

SESSION IV17 – March 6 – April 28, 2017 (8 weeks)
 LISTENING/SPEAKING CLASSES meet 8:15 AM to 9:55 AM MTWRF
 (Afternoon classes, marked “PM”, meet 2:15 PM to 4:15 PM MTWR)

		Room #	Level
I/A	Kathy Vodvarka	318 S. College 101	I
I/B	Tom Panter	318 S. College 133	I
II/A	Jo Gielow	318 S. College 135	II
II/B	Mikie Sarmiento	318 S. College 109	II
II/C	Lisa Grimsley	318 S. College 102	II
III/A	Ross Fenske	102 E. Main 106	III
III/B	Jack Chen	318 S. College 136	III
III/C	Nonie Bell	ELI 203	III
III/D	Robbie Bushong	318 S. College 137	III
III/E	Meghan Graham	318 S. College 134	III
IV/A	Christine Adams	Amstel Square 102	IV
IV/B	Amy Vazquez	Amstel Square 101	IV
IV/C	William Graham	Elkton Corner 101	IV
IV/D	Kathy Bracy	318 S. College 132	IV
IV/E	Randy Pennington	318 S. College 115	IV
OB	Mary Beth Worrilow	ELI 204	IV
ALCS/A	Leslie Connery	102 E. Main 105	V
ALCS/B	Scott Partridge	108 E. Main 203	V
ALCS/C.PM	Kate Burke	102 E. Main 104	V
ALCS/D	Ruwida Alkrekshi	318 S. College 112	V
ALCS/E	Kate Copeland	318 S. College 110	V
EAPV/Y Grad	Terri Goode	108 E. Main 206	V
EAPV/A	Mike Fields	108 E. Main 208	V
EAPV/B	Ken Hyde	Amstel Square 103	V
EAPV/C	Ana Kim	108 E. Main 207	V
EAPV/D	Jen Smith	Elkton Corner 102	V
STORIES	Walt Babich	ELI 305	V
1960s/A-2	Mikki Washburn	108 E. Main 201	VI
1960s/B-2	Kendra Bradecich	108 E. Main 223	VI
FILM	Phil Rice	318 S. College 108	VI
FILM/SABIC	Scott Duarte	108 E. Main 204	VI
EIL/A-2	Grant Wolf	318 S. College 140	VI
EIL/B-2	Sarah Petersen	108 E. Main 205	VI
DRAMA/A	Emily Thayer	108 E. Main 225	VI
DRAMA/B	Nicole Servais	108 E. Main 224	VI
DRAMA/C	Nigel Caplan	108 E. Main 217	VI
EAPVI/A	Ken Cranker	108 E. Main 202	VI
EAPVI/B	William Wherry	102 E. Main 101	VI
ABCS	Leslie Criston	ELI 206	VI
ENTREP	Dan Murray	102 E. Main 104	VI
GRADVI	Christienne Woods	102 E. Main 103	VI
SABIC	Chris Pinkerton	Amstel 104	

Level Coordinators for Listening/Speaking:		
II: Jo Gielow III: Robbie Bushong IV: Phil Rice	ALCS: Jim Weaver EAPV: Terri Goode	Stories, Drama, Film.: Walt Babich GRADVI, ABCS, Entrep: Leslie Criston EAPVI, EIL, 1960s: Ken Cranker

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

SESSION IV17 – March6–April 28, 2017 (8 weeks)
 READING/WRITING CLASSES meet 10:25 AM to 12:10 PM MTWRF
 (Afternoon classes, marked "PM", meet 2:15 PM to 4:30PM MTWRF)

	Instructor	Room #	Level
I/A	Kathy Vodvarka	318 S. College 101	I
I/B	Tom Panter	318 S. College 133	I
II/A	Mikie Sarmiento	318 S. College 109	II
II/B	Jo Gielow	318 S. College 135	II
II/C	Lisa Grimsley	318 S. College 102	II
II/D	Grant Wolf	318 S. College 140	II
III/A	Jim Weaver	Elkton Corner 102	III
III/B	Nonie Bell	ELI 203	III
III/C	William Graham	Elkton Corner 101	III
III/D	Kate Copeland	318 S. College 110	III
III/E	Jack Chen	318 S. College 136	III
IV/A	Christine Adams	Amstel Square 102	IV
IV/B	Wakako Pennington	318 S. College 137	IV
IV/C	Randy Pennington	318 S. College 115	IV
IV/D	Amy Vazquez	Amstel Square 101	IV
WB	Marybeth Worrilow	ELI 204	IV
V/A	Ana Kim	108 E. Main 207	V
V/B	Mikki Washburn	108 E. Main 201	V
V/C	Ruwida Alkrekshi	318 S. College 112	V
V/D	Phil Rice	318 S. College 108	V
V/E	Meghan Graham	318 S. College 134	V
V/F	Nick Lamelza	ELI 304	V
EAPV/A	Kate Burke	102 E. Main 101	V
EAPV/B	Ross Fenske	102 E. Main Street 105	V
EAPV/Y GRAD	Terri Goode	108 E. Main 206	V
VI/A	Walt Babich	ELI 305	VI
VI/B	John Milbury-Steen	318 S. College 132	VI
PrepEAPVI/A	Carolina Correa	Amstel Square 103	VI
PrepEAPVI/B.PM	Leslie Connery	102 E. Main 105	VI
EAPVI/A	Chris Pinkerton	Amstel Square 104	VI
EAPVI/B	Sarah Petersen	108 E. Main 205	VI
R/FILMVI	Leslie Criston	ELI 206	VI
ECOMP/A	Scott Partridge	108 E. Main 203 MWF	VI
ECOMP/B	Carrie Neely	108 E. Main 225 MWF	VI
Acad/Skills	Ariel Root	108 E. Main 203 TR	VI
ARSC150/A	Kendra Bradecich	108 E. Main 223	VI
ARSC150/B	Ken Cranker	108 E. Main 202	VI
ARSC150/C	Chris Elliott	108 E. Main 224	VI
ARSC150-2/A	Scott Duarte	108 E. Main 204	VI
ARSC150-2/B	Michael Fields	108 E. Main 208	VI
GRE/GMAT	Dan Murray	102 E. Main 106	VI
GRADVI/A.PM	William Wherry	108 E. Main 206	VI
GRADVI/B	Christienne Woods	102 E. Main 103	VI

Level Coordinators for Reading/Writing		
Level II: Jo Gielow Level III: Jim Weaver IV: Monica Farling	EAPV: Terri Goode Gen. V: Ana Kim	VI, PreEAPVI, EAPVI: Walt Babich GRAD VI/GREMGAT: Nigel Caplan ARSC/ECOMP: Scott Duarte

Opening Day Announcements

Our mission is to contribute to international understanding by engaging students in meaningful inter-cultural exploration

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, March 6, 2017.

