all sections
4:30 PM Tuesday	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 4:45 for all continuing full time students.
7. **ATTENDANCE:** Students must miss 7 or fewer classes (e.g., combination of 3 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 10 classes to earn a certificate for the session (85% attendance requirement for graduation). Students missing more than 14 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.**
8. **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.
9. **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.
10. **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 or Melissa Brayman, Acting ELI Housing Coordinator, at mbrayman@udel.edu.

11. **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 VI**:

**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 VI are:**

Nick Lamelza	LS class only	nlamelza@udel.edu	856-580-7660
Ariel Root	Both classes	aroot@udel.edu	704-941-1318
Tom Gething	Both classes	gething@udel.edu	206-612-3005
Myrna Zaetta	Both classes	zaetta@udel.edu	302-234-4633
Rosana Dempsey	Both classes	rdem@udel.edu	610-613-8189

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.

**12. Who to see in the administration:**

ELI Registrar and scheduling office	Sue Walton Bridget Casterline Stephen Roberts	swalton@udel.edu bridgetc@udel.edu scr@udel.edu	x4738 x8865 x0920
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
Undergraduate and Graduate CAP admissions questions	Jeanine Chapman, Admissions Staff Assistant	jeaninec@udel.edu	x4729
CAP academic advising	Blythe Milbury-Steen	bmilbury@udel.edu	x7420
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	Melissa Brayman, ELI Housing	eli-housing@udel.edu	x7493
Homestay	Stacey Leonard, Homestay Coordinator	eli-homestay@udel.edu	
HR, payroll, contract questions	Wendy Clark	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		
SALC	Nicole Servais	nservais@udel.edu	x0595
Tutoring, Activities and Events, ITA Training	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)		
Supplies, appointments, building issues at 108 E. Main and 102 E. Main	Jeanne Cannavò, Administrative Assistant for Karen Asenavage	jcannavo@udel.edu or 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	smithc@udel.edu	x7066
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, SALC, Listening Lab, ADS & adjunct faculty	Joe Matterer, Associate Director for the IEP	jwm@udel.edu	x0369
Tutoring Center, CAP academics, Cohort, EAP contract faculty, MA TESL	Karen Asenavage, Associate Director for Academic Programs	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	Scott Duarte	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	Leslie Criston	greece@udel.edu	x3215
University Faculty Senator	Ken Cranker	kcranker@udel.edu	x7416

### CAP Cohort VI-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 CAP Coordinators UG Rachel Lapp (rlapp@udel.edu) or GRAD Leslie Connery (lconnery@udel.edu) with question about your students.

VI-17 UG Cohorts								
Cohort	Mod	Day	Time	Room	Instructor	E-mail	Mentor	Email
O	5	TR	1-2 PM	108/203	<b>Sazia Zaman</b>	zamans@udel.edu	Yixin Zhang	zyixin@udel.edu
S	4	MW	3:30-4:30 PM	108/205	<b>Caroline Wellington</b>	cepalmer@udel.edu	Logan Cole	lkcole@udel.edu
A	3	MW	1-2 PM	108/206	<b>Will Wherry</b>	wherry@udel.edu	Nasser Alghamdi	nka@udel.edu
B	3	TR	1-2 PM	108/206	<b>Sarah Jayne</b>	sjayne@udel.edu	Ellie Canning	canninge@udel.edu
D	2	MW	1-2 PM	108/205	<b>Dawn Davis</b>	dmdavis@udel.edu	Yixin Zhang	zyixin@udel.edu
E	2	TR	1-2 PM	108/205	<b>Mark Miller</b>	markpm@udel.edu	Logan Cole	lkcole@udel.edu

F	1	MW	1-2 PM	108/203	<b>Sharon Mitchell</b>	slmitch@udel.edu	Nasser Alghamdi	nka@udel.edu
<b>VI-17 GRAD Cohorts</b>								
<b>Cohort</b>	<b>Cycle</b>	<b>Day</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>	<b>E-mail</b>	<b>Mentor</b>	<b>Email</b>
YY	3	TR	1:00-2:15 PM	108/208	Ariel Root	Aroot@udel.edu	Camille Mapua	Cmapua@udel.edu
ZZ	1	MW	1:00-2:15 PM	102/105	Leslie Connery	Lconnery@udel.edu	Danyang Wang	Dywang@udel.edu