

English Language Institute Mission Statement

For Our Students

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 V 17 – May 1 – June 16, 2016 (7 weeks)
 LISTENING/SPEAKING CLASSES meet 8:15 AM to 10:05 AM MTWRF
 (Afternoon classes, marked “PM”, meet 2:15 PM to 4:35 PM MTWR)

Class Name	Instructor	Room #	Level
I	Kathy Vodvarka	318 S. College 101	I
IIA	Jo Gielow	318 S. College 135	II
IIB	Lisa Grimsley	318 S. College 102	II
IIIA	Robbie Bushong	318 S. College 137	III
IIIB	Jack Chen	318 S. College 136	III
IIIC	Nonie Bell/N. Lamelza	ELI 203	III
IV/A	Christine Adams	Amstel Square 102	IV
IV/B	Amy Vazquez	Amstel Square 101	IV
IV/C	Phil Rice	318 S. College 108	IV
IV/D	Mikie Sarmiento	318 S. College 109	IV
OB	Mary Beth WorriLOW	ELI 204	IV
AOB	Ruwida Alkrekshi	318 S. College 112	V
STORIES	Walt Babich	ELI 305	V
ALCS/A	Jim Weaver	Elkton Corner 102	V
ALCS/B	Meghan Graham	318 S. College 134	V
ALCS/C	Kate Burke	102 E. Main 104	V
EAPV/A UG	Mike Fields	108 E. Main 208	V
EAPV/B UG	Mikki Washburn	108 E. Main 223	V
EAPV/C UG	Ana Kim	108 E. Main 207	V
EAPV/Y GRAD	Erin Bastien	102 E. Main 105	V
EAPV/Z GRAD	Terri Goode	108 E. Main 206	V
1960s-1	Kendra Bradecich	108 E. Main 201	VI
FILM	Scott Duarte	108 E. Main 204	VI
EIL-1/A	Grant Wolf/A. Root	318 S. College 140	VI
EIL-1/B	Sarah Petersen	108 E. Main 205	VI
EIL-1/C	Scott Partridge	108 E. Main 203	VI
DRAMA/A	Nicole Servais	108 E. Main 224	VI
DRAMA/B	Jennifer Smith	108 E. Main 202	VI
DRAMA/C	Kathy Bracey	Amstel 103	VI
EAPVI/A	Ross Fenske	102 E. Main 106	VI
EAPVI/B	William Wherry	102 E. Main 101	VI
EAPVI/C	Tom Panter	318 S. College 133	VI
ABE	Rachel Lapp	108 E. Main 225	VI
ABCS	Leslie Criston	ELI 206	VI
ENTREP	Chris Pinkerton	Amstel 104	VI
GRADVI	Christienne Woods	102 E. Main 103	VI
SABIC ENG SCI &TECH (Weeks 4-7)	Ken Cranker	108 E. Main 217	VI