Listening/Speaking 1:00 PM	Reading/Writing 2:15 PM
II, Jo Gielow, Room 204	II, Jo Gielow, Room 204
III, Robbie Bushong, Room 208	III, Jim Weaver, Room 208
IV, Phil Rice, Room 205	IV, Amy Vazquez, Room 223
ALCS, Jim Weaver, Room 201	V, Ana Kim, Room 205
EAPV, Terri Goode, Room 203	EAPV, Terri Goode, Room 203
EAPVI, Ken Cranker, Room 207	PrepEAPVI, Kendra Bradecich, 207
	ECOMP, Scott Partridge, 206
	ARSC150, Scott Duarte, 202

Coordinator Meeting Rooms: For LS level meetings: Level II 207; Level III 208; Level IV 205; Level V 201, Stories, Drama, Film 204, EAPV 203, EAPVI, 1960s, EIL 224; ABCS/Entrepreneurship/GRADVI 225. For RW Level meetings: Level II 207; Level III 208; Level IV 205; Level V 201, EAPV 203, Gen VI, PreEAPVI, EAPVI 224; GRADVI /GREGMAT RW 225.

Testing for late arriving students: 10 a.m., 108 East Main Street, Room 223

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 IV17

Thursday, March 2	New Student Intake: Registration & Testing support from all faculty, 108 E. Main St., 8am
Friday, March 3	New Student Intake: Orientation and Tours, Trabant Student Center, 8am – 11pm. AT testing at 108 E. Main Street, 1pm to 3:30 p.m., Room 201
Monday, March 6	New Student Intake: Opening Day, Perkins Gallery, 8-11am
Tuesday, March 7	Level Coordinator Meetings First Day of Classes

WEEK 1

Monday, March 6	<p>FACULTY OPENING DAY MEETING, 108 E. MAIN ST, ROOM 210 (SALC), 9-10 AM. PLEASE ARRIVE BY 8:45 AM.</p> <p>OPENING DAY ORIENTATION, NEW STUDENTS, PERKINS GALLERY, 8-11 AM. CONTINUING STUDENTS PICK UP SCHEDULES, PERKINS RODNEY, 9- 11 AM COFFEE & TEA SERVED, RODNEY PERKINS, 8AM</p> <p>Faculty LS Level Meetings at 108 E. Main Street, from 10 AM to 11 AM Faculty RW Level Meeting at 108 E. Main Street from 11 AM to 12 PM Undergrad CAP Cohort All-Instructor meeting, 108 E Main St., 12:30-2 PM, Rm. 225 GRAD CAP Cohort All-Instructor/Mentor Mtg, 108 E Main, 2:30-3:30 PM, Rm. 224 Testing/Campus Tour/ID cards for late arrivals, 10 AM 108 E. Main Street , Room 223</p> <p>Faculty Mentor meetings for faculty teaching new classes, 1:00 PM and 2:15 PM Tutoring Center: Beginning of Session Meeting, 2:00PM in the SALC. Address Update Form – EMAILED to all students. DUE Friday 3/10 by 5 PM. ALL TEACHERS please remind students daily to complete this.</p>
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Tuesday, March 7	Graduate CAP NSO, 1-2pm, Old College 122 UG CAP Cohort NSO (with Rachel); 12:45-1:45 PM, Willard Hall 217 Tutoring Center: regular tutoring begins at 8:15am. Late testing and Orientation for late-arriving students, 318 S. College, 9 AM
Wednesday, March 8	Late testing and Orientation for late-arriving students, 318 S. College, 9 AM RETESTING TO CHANGE CLASSES, WILLARD 109 & 319, 4:30-7:30 PM; Kate, Nigel, Mikie, Scott P. proctors All Returning Cohorts (M/W) begin class (1:00 PM-UG; 12:45-G) Class Change Form Closes 11:59PM
Thursday, March 9	A&E: Meet & Greet Evening, Lip-sync Battle, Perkins West Lounge, 7:00pm-10:00pm [Ken Hyde] All Returning Cohorts (T/R) begin class (1 PM-UG; 12:45-G) Undergraduate CAP NSO (with Erin); 12:45-1:45 PM, Willard Hall 217 Graduate CAP Cohort NSO, 1-2pm, Old College 122
Friday, March 10	Address Update Form DUE from all students.

WEEK 2

Sunday, March 12	Student Life: Salsa Dance Class presented by HOLA; Trabant Lounge; 6:00 PM
Monday, March 13	Report: No-shows to the Registrar's office by 5:00pm. Link: https://apply.udel.edu/register/noshow CAP Cohort MW Module 1 classes begin class (1 PM-UG; 12:45-G)
Tuesday, March 14	IELT PREP CLASS BEGINS: TUES. & THURS., 4:45PM – 7:15PM, 318 S. COLLEGE (20 LIMIT) PRE-REGISTRATION REQUIRED. 3/14-4/20/15, CHRIS PINKERTON CAP Cohort TR Module 1 classes begin class (1 PM-UG; 12:45-G)
Wednesday, March 15	ADVISORY COMMITTEE MEETING, 4PM, SCOTT'S OFFICE Academic Success Workshop: Tutoring Tips, 12:45-1:45, 108 E. Main, Room 209
Thursday, March 16	
Friday, March 17	CT Faculty workshop on using FAC180 for peer reviews, promotions, and evaluations. McDowell Computer lab, Room 111, 1:30 to 3:30. STUDENT PROBATION MTG, STUDENTS PLACED ON FIRST TIME PROBATION MUST ATTEND. 3-5PM, 318 S. College. University Application Workshop (College Search and Application Overview) 3:00-4:30, 318 S. College, Room 108. All students welcome. Tutoring Center Professional Development Workshop Series: "How to Better Utilize SALC Resources and Programs" with Nicole Servais; 2 to 3 pm; 318 South College, room 132 GRAD CAP Cohort Retreat; depart from 318 S. College, 2:45 PM A&E: White Clay Creek Hike-n-Bike. Leave 108 E. Main St. at 1:30pm [Scott Partridge]
Saturday, March 18	GRAD CAP Cohort Retreat; returns to 318 S. College, 5 PM ELI Garden: Opening Day from 10:00-1:00 PM; Students and Cohorts may sign up to volunteer in the garden for any amount of time. Location: 189 W. Main (email Kate Copeland) Student Life: Shamrock Fest – Alternative programming presented by Student Wellness; Perkins Student Center; 10:00 AM – 3:00 PM

