

**English Language Institute
Mission Statement**

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

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

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

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

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

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

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

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

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

Adopted May 19, 1999

SESSION 2 18 – (10/25 & 26) - October 29 to December 21, 2018 (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)

Class Name	UDSIS	Instructor	Room #	Level
IA	ELILS