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
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SESSION V 17 – May 1 – June 16, 2016 (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	Jo Gielow	318 S. College 135	II
IIIA	Jim Weaver	Elkton Corner 102	III
IIIB	Lisa Grimsley	318 S. College 102	III
IIIC	Nonie Bell/N. Lamelza	ELI 203	III
IIID	Kate Copeland	318 S. College 137	III
IV/A	Christine Adams	Amstel Square 102	IV
IV/B	Monica Farling	102 E. Main 103	IV
IV/C	Meghan Graham	318 S. College 136	IV
IV/D	Amy Vazquez	Amstel Square 101	IV
IV/E	Ruwida Alkrekshi	318 S. College 112	IV
V/A	Ana Kim	108 E. Main St. 207	V
V/B	Mikki Washburn	108 E. Main 201	V
V/C	Phil Rice	318 S. College 108	V
AWB	Mary Beth WorriLOW	ELI 206	V
EAPV/A UG	Ross Fenske	108 E. Main 225	V
EAPV/Y GRAD	Leslie Criston	ELI 204	V
VI/A	Walt Babich	ELI 305	VI
VI/B	Jack Chen	318 S. College 134	VI
VI/C	Tom Panter	318 S. College 133	VI
EAPVI PREP/A	Grant Wolf/ J. Smith	318 S. College 140	VI
EAPVI PREP/B	Leslie Connery	102 E. Main 105	VI
EAPVI/A	Kate Burke	108 E. Main St. 224	VI
EAPVI/B	Sarah Petersen	108 E. Main 205	VI
ARSC 150/A	Terri Goode	108 S. Main 206	VI
ARSC 150/B	Mike Fields	108 E. Main 208	VI
ARSC 150/C	Scott Partridge	108 E. Main 203	VI
ARSC 150-2/A	Kendra Bradecich	108 E. Main 223	VI
ARSC 150-2/B	Ken Cranker	108 E. Main 202	VI
ARSC 150-2/C	Chris Elliott	102 E. Main 101	VI
GRADVI/A (PM)	Christienne Woods	102 E. Main 103	VI
GRADVI/B	Carolina Correa	Amstel Square 103	VI
GRADVI/C	William Wherry	108 S. Main 204	VI
ECOMP (PM)	Carrie Neely	108 E. Main 206	VI
SABIC Macro/Micro, 10:30-12:30 MWF Chem, Math TR 10-5 pm	Carlozzi, Kattékola, Canepa	108 S. Main 217	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/GRE-GMAT: Nigel Caplan ARSC/ECOMP: Scott Duarte
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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 facbook.**

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, May 1, 2017.

Listening/Speaking 1:00 PM	Reading/Writing 2:15 PM
III, Robbie Bushong, Room 208	II, Jo Gielow, Room 204
IV, Phil Rice, Room 205	III, Jim Weaver, Room 208
ALCS, Jim Weaver, Room 201	IV, Amy Vazquez, Room 223
EAPV, Terri Goode, Room 203	V, Ana Kim, Room 205
EAPVI, Ken Cranker, Room 207	EAPV, Terri Goode, Room 203
DRAMA, Nicole Servais, Room 204	PrepEAPVI, Kendra Bradecich, 207
EIL, Sarah Petersen, Room 206	EAPVI, Ken Cranker, Room 201
	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; ARSC, ECOM 204.

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

Faculty Meetings:

All faculty meetings begin at **1:15 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 V17

Thursday, April 27	New Student Intake: Testing support from all faculty, 108 E. Main, Registration begins 11:30 am, testing starts approximately 12:15 p.m.
Friday, April 28	New Student Intake: Orientation and Tours, Trabant A, 8am, Testing for late students, 108 E. Main, 10:00am CAP Infobration, 108 E. Main Street, 10:30 to 2:15 pm, SALC +rooms
Monday, May 1	New Student Intake: Opening Day, Trabant A, 8-11am, Level Coordinator and Mentor Meetings Continuing Students report to Trabant C, 9-11am.
Tuesday, May 2	First Day of Classes

Week 1	
Monday, May 1	<p>Faculty Opening Day Meeting, 108 E. Main St, Room 210 (SALC), 9:00am. Opening Day Orientation for New Students, Trabant A, 8:00 -11:00am. New students taken to purchase books, 11AM Continuing Students pick up schedules, Trabant C, 9:00 – 11:00am. Students can make appointments online to see Ken H. and request tutoring changes. Testing for late students, 108 E. Main, 10:00am Testing, Campus tour/ID cards for late arriving new students at 10:00 AM Faculty LS Level Meetings at 108 E. Main Street, from 10 to 11 AM (See room schedule above) Faculty RW Level Meeting at 108 E. Main Street from 11 AM to 12 PM. (See room schedule above) UG Cohort Instructors’ Opening Day Meeting, 12:30-2 PM, 108 E Main Street, room 225 Grad Cohort Instructor and Mentor Meeting, 12:30-1:30 PM, 108 Room 224 Faculty Mentor meetings for faculty teaching new classes, 1:00 PM and 2:15 PM, see above Tutoring Center: Beginning of Session meeting for all tutors in SALC, 2:00pm</p>
Tuesday, May 2	<p>First Day of Classes. Return vans to Motor pool before 5:00PM Testing for late students, 318 S. College, Room 110, Time 9:00 AM Tutoring Center: Regularly scheduled tutoring begins at 1:00PM. Tutors will be available at 108 to help students make appointments to see Ken Hyde and request changes to their schedule. Undergrad CAP Cohort NSO, 12:45-2 PM, Robinson Hall 203 Tutoring Center: Cluster Faire, 1- 2:45PM, 108 East Main Street 201 & 225</p>
Wednesday, May 3	<p>Retesting of new students to change classes, 4:30PM – 7:30PM, Willard Hall 009 & 319. Proctors: Kendra, Scott D. & Scott P. All teachers: Please be on the lookout for emails from Meghan regarding students who have not completed their online address forms. Please remind students to complete the forms. Returning Cohorts begin classes today (MW)</p>
Thursday, May 4	<p>Undergraduate AT New Student Orientation, 12:45-1:45PM, Robinson Hall 203 Returning Cohorts begin classes today (TR)</p>