WEEK 3

Tuesday, March 21	
Wednesday, March 22	Academic Success Workshop: Time Management, 12:45-1:45, 108 E. Main, Room 209 Intramural Sports: Deadline for 4v4 SAND VOLLEYBALL
Thursday, March 23	SCHOLARSHIP APPLICATIONS AVAILABLE FOR STUDENTS WITH FINANCIAL NEED. GRAD CAP Cohort Cycle 1 Campus Tour, 108 E. Main, 4:45pm. (CarolAnn Buzzard)
Friday, March 24	Final Committee Reports to faculty from: Testing Committee, Technology Committee, Textbook Committee, Library Committee, Professional Development Taskforce. Include only changes/recommendations since the last report. A&E: Evening of fun, 108 E. Main, 6:00pm to 9:00pm. [Carolina Correa]
Saturday, March 25	SABIC Cohort trip to Puerto Rico (Return April 1)

WEEK 4

Tuesday, March 28	GRAD CAP Cohort Mid-session instructor meeting 2:30-3:30pm, Location TBD
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Wednesday, March 29	STAFF MEETING, 2-4PM, WILLARD 006 FINAL DAY FOR STUDENTS TO REQUEST SCHOLARSHIP APPLICATIONS. Academic Success Workshop: How to Learn English Faster, 12:45-1:45, 108 E. Main, Rm 209 Intention Forms go online, <i>website: http://eli.udel.edu/login.asp</i> due April 6th
Thursday, March 30 Friday, March 31	FACULTY MEETING, WILLARD 319, 1:00-3:00PM. Level II LS teachers meet with Jo Gielow, 318 S. College, Room 102, 3:00 PM Level III LS teachers meet with Robbie Bushong, 318 S. College, Room 140, 3:00 PM Level IV LS teachers meet with, Phil Rice, 318 S. College, 135, 3:00 PM Level V, LS teachers meet with Jim Weaver, 318 S. College, 137, 3:00 PM Level EAPV LS teachers meet with Terri Goode, 108 E. Main, Room 203, 3:00 PM Stories, Drama, Film LS teachers meet with Walt Babich, ELI 305, 3:00 PM EAPVI, EIL, 1960s LS teachers meet 1:00 PM, Ken Cranker, 108 Main, Room 206, 3:00 PM GRADVI, ABC, Entrep. Meet Leslie Criston, ELI 206, 3:00 PM <u>FACULTY & STUDENT -FINAL DAY TO SUBMIT SCHOLARSHIP APPS. & RECOMMENDATION FORMS FOR STUDENTS PLEASE COMPLETE AND SUBMIT THESE ON TIME</u> CAP Cohort Instructor Midsession Meeting, 12:30-1:30 PM, 108 E Main Street Faculty input mid-session grades in database for all students due by 5:00PM Graduate CAP Advising Meeting (Level V & VI graduate CAP Ss) 1-2:00PM, Brown Lab 206 University Application Workshop (Writing Application Essays and Statements of Purpose) 3:00-4:30, 318 S. College, Room 108. All students welcome. <u>A&E:</u> <i>Laser Tag</i> , Location to be determined., 6:00pm-9:00pm [Leslie Connery]
Saturday, April 1	UG CAP Cohort ONE DAY Retreat for Modules 1 and 2 to North Bay Adventure Camp , departs 8:45 AM from 318 South College, returns 4 PM (estimated) to 318 with stops at Retreat and Rittenhouse. SABIC Cohort returns from Puerto Rico trip

WEEK 5

Monday, April 3	Virtual Faculty Course Fair for students all this week. Send them to the ELI website: http://sites.udel.edu/csp/courses/coursefair
Tuesday, April 4	Committee on Student Conduct and Attendance Meeting (mid-session), 3:00, 318 S. College, Room 228
Wednesday, April 5	MANAGEMENT MEETING, 10:15AM, 189 W. MAIN CONF. ROOM GRAD CAP Cohort Cycle 3 Game Night; 5-7pm, 108 E Main, Rooms TBD Academic Success Workshop: ELI Resources & Academic Advising, 12:45-1:45, 108 E. Main, Room 209 Student intention forms due by 11:59PM Intramural Sports: Deadline for 4v4 COURT DODGEBALL Intramural Sports: Deadline for 5v5 INDOOR SOCCER
Thursday, April 6	<u>Undergrad CAP Cohort Minute to Win It: Module 2 cohorts only, 108 E Main, 5:00-7:00</u> Student lounge, rooms 203, 205, 206 and 217.
Friday, April 7	<i>Regular classes canceled.</i> <u>Annual Professional Development Retreat, Speaker, Dr. Dana Ferris, TBD, 8am- 4:30pm</u> <u>Orientation:</u> Kent Engagement Event: <i>The Pursuit of Beauty (women only)</i> , 3-4:30, Kent Dining Hall <u>Tutoring Center Professional Development Workshop Series:</u> 1-2pm; Morris Library, room 114 <u>A&E:</u> <i>Free Trip to New York City</i> , buses leave 318 S. College, 7:00am-7:00pm, Mikki Washburn]

WEEK 6

Thursday, April 13 Friday, April 14	FACULTY MEETING, MEMORIAL 111, 1:00PM. Final committee reports from: Curriculum Committee, Advisory Committee, Conduct and Attendance, Activities and Events (A & E), Promotion and Peer Review, Newsletter, and CAS/UD Senator reports. <u>All teachers:</u> Required norm reference training for intake interviewing. Location TBD
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	<p>Level II RW teachers meet with Jo Gielow, 108 E. Main, Room 205, 3:30 PM Level III RW teachers meet with Jim Weaver, 108 E. Main Room 207, 3:30 PM Level IV RW teachers meet with Monica Farling, 108 E. Main, 206, 3:30 PM EAP V RW teachers meet with Terri Goode, 108 E. Main, Room 203, 3:30 PM Level V RW teachers meet with Ana Kim, 108 E. Main, 204, 3:30 PM VI, PreEAPVI, EAPVI RW teachers meet Walt Babich , 108 Main, Room 208 3:30 PM GRADVI, GREGMAT teachers meet Nigel Caplan, 108 E. Main, Room 217 3:30 PM ARSC/ECOMP teachers meet Scott Duarte, 108 Main, Room 201, 3:30 PM University Application Workshop (Improving your resume) 3:00-4:30, 318 S. College, Room 108. All students welcome. Tutoring Center Professional Development Workshop Series: “ <u>A&E:</u> Longwood Gardens bus Trip, 1:30pm-6:00pm.[Tim Kim]</p>
Saturday, April 15	

WEEK 7

Monday, April 17	<p>TOEFL TEST, 1:30-5pm, 189 W. MAIN, Proctors: Mary Beth WorriLOW Faculty meet with all students in danger of retention S3 Instructors & Coaches: Administer evaluations (last week of S3 clusters) Determine names of students for AT Qualifying Test and notify teachers</p>
Wednesday, April 19	<p>Final written committee reports due to Director from committee chairs Academic Success Workshop: Mindfulness Brain Training, 12:45-1:45, 108 E. Main, Rm 209</p>
Thursday, April 20	GRAD CAP Cohort Final Presentations: 12:30-2pm, GORE 304
Friday, April 21	<p>All faculty must enter predicted grades for graduating students by 5:00 PM Final Listening Testing: all students take Listening finals in the SALC or Listening Lab. 8:15AM - 5:00PM. Nicole Servais and Phil Rice. L/S teachers administer final Speaking Exam to students AT Qualifying Test, 3-6 p.m., 108 E. Main Street, Room 201</p>
Saturday, April 22	<u>ELI Garden:</u> Earth Day 9:00am-1:00pm, Workshop: Details TBA. Location: 189 W. Main (email Kate Copeland)

WEEK 8

	<p>Faculty must administer course evaluations on Monday, Tuesday or Wednesday. Please coordinate with another teacher. Faculty must also complete oral rating sheet by end of week.</p>
Monday, April 24	<p>END OF SESSION FACULTY MEETING, MEMORIAL 111, 1:00 PM. Final Essay administered in AM and PM classes. Undergrad CAP Cohort Cycles 3 and 4 Presentations, 1-2 PM, 108 E Main Street</p>
Tuesday, April 25	<p>Final Reading Test administered in AM and PM Classes Double ratings of essays CAP Cohort Portfolio Presentations, 1-2 PM, 108 E Main Street</p>
Wednesday, April 26	<p>Final Grammar Tests administered in classes Meeting for Retained students with special cases, Registrar’s Office, 189 Last day of Tutoring. Regular tutoring for Session IV17 ends at 6:00pm. Last day of Listening Lab Last day of classes for CAP Cohort (MW Cohorts) All CAP Cohort (Undergrad and Grad) Final grades due 3PM CAP Appeals due to Dr. Stevens by 5:00PM https://apply.udel.edu/register/elicapappeal Final grades for ALL students must be entered by 7 pm.</p>
Thursday, April 27	<p>Last day of classes. Faculty administer program evaluation in L/S classes. Abbreviated classes: LS 8:15 to 9:30; RW 10:00 to 11:15; TR CAP Cohort from 11:45-12:45; Afternoon classes 1:00 to 2:15. New student registration and testing, Time and Place TBD Full time faculty deadline to submit electronic sabbatical requests to Director</p>

Friday, April 28	GRADUATION, PEARSON HALL, 3:30-6:30 PM. SARAH P. & LISA G. CAP Info-bration, 10:45am, 108 E. Main St. SALC. Committee on Student Conduct and Attendance meeting, 8 AM, 318 S. College, Room 228
NO BREAK	

NEW STUDENT TESTING AND ORIENTATION

Thursday, April 27	Placement Testing/Registration for new students. Interviewers or essay writers: Kathy Vodvarka, Jo Gielow, Lisa Grimsley, Scott Partridge, Nonie Bell, Mikie Sarmiento, Kendra Bradecich, Scott Duarte and ADS faculty
Friday, April 28	Intake Day 2, New Student Orientation, Loc. TBD

SESSION V17 DEADLINES

Friday, May 9	Full time faculty deadline to submit formal written request for 2018 sabbatical to Provost, subsequent to successful review by the ELI Advisory Committee. Must arrive to Scott one week prior.
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CURRICULUM

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

Review of recently adopted procedures

RETENTION PROCEDURES

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

1. Week 7: 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 8: 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 (73%)** or higher is required to earn a certificate or be promoted.
3. Not promoting any student with a grade of **D+ (69%) or lower** in any skill area.
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 and sometimes falls short of expected progress in meeting 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.**
14. When calculating final % grades for either an I or F, use actual scores earned. Do NOT use "o" unless the student earned "o" for every assessment.
15. 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.
16. 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 (3rd) session (either at the same or lower level), the student will be dismissed, except by special permission of the Director or Associate Directors in extraordinary circumstances."
 * A "pass" in EAP VI for CAP students is defined as meeting the university requirement (i.e. B grades in each skill and a 6.5 or 7.0 on the final essay and an effort score of 1 or 2). A "pass" for Graduate-CAP and MBA-CAP students in Grad VI and all pre-MBA classes is defined as meeting the university requirement for graduate students (i.e. B+ grades in all skills and a 6.5 or 7.0 on the final essay and effort score of 1 or 2).