	<u>Community Event</u> : Spring Concert Series, “Newark’s Youth Got Talent.” On the Academy Lawn across the street from 108 E. Main,” 5:30PM
Friday, May 5	<u>A&E</u> : Meet & Greet: “Cinco de Mayo” Picnic on the Lawn. Time: 1:00pm–3:00pm, Location: 189 W. Main. [Point Person: Kate Copeland and Scott Partridge] Undergrad Cohort Mentor Meeting, 1:30-2:30 PM, 108 E Main Street
Saturday, May 6	
Sunday, May 7	
Week 2	
Monday, May 8	All New Module 1 MW Cohort begin classes today, 1-2 PM Deadline for students submitting their electronic address form to ELI housing. Faculty: Report no-shows to Stephen Roberts by 5PM via Slate Form
Tuesday, May 9	IELTS Prep Class, (5/9-6/8/16), T/R, 4:45 to 7:15 PM. Pre-registration required, 318 S. College. Chris Pinkerton All New Module 1 TR Cohort Classes begin: UG, 1-2 PM <u>University Application Workshop</u> : College Search and Application Overview, 3:00-4:30pm, 108 ASC Small Teaching Book Club, 2-3 PM, 108 E Main Street
Wednesday, May 10	Tutoring Center : Last day of tutoring schedule changes. After 6:00pm, students will not be allowed to change tutors <u>Academic Success Workshop</u> : ELI Advising and Resources. 1:00-2:00, 108 E. Main St. ASC
Thursday, May 11	Level II LS teachers meet with Jo Gielow, 318 S. College, Room 110, 2:00 PM Level III LS teachers meet with Robbie Bushong, 318 S. College, Room 140, 2:00 PM Level IV LS teachers meet with, Phil Rice, 318 S. College, 135, 2:00 PM ALCS, LS teachers meet with Jim Weaver, 318 S. College, 137, 2:00 PM Level EAPV LS teachers meet with Terri Goode, 102 E. Main, Room 103, 1:00 PM Stories, Drama, Film LS teachers meet with Walt Babich, ELI 305, 2:00 PM GRADVI, ABCS, ENTREP teachers meet with Leslie Criston ELI 206, 2:00 PM EAPVI, 1960s, EIL LS teachers meet 1:00 PM, Ken Cranker, 102 E. Main, Room 101, 2:00 PM <u>Community Event</u> : Spring Concert Series “Academy Lawn” 7:00 PM
Friday, May 12	AT Planning Retreat, 8:30 a.m. to 4:30 p.m., 108 E. Main St (All staff and key faculty involved with planning AT program). Substitutes will be available as needed for impacted faculty members. Student Probation Meeting—all students placed on probation MUST attend. 3-5pm, 318 S. College, Sue Walton <u>A&E</u> : Ice Cream Social. Time: 2:00pm to 4:00pm. Location: 189 W. Main Street on the Lawn. [Point Person: Carolina Correa & Ken Hyde]
Sunday, May 14	
Week 3	
Monday, May 15	
Tuesday, May 16	Advisory Committee Meeting , 3:30 PM, Scott’s office <u>University Application Workshop</u> : Writing your Application Essay or SoP, 3:00-4:30pm, 108 ASC <u>UD</u> : University classes end at 10:00pm.
Wednesday, May 17	<u>ITA</u> : SPEAK test offered at 6:00pm in the SALC. <u>Academic Success Workshop</u> : Tutoring Tips. 1:00-2:00, 108 E. Main St. ASC
Thursday, May 18	Scholarship Applications ready for Session VII17. Students pick up applications at 189 W. Main Street