Students who do not meet their requirements in two sessions of EAP VI RW or Grad VI RW and are retested at level VI may take ACRW once prior to retaking EAP VI/Grad VI RW for the third and final time.

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

17. Cohort students who have not attained a Cohort score of 6 will not be recommended for matriculation even if they have met CAP academic and language requirements.

19. 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 syllabi: "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
Seinan Gakuin	03/06/17-03/24/17	Wakako Pennington	Both LS and RW
HIT	03/06/17-03/24-17	Wakako Pennington	Both LS and RW
Saga Nishi	03/25/17-03/30/17	Baerbel Schumacher	Not in ELI classes

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

CLASS CHANGE PROCEDURES. *****

New student wishing to move up in **BOTH listening/speaking and reading/writing classes** report on Wednesday, March 8 at 4:30-7:30 PM @ Willard 109 & 319. Kate C., Nigel, Mikie, Scott P.- 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

The Address Update Form is required by the U.S. Immigration and Customs Enforcement Agency for individuals with student visas. ELI Requires ALL students, regardless of visa type, to submit this form in case of emergency. Opening Day (Monday) ALL students will be emailed form. A list will be sent to teachers daily in week 1 with names of students who still need to submit form. Identify the students in your class and have them fill this out. For lower level classes, please take time to do this together in case of questions. The due date for this is Friday, March 10 by 5 pm.

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 data base 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 Friday of Week 4 and conduct midsession 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 Wednesday 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, [Kathy Shea](#), or Jeanne Cannavò, respectively.

Name	Location	Phone	318 S. College, 114	X7416
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	
Bastien, Erin	108 E Main, 207A	x7420	ebas@udel.edu	
Bell, Nonie	189 W. Main, 203	x3215	nonieb@udel.edu	
Bradecich, Kendra	108 E Main, 226	x7419	kendra@udel.edu	
Bracy, Kathy	318 S. College, 114	x7416	khan@udel.edu	
Burke, Kate	Amstel Square 103	X7491	kateuae@udel.edu	
Bushong, Robbie	318 S. College, 113	x1117	rbushong@udel.com	
Caplan, Nigel	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	108 E Main, 224A	x7426	duarte@udel.edu	
Buzzard, CarolAnn	108 E. Main 204A	x7417	carolann@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	108 E. Main, 202A	x7416	mrfields@udel.edu	
Gielow, Jo	318 S College, 102A	x7541	jogielow@udel.edu	
Gladle, Meghan	108 E. Main, 214	x7493	gladem@udel.edu	
Goode, Terri	108 E Main, 205A	x7417	terrig@udel.edu	
Graham, Meghan	318 S College, 221	x0264	mgraham@udel.edu	
Grimsley, Lisa	318 S College 102A	x7541	grimsley@udel.edu	
Hyde, Ken	108 E Main, 225A	x2567	kenny@udel.edu	
Kim, Ana	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	x4695	julo@udel.edu	
Milbury-Steen, John	318 S. College, 117	x	milsteen@udel.edu	
Murray, Dan	102 E. Main 102	X4695	domurray@udel.edu	
Neely, Carrie		x	carrieneely@yahoo.com	
Panter, Tom	318 S College, 131	x7185	tpanter@udel.edu	
Partridge, Scott	108 E. Main, 224A	x7426	rspartri@udel.edu	
Pennington, Randall	318 S College, 130	x7184	ranpen@udel.edu	
Pennington, Wakako	318 S. College, 130	x7184	wakapen@udel.edu	
Petersen, Sarah	108 E Main, 223A	x7426	ssp@udel.edu	
Pinkerton, Chris	318 S College, 138	x7185	mrchris@udel.edu	
Rice, Phil	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	318 S College, 227	x0389	ethayer@udel.edu	
Vazquez, Amy	318 S College, 138	x7185	avazquez@udel.edu	
Vodvarka, Kathy	318 S College, 103	x7542	chessie@udel.edu	
Washburn, Mikki	108 E Main, 205A	x7417	mwashbrn@udel.edu	
Weaver, James	Elkton Corner 102	x7492	jwweaver@udel.edu	
Wherry, William	108 E Main, 206A	x4694	wherry@udel.edu	
Wolf, Grant	ELI 301	x2704	grantw@udel.edu	
Woods, Christienne	108 E Main, 203A	x7415	cwoods@udel.edu	
WorriLOW, Mary Beth	ELI, 303	x3612	worriLOW@udel.edu	

Do you have suggestions for the Tutoring Center? Contact Ken Hyde or Lizzy Lee and share your ideas.

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

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 page 13.

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 eight-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) 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 Joe 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 YOUR STUDENTS NEED TO KNOW

This morning's logistics.

Procedures for the opening meeting. Faculty should report to 108 E. Main St by 8:45AM.

Today's schedule is as follows:

Thursday, March 2, 2017

8:00 AM New Student Registration and Testing, 8am, 108 E. Main St.

Friday, March 3, 2017

8:00 AM New Student Orientation, Title IX Presentation and breakfast starts at 8am, Trabant A & B

8:15 AM Testing for Late Students, 10AM, 108 E. Main
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)

Do you have suggestions for the Tutoring Center? Contact Ken Hyde or Lizzy Lee and share your ideas.

1:00 PM

AT Testing at 108 E. Main Street, Room 201

*** *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, March 6, 2017

8:00 – 11:00 AM

New students pick up Schedules in Perkins Gallery
Coffee and tea, Perkins Galley, 8am

9:00 – 11:00 AM

Returning students pick up Schedules in Perkins Rodney
Returning students arriving after 11:00AM will have to wait until 2:00 PM to get their schedules at 189 W. Main Street and will not have an opportunity to change classes.

9:00 AM

Scott meets with all faculty members in SALC at 108 E. Main to review opening day memorandum.

10:00 AM

Scott's presentation to new students (How to succeed at ELI) in Trabant A & B
LS level meetings, 108 E. Main. (Meghan Gladle to address faculty on online address update form rollout.)