	<i><u>Community Event</u>: Spring Concert Series on “Academy Lawn” 7:00 PM</i>
Friday, May 19	Faculty/Staff All Day Retreat 8:30 a.m. to 4:30 p.m., 108 E. Main St, SALC Classes cancelled.
Saturday, May 20	<u>A&E</u> : Free Student Trip to Washington, DC. Time: 8:00am–5:30pm. Location: departs from 318 S. College. Further details pending [point person: Mikki Washburn]
Sunday, May 21	<i><u>Community Event</u>: Newark Memorial Day Parade, 1pm ceremony on the Green, 2pm parade on Main Street</i>
Week 4	
Monday, May 22	<i>Faculty conduct mid-session progress meetings with all students</i>
Tuesday, May 23	<u>University Application Workshop</u> : Improving your Resume, 3:00-4:30pm, Academic Success Center Small Teaching Book Club, 2-3 PM, 108 E Main Street (pending time for James Lang’s SFI talk, time TBA)
Wednesday, May 24	<u>Staff Meeting</u>, WILLARD 110, 2-4pm <u>Academic Success Workshop</u> : Mindfulness Brain Training. 1:00-2:00, 108 E. Main St. ASC <u>A&E</u> : Launch Trampoline Party. Time: 6:00pm-9:00pm. Location: Shuttle bus departs from 318 S. College. [point person: Phil Rice] Last day to receive scholarships. Faculty input mid-session grades in database for all students Intention Forms go online, <i>website: http://eli.udel.edu/login.asp</i> due June 1st
Thursday, May 25	Student Conduct and Attendance Committee Mid-Session Mtg, 3:00PM, 318 S. College Ave., Room 228 <i>UD: Final Exams end. Dining halls close after dinner. Reopen June 4 for dinner.</i> <i><u>Community Event</u>: Spring Concert Series on “Academy Lawn” 7:00 PM</i> Retirement party for Lowell Riethmuller, 4:00 PM - 8:00 PM
Friday, May 26	Norm reference training for essay evaluation. Required of all RW teachers. Walt Babich will coordinate. CAP Graduate Advising Meeting (Levels V and VI), 1:00-2:00, Gore 102 Final day for students to submit scholarship applications and teachers recommendation forms. Cohort Grades due by 5 PM
Saturday, May 27	<i>Ramadan starts at sundown (approximate date)</i>
Sunday, May 28	NAFSA – 5/28-6/2/17 <i><u>Community Event</u>: University of Delaware Pool Opens.</i>
Week 5	
Monday, May 29	Memorial Day observed. University offices CLOSED. All classes canceled.
Tuesday, May 30	<i>ELI summer bus loop begins at 7:45 AM</i>
Wednesday, May 31	Scholarship Committee Meets , Scott’s office, 3:30PM <u>Academic Success Workshop</u> : How to Learn English Faster. 1:00-2:00, 108 E. Main St. ASC Intention Forms due by midnight from all students. Form will no longer be accessible online
Thursday, June 1	<i><u>Community Event</u>: Spring Concert Series on “Academy Lawn” 7:00 PM</i> Level II RW teachers meet with Jo Gielow, 318 S. College, Room 110, 2:00 PM Level III RW teachers meet with Jim Weaver, 318 S. College, Room, 115, 2:00 PM Level IV RW teachers meet with Monica Farling, 102 E. Main, 101, 2:00 PM EAP V RW teachers meet with Terri Goode, 102 E. Main, Room 103, 2:00 PM Gen V RW teachers meet with Ana Kim, 102 E. Main, Room 105, 2:00 PM

	VI, PrepEAPVI, EAPVI RW teachers meet with Walt Babich, 189 W. Main, Room 305 2:00 PM GRADVI RW teachers meet with Nigel Caplan, 102 E. Main, Room 104, 2:00 PM
Friday, June 2	Tutoring Center: TC Professional Development Workshop, “Teaching Grammar” with Ken Hyde, 2:00pm, Location: TBA.
Saturday, June 3	A&E: <i>Pay Trip to Rehoboth, DE.</i> Time: 7:00am-7:00pm. Location: departs from 318. [Point Person: Leslie Connery]
Sunday, June 4	UD: <i>Dining halls re-open. First meal: dinner.</i>
Week 6	
Monday, June 5	Faculty meet with all students in danger of failing and complete retention forms TOEFL Test: 1:30- 5:00 PM, 189 W. Main. Proctors: Carolina Correa and Kate Copeland UD: <i>First Summer Session Begins.</i>
Tuesday, June 6	Advisory Committee Meeting, 3:30PM, Scott’s office Small Teaching Book Club, 2-3 PM, 108 E Main Street
Wednesday, June 7	Management Meeting, 10:15-12, 189 W. Main Academic Success Workshop: Time Management. 1:00-2:00, 108 E. Main St. ASC CAP Grad Cohort MW Presentation: 1:00-2:00 PM
Thursday, June 8	Community Event: <i>Spring Concert Series on “Academy Lawn” 7:00 PM</i>
Friday, June 9	Deadline for Committee Chairs to submit their committee implementation plans to Joe and Scott Michigan testing, 8:15 AM – 4:00 PM, SALC and 318 S. College. Nicole Servais and Phil Rice. L/S teachers administer final Speaking Exam to students. EAP V Grammar Screening Test, Location: Kirkbride 006, 4:30-6:00pm, Kathy V. & Jo G. All faculty must enter predicted grades by 5:00 PM
Saturday, June 10	.
Week 7	
	<i>Faculty must administer course evaluations by week’s end</i>
Monday, June 12	Final Essay administered in all classes Faculty Meeting, end-of-session meeting, 1-3 PM, TBD; End of session matters and CT vote on Committee implementation plans Undergrad CAP Cohort Cycle 4 Presentations, 12:50-1:50PM, 108 E. Main Street, Student Lounge
Tuesday, June 13	Final Reading Test administered in all classes Double rating of essays Undergrad CAP Cohort Module 2 Presentations, 12:50-1:5pm, 108 E. Main, Student Lounge
Wednesday, June 14	Final grammar test administered in all classes Retention meeting for students with special needs. ELI 224 Cohort Grades due, 3:00 pm Final grades for graduating students & those on probation must be entered by 8:00 pm Tutoring Center: Last day of tutoring. All tutoring ends at 6:00pm. CAP appeals to Scott and Joe by 8:00PM
Thursday, June 15	Last day of classes. Abbreviated class schedule: LS: 8:15 to 9:30; RW: 10:00 to 11:15; All afternoon classes: 1:00 to 2:30. Faculty administer program evaluations in all L/S classes if they have not done so already. Community Event: <i>Spring Concert Series on “Academy Lawn” 7:00 PM</i>

Friday, June 16	Student Conduct and Attendance Committee meeting, 8:00 AM, 318 S. College Ave. 228 <i>Grades for all continuing, non-probationary students due by noon.</i> ELI Graduation: (doors open 3:00 PM; ceremony at 3:30 PM), Pearson Hall. Coordinators: Walt & Mary Beth CAP Infobration, 10:45am, 108 E. Main St. SALC
Saturday, June 17	<u>Orientation: Studio Green, West Knoll, Rittenhouse check-out at 10:00 AM for graduating students, students must pay final bills by Friday, June 28th.</u>

New Student testing and orientation

Thursday, June 22	Placement Testing/Registration for new students. Interviewers or essay writers: TBD
Friday, June 23	Placement Testing/Registration for late students. TBD

Session VI 2017 Deadlines

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

rating of each CAP student essays by two raters, neither of whom may be the student's instructor of record.