11:00 AM

RW level meetings, 108 E. Main

12:00 PM

Lunch served to faculty in Student Lounge

Tuesday, March 7, 2017

L/S 8:15 – 9:55 & 2:15-4:15

8 Week Class Session Schedule. Regular classes begin for LS and RW

9:00 AM

Testing for Late Students, 318 S. College Avenue

12:45-1:45 PM

UG CAP Cohort NSO with Rachel, 12:45-1:45 PM, Willard 217

CAP Grad NSO with Erin, 12:45-1:45 PM, Old College 122

SALC Orientation

1:15 – 4:30

Wednesday, March 8, 2017

ON- LINE CLASS CHANGE ends at midnight

FOR your first day of class, Tuesday, March 7, 2017 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 IV17

Afternoon tutoring for levels III–VI is generally 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
AP	SC 115	Ami Patel	amipatel@udel.edu
BG	MS 225	Barbara Gillette	gillette@udel.edu

Do you have concerns about tutoring? We encourage you to submit suggestions to the Tutoring Center offices.

BL	MS 202	Blythe Milbury-Steen	bmilbury@udel.edu
BR	MS 225	Barbara Ohliger	bwohlig@udel.edu
BS	MS 225	Brady Smith	bradyvt@udel.edu
CC	MS 201	Catherine Ciferni	cciferni@udel.edu
CF	MS 201	Cynthia Funk	cfunk@udel.edu
CL	MS 224	Charles Lutz	clutz@udel.edu
CM	SC 115	George Thompson	crabby@udel.edu
CS	MS 223	Candise Leonard-Schmidling	candise@udel.edu
DL	MS 225	David Levitt	dlevitt@udel.edu
DR	MS 201	David Robertson	davidr@udel.edu
EH	MS 225	Elaine Heyden	ehheyden@udel.edu
JA	MS 224	Janice Thompson	jpt@udel.edu
JE	MS 224	James Eliason	jeliason@udel.edu
JF	MS 223	Joan French	jyfrench@udel.edu
JM	MS 201	Jill McCracken	jmcreate@udel.edu
JN	SC 115	Julie Stanton Nichols	jtsn@udel.edu
JP	MS 224	Jeremy Penna	jpenna@udel.edu
KA	MS 223	Kathryn Britton	kbritton@udel.edu
KB	SC 115	Keila Brown	kdee@udel.edu
KE	MS 201	Karen Eliason	keliason@udel.edu
KG	MS 225	Kristin Grant	kbeahmg@udel.edu
KT	MS 202	Kate Burke	kateuae@udel.edu
LC	MS 201	Logan Cole	lkcole@udel.edu
LF	MS 225	Lori Fisher	lofisher@udel.edu
LH	SC 115	Lee Horzempa	leemary@udel.edu
MB	MS 201	Michael Brook	brookm@udel.edu
MD	SC 115	Melora Davis	melorad@udel.edu
ME	MS 223	M.E. Cathcart	mdotedot@udel.edu
MZ	MS 224	Myrna Zaetta	zaetta@udel.edu
NB	SC 115	Nancy Blevins	nblevins@udel.edu
NM	MS 201	Nelson McMillan	kendrick@udel.edu
NP	MS 223	Nadya Pincus	npincus@udel.edu
NT	Turner Corner	Nancy Turner	nturner@udel.edu
PR	MS 225	Paula Rusinko	prusinko@udel.edu
PT	SC 115	Patrick Ruffin	pruffin@udel.edu
RD	MS 224	Rosana Dempsey	rdem@udel.edu
RK	MS 223	Robert Kaatz	rckaatz@udel.edu
SC	MS 223	Sarah Cornell	sallyc@udel.edu
SF	SC 115	Susan Foy	sfoyl@udel.edu
SH	MS 225	Sharon Mitchell	slmitch@udel.edu
SJ	MS 224	Sarah Jayne	sjayne@udel.edu
SP	MS 224	Susan Peters	speters@udel.edu
SZ	MS 223	Sazia Zaman	zamans@udel.edu
TG	MS 225	Thomas Gething	gething@udel.edu
TH	MS 225	Theresa Hartel	tnhartel@udel.edu
TJ	SC 115	Theresa Jelenek	tjelenek@udel.edu
WM	MS 223	Basil Maas	wmaas@udel.edu

Morning Tutoring for Session IV 2017

Currently, we do not plan on having morning tutoring in IV17. However, a tutor will be available to offer walk-in help at the SALC during the morning hours from 9:15am to 12:30pm.

Don't forget the SALC. Contact Nicole Servais or Aura Draper to get information on what's available in the computer lab and how you can integrate SALC technology into your class

Cluster Tutoring for Session IV 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.

Code	Cluster	Room	Tutor	Day/Time	Pre-requisite
XC1	Women's Conversation	MS 202	Lori Fisher	R 1:00	L/S, Level III or higher
XCa	Kitchen	Turner Corner	Nancy Turner	M 1:00	any level
XCb	Kitchen	Turner Corner	Nancy Turner	M 3:00	any level
XCc	Kitchen	Turner Corner	Nancy Turner	M 5:00	any level
XCd	Kitchen	Turner Corner	Nancy Turner	T 1:00	any level
XCe	Kitchen	Turner Corner	Nancy Turner	T 3:00	any level
XCf	Kitchen	Turner Corner	Nancy Turner	T 5:00	any level
XCg	Kitchen	Turner Corner	Nancy Turner	W 1:00	any level
XCh	Kitchen	Turner Corner	Nancy Turner	W 3:00	any level
XCi	Kitchen	Turner Corner	Nancy Turner	W 5:00	any level
XCk	Kitchen	Turner Corner	Nancy Turner	R 1:00	any level
XCl	Kitchen	Turner Corner	Nancy Turner	R 3:00	any level
XCm	Kitchen	Turner Corner	Nancy Turner	R 5:00	any level
XG3	GMAT Prep	MS 202	Candise Leonard-Schmidling	TR 2:00	L/S, Level VI
XG4	GRE Prep	MST 104	Candise Leonard-Schmidling	MW 1:00	Level V or higher
XG6	Games	MS 207	Jill McCracken	R 2:00	L/S, Level IV or higher
XP1	Pronunciation	MS 202	Paula Rusinko	MW 2:00	L/S, Level IV or higher
XR1	Reading Horizons	MS 202	Janice Thompson	MW 3:00	Level III or higher
XS1	Public Speaking	MS 202	Blythe Milbury-Steen	TR 1:00	R/W, Level II or higher
XS2	Driving Skills	MS 202	Brady Smith	TR 3:00	Levels III-IV
XV1	Vocabulary	MS 202	Rosana Dempsey	MW 4:00	R/W, Level III or higher
XV2	Academic Vocabulary	MS 202	Kate Burke	MW 1:00	Level V or higher

S3 Clusters for Session IV 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. Emily Thayer is coordinating the effort.