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

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

14. 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.
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 be permitted to stay at the same level. If the student does not pass in the next (3rd) session (either at the same or lower level), the student will be dismissed, except by special permission of the Director or Associate Directors in extraordinary circumstances."

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

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

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

The following sentence should appear on every course 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
IREX-Cuban Professionals	04/24/17-08/11/17	Blythe Milbury-Steen	Both LS and RW

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	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, May 3 at 4:30-7:30 PM @ Willard 109 & 319.** **Scott D., Scott P., 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 Friday of Week 4 and conduct mid session progress meetings with students during office hours of week 5. All faculty must enter predicted grades for all students on probation by 5:00 on Friday of Week 7 and final grades by 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 **10:35 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	ELI, 303	x3612	wcbabich@udel.edu
Bastien, Erin	108 E Main, 207A	x7420	ebas@udel.edu
Bell, Nonie (out w1/7)	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	108 E. Main St, 203A	X7416	kateuae@udel.edu
Bushong, Robbie	318 S. College, 113 and 227	X1117 and 0389	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 (V w1)	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
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		julo@udel.edu
Milbury-Steen, John	318 S. College, 117	x	milsteen@udel.edu
Murray, Dan (Off SV)			domurray@udel.edu
Neely, Carrie	108 E. Main, 204A	x7417	carrieneely@yahoo.com
Panter, Tom	318 S College, 131	x7185	tpanter@udel.edu
Partridge, Scott	108 E. Main, 224A	x7426	rspatri@udel.edu

Pennington, Randall (off)	318 S College, 130	x7184	ranpen@udel.edu
Pennington, Wakako (off)	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
	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 (V w1)	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 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 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, May 1, 2017

8:45 AM	Faculty report to 108 E. Main St
9:00 AM	Joe 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
12:30 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, May 1, 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	Karen Asenavage presentation to new students (How to succeed at ELI) in Trabant

Tuesday, May 2, 2017

9:00 AM	Testing for Late Students, Room 110, 318 S. College Avenue
L/S 8:15 – 10:05 & 2:15-4:35 R/W 10:35-12:35 & 2:15-4:45	7 Week Class Session Schedule. Regular classes begin for LS and RW*
12:45-1:45	Undergrad CAP Cohort Cycle 1 Meeting, Gore 308 Undergrad CAP Cohort – 1 st Day of classes for returning T/R Cohorts
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	SALC Orientation

* **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, May 3, 2017

4:30 – 7:30 PM	New Student Retesting: Willard 109 & 319, Proctors: Kate C, Kendra, Scott P. & Scott D.
1:00pm-5:00pm	Regular Tutoring
11:59 PM	ONLINE CLASS CHANGE ends at midnight
1:15 – 4:30	SALC Orientation

Thursday, May 4, 2017

L/S 8:15 – 10:05 R/W 10:35-12:35 & 2:15-4:45	7 Week Class Session Schedule
8:15–11:30	Regular morning tutoring
12:45-1:45	Undergrad CAP Cohort – 1 st day of classes, returning T/R cohorts Undergrad CAP NSO for Cycle 1 Cohorts. Robinson Hall 203
8:30 AM – 6:00 PM	SALC Open for regular hours
1:30 – 4:30	Listening Laboratory