Cluster	Instructor	Location	Day & Time
Advanced Grammar in Writing	Ken Cranker	108 E. Main, Room 208	M/W, 12:45-1:45
Beginner/Intermediate Reading & Writing Skills	Tom Panter	318 S. College, Room 134	M/W, 12:45-1:45
Level I Reading & Writing Skills	Jack Chen	TBA	TBA
Success Coaching A	Meghan Graham	TBD by coach and student	30 minutes/week TBD by coach and student

LISTENING LABORATORY: The table below lists the schedules for the Listening Laboratory, based on L/S class assignment. Levels I and II are required to attend labs. Levels III and IV are also assigned labs. Students in levels V and VI are not assigned listening laboratory hours. All labs meet in Room 108 at **318 S. College** and starting times are listed below (*Note: Each lab lasts 50 minutes*).

L/S class	Listening Lab Label	Listening Lab Room	Lab Time	Instructor
Do you have an idea for a professional development workshop? Are you interested in participating in the Mentoring Program? Do you need some help? Please contact the PDTF with your concerns or suggestions.				

IA, IB	Listening Laboratory	Room 108	MW 2:00	Christine Adams
IIA, IIB	Listening Laboratory	Room 108	TR 2:00	Christine Adams
IIC	Listening Laboratory	Room 108	TR 3:00	Nick Lamelza
III & IV (any section)	Listening Laboratory	Room 108	MTWR 1:00	Amy Vazquez
III & IV (any section)	Listening Laboratory	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, Aura Draper, Abdallah Celestin and 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.

Time	Location	Levels
1:15 PM Tuesday	108 E. Main, 210	I, II (all sections)
2:15 PM Tuesday	108 E. Main, 210	III, all sections
3:15 PM Tuesday	108 E. Main, 210	All level IV classes (including OB.)
4:30 PM Tuesday	108 E. Main, 210	All V and VI Level Students and PM L/S classes
Wednesday 8 AM	108 E. Main, 210	SALC is open to all full time students at regular schedule

- 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 hours will begin Thursday for orientation only. It will be available Friday 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 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.**
- REMIND 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 Partner Program – Friendship/Language Exchange Program.** ELI students are encouraged to sign up to be partnered with an American Host. American Hosts are current UD undergrad/graduate students interested in welcoming and including international students in campus and community events. Students sign up, are partnered, and encouraged to meet up once a month. Participation is tracked via Facebook (<http://tinyurl.com/ahpud>). This is NOT a housing program, simply a program to facilitate cross cultural friendship building and foreign language exchange. The program currently does not connect students with local families in the community - only UD students at this time can sign up to be American Hosts. Contact Tim Kim at tkim@udel.edu for more info. Look for flyers around the ELI with info about how to sign up.
- Homestay (Housing Option)** ELI students may choose to live with a local family while studying at the ELI. Students can apply for Homestay through the ELI Housing Website (<http://sites.udel.edu/eli/housing/>) or by contacting the current Homestay Coordinator, Stacey Leonard at eli-homestay@udel.edu. Questions or concerns about Homestay? Contact Stacey Leonard or Meghan Gladle, ELI Housing Coordinator, at gladlem@udel.edu

10. **Absence Policy and Substitutes.** If you have an **emergency**, try to contact Joe Matterer by phone or by email if you cannot reach him by phone. Call Joe at these numbers: [302-738-7810](tel:302-738-7810) (H) or [302-383-5966](tel:302-383-5966) (C) Ideally, if you believe you will not be able to teach the next day, contact Joe the night before. If you are suddenly unwell in the morning, contact Joe no later than 6:45 AM. Once you have made contact with Joe, your other responsibility, if possible, is to send lesson plans to Joe jwm@udel.edu, he will see that subs are arranged.
11. **The following instructors and tutors are available for subbing:**
12. 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, consult with your supervisor for a list of authorized substitutes. 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. Faculty available: Jim Weaver LS jwweaver@udel.edu (484-643—6092); Wakako Pennington LS wakapen@udel.edu (443-907-5175); Rachel Lapp LS&RW rlapp@udel.edu (302-419-8562); Robbie Bushong RW rbushong@udel.edu (407-462-2226); William Wherry RW wherry@udel.edu (720-412-8980); Kate Burke LS AM only kateuae@udel.edu (309-750-1016). Adjuncts: Nick Lamelza LS nlamelza@udel.edu (856-580-7660); Ariel Root LS aroot@udel.edu (704-941-1318); CarolAnn Buzzard LS&RW carolann@udel.edu (518-542-1100); Kathy Bracy RW khan@udel.edu (302-593-0709); Tutors: Candise Leonard Schmidling LS&RW candise@udel.edu (816-261-9852); Myrna Zaetta LS&RW zaetta@udel.edu (cell 302-540-4033 and home is 302-234-4633).
13. **Who to see in the administration:**
- Non CAP admissions: Dimitri, Goncharov, Interim Admissions Manager, kkutchen@udel.edu, x3787 or
 - Undergraduate and Graduate CAP admissions questions: Jeanine Chapman, Admissions Staff Assistant, jeaninec@udel.edu, x4729
 - CAP academic advising: Erin Bastien, ebas@udel.edu, x7424
 - Marketing, Communications, or Website Questions: Nadia Redman, Assistant Director for Marketing, Recruiting, and Communicatiions, nredman@udel.edu, x7132
 - BRIDGE advising: Julie Lopez (julo@udel.edu) or Kendra Bradecich, (kendra@udel.edu, x 7426).
 - IEP academic advising, S3 Coordination: Emily Thayer, ethayer@udel.edu, x7417
 - ELI Registrar and scheduling office: and visa questions: Sue Walton, swalton@udel.edu, x 4738 or Bridget Casterline, bridgetc@udel.edu, x8865 Stephen Roberts, scr@udel.edu, x0920, Assistant Director for Student Registration, reporting to Sue Walton.
 - Student orientation, campus integration, student health insurance and counseling, Tim Kim, Orientation Coordinator, tkim@udel.edu, x1174, Mobile number – 302-388-8956 or Meghan Gladle at gladlem@udel.edu.
 - Housing for Students: Meghan Gladle, ELI's Housing Coordinator, gladlem@udel.edu or eli-housing@udel.edu, x7493 or 0393.
 - Supplies, appointments, building issues at 108 E. Main and 102 E. Main: Jeanne Cannavò, jcannavo@udel.edu, x7421. Administrative Assistant for Karen Asenavage.
 - 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 Ave., Kathy Shea, kmshea@udel.edu, x7544.
 - HR, payroll, contract questions: Wendy Clark wclark@udel.edu, 7241
 - Student Billing questions and faculty travel reimbursement questions: Dru Arban druarb@udel.edu, x4501
 - Baerbel Schumacher is manager for special programs, baerbel@udel.edu, x4036
 - Sue Walton, swalton@udel.edu, is in charge of Student Conduct and Attendance
 - Phil Rice is Listening Lab Coordinator, philrice@udel.edu
 - Aura Draper is Acting Self-Access Learning Center Coordinator, x0595
 - Ken Hyde is the Tutoring Center Manager, chair of the Activities and Events committee, and administrator of the ITA Training Program. kenny@udel.edu, x2567