Friday, May 5, 2017

L/S 8:15 – 10:05 R/W 10:35-12:35	7 Week Class Session Schedule
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FOR your first day of class, Tuesday, May 2, 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 V 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
AP	SC 115	Ami Patel	amipatel@udel.edu
BS	MS 225	Brady Smith	bradyvt@udel.edu
CC	MS 201	Catherine Ciferni	cciferni@udel.edu
CF	MS 201	Cyndi 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	dllevitt@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
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	sfoy@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
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 V 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 V 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
Kitchen	XCa	Turner Corner	Nancy Turner	M 1:00
Kitchen	XCb	Turner Corner	Nancy Turner	M 3:00
Kitchen	XCc	Turner Corner	Nancy Turner	M 5:00
Kitchen	XCd	Turner Corner	Nancy Turner	T 1:00
Kitchen	XCe	Turner Corner	Nancy Turner	T 3:00
Kitchen	XCf	Turner Corner	Nancy Turner	T 5:00
Kitchen	XCk	Turner Corner	Nancy Turner	R 1:00
Kitchen	XCl	Turner Corner	Nancy Turner	R 3:00
Kitchen	XCm	Turner Corner	Nancy Turner	R 5:00
GMAT	XG3	MS 202	Candise Schmidling	TR 2:00
GRE Prep	XG4	MST 104	Candise Schmidling	MW 1:00
Games	XG6	MS 207	Jill McCracken	R 2:00
Reading Horizons	XR1	MS 202	Janice Thompson	MW 3:00
Public Speaking	XS1	MS 202	Kathryn Britton	TR 1:00
Driving Skills	XS2	MS 202	Brady Smith	TR 3:00
Vocabulary (mid)	XV1	MS 202	Rosana Dempsey	MW 4:00
Academic Vocab	XV2	MS 202	Kate Burke	MW 1:00

S3 Clusters for Session V 2017

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

Cluster	Instructor	Location	Day & Time
Advanced Grammar in Writing	Ken Cranker	108 E. Main St., Room TBD	TBD
Beginner/Intermediate Reading & Writing Skills	Tom Panther	318 S. College, Room TBD	TBD
Success Coaching	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
I & II	Room 108	MW 2:00	Christine Adams
II, III, & IV	Room 108	TR 2:00	Christine Adams
III & IV (any sections)	Room 108	MTWR 1:00	Amy Vazquez
III & IV (any sections)	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** hours will begin Tuesday for **orientation only. It will be available Wednesday as of 4:15 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 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-?. . 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 V**: Kathy Bracy, Debbie Darrell, Nick Lamelza, Janet Louise, Carrie Neely, Ariel Root. 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	
Non-CAP Admissions	Kathy Kutchen, Admissions Staff Assistant	kkutchen@udel.edu	x3787
Undergraduate and Graduate CAP admissions questions	Jeanine Chapman, Admissions Staff Assistant	jeaninec@udel.edu	x4729

CAP academic advising	Erin Bastien	ebas@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 Coordinator	eli-housing@udel.edu	x7493 x0393
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, special programs	baerbel@udel.edu	x4036
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	Scott Duarte (108) 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
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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 V-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.

V-17 UG COHORTS								
Cohort	Mod	Day	Time	Room	Instructor	E-mail	Mentor	Email
N	4	TR	1-2 PM	108/203	Sharon Mitchell	slmitch@udel.edu	Yixin Zhang	zyixin@udel.edu
O	4	MW	1-2 PM	108/203	Sazia Zaman	zamans@udel.edu	Stef Li/ Anushka Kulkarni	yxstef@udel.edu, anushkak@udel.edu
S	3	MW	4:30-5:30	108/205	Caroline Wellington	cepalmer@udel.edu	Logan Cole	lkcole@udel.edu
A	2	MW	1-2 PM	108/206	Will Wherry	wherry@udel.edu	Nasser Alghamdi	nka@udel.edu
B	2	TR	1-2 PM	108/206	Sarah Jayne	sjayne@udel.edu	Mickey Nguyen	mpnguyen@udel.edu
C	2	TR	1-2 PM	108/207	Madeline Meade	mmeade@udel.edu	Nasser Alghamdi	nka@udel.edu
D	1	MW	4:30-5:30	108/206	Dawn Davis	dmdavis@udel.edu	Yixin Zhang	zyixin@udel.edu
E	1	TR	1-2 PM	108/208	Mark Miller	markpm@udel.edu	Anushka Kulkarni	anushkak@udel.edu
V-17 GRAD COHORTS								
Cohort	Cycle	Day	Time	Room	Instructor	E-mail	Mentor	Email

YY	2	TR	12:45-2PM	108/205	Ariel Root	aroot@udel.edu	Yuansha Lin	yuansha@udel.edu
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