Would you like to start a new activity or event at ELI? Contact Ken Hyde or an A&E Committee member for advice and help setting up and getting started.

- T. Joe Matterer is Associate Director for the IEP, supervising SALC, Listening Lab, IEP ADS and Adjunct Faculty, jwm@udel.edu, x0369
- U. Karen Asenavage is Associate Director for Academic Programs, supervising the Tutoring Center Coordinator, CAP academics, Cohort, EAP adjunct faculty, and the SABIC Program. kasen@udel.edu, x7418
- V. Scott Stevens, Director is the ELI's chief executive officer. See him about policies, authorizations, emergencies, or questions that can't be answered elsewhere. sstevens@udel.edu, x2674. Scott also administers the MA TESL program.
- W. Stacey Leonard is the Homestay Coordinator, contact eli-homestay@udel.edu
- X. ELI Tech Support: Scott Duarte, 108 and 102 E. Main; Jim Weaver in Elkton Corner or Amstel Square, Dimitri Goncharov for 180 W. Main, and Phil Rice for 318 S. College
- Y. Committee chairs:

Curriculum:	Nigel Caplan nacaplan@udel.edu	x7419	Textbook:	Mikie Sarmiento mikie@udel.edu	x7542
Testing:	Walt Babich wcbabich@udel.edu	x3612	Library:	Walt Babich wcbabich@udel.edu	x3612
Technology:	Scott Duarte duarte@udel.edu	x7426	Activities and Events:	Ken Hyde Kenny@udel.edu	x2567
Newsletter:	Sarah Petersen, ssp@udel.edu	x7426	Promotion and Peer Review:	Leslie Criston greece@udel.edu	x3215
Professional Development:	Carolina Correa, ccorrea@udel.edu	x7420	Faculty Representatives to Advisory Committee:	Leslie Criston greece@udel.edu	x3215
College Senator:	Leslie Criston greece@udel.edu	x3215		Mary Beth WorriLOW worriLOW@udel.edu	x3612
University Faculty Senator:	Ken Cranker kcranker@udel.edu	x7416		Nonie Bell nonieb@udel.edu	x3215
Scholarship:	Lisa Grimsley grimsley@udel.edu	x7541			

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CAP Cohort IV-17

Please do not hesitate to contact CAP Coordinators UG Rachel Lapp (rlapp@udel.edu) or GRAD CarolAnn Buzzard (carolann@udel.edu) with questions about your students. Graduate class times may vary slightly by instructor.

Cohort	Cycle	Level	Day	Time	Room	Instructor	E-mail	Mentor	Email
A	1	UG	MW	1-2 PM	108/203	Will Wherry	wherry@udel.edu	Nasser Alghamdi	nka@udel.edu
B	1	UG	MW	1-2 PM	108/206	Sarah Jayne	sjayne@udel.edu	Laura Cahill	lcahill@udel.edu
G	4	UG	MW	1-2 PM	102/105	Madeline Meade	mmeade@udel.edu	Mickey Nguyen	mpnguyen@udel.edu
H	4	UG	TR	1-2 PM	108/203	Sazia Zaman	zamans@udel.edu	Stef Li	yxstef@udel.edu
I	4	UG	MW	1-2 PM	108/207	Jeremy Penna	jpenna@udel.edu	Dan Bucolo	dbucolo@udel.edu
N	3	UG	TR	1-2 PM	108/208	Mark Miller	markpm@udel.edu	Anushka Kulkarni	anushkak@udel.edu
O	3	UG	MW	1-2 PM	102/103	Sharon Mitchell	slmitch@udel.edu	Yixin Zhang	zyixin@udel.edu
P	3	UG	TR	1-2 PM	102/103	Sharon Mitchell	slmitch@udel.edu	Steve deCunha	dacunhas@udel.edu
R	3	UG	TR	1-2 PM	108/206	Sarah Jayne	sjayne@udel.edu	Shestin Thomson	shestin@udel.edu
S	2	UG	MW	1-2 PM	108/208	Caroline Wellington	cepalm@udel.edu	Logan Cole	lkcole@udel.edu
Cohort	Cycle	Level	Day	Time	Room	Instructor	E-mail	Mentor	Email
SS									
WW	4	GRAD	MW	12:45-2 PM	108/205	Ariel Root	aroot@udel.edu	Yuansha Lin	yuansha@udel.edu
XX	3	GRAD	TR	12:45-2 PM	102/105	Leslie Connery	lconnery@udel.edu	Kayla Dickens	kdickens@udel.edu
YY	1	GRAD	TR	12:45-2 PM	108/205	Ariel Root	aroot@udel.edu	Akirt Sridharan	akirt@udel.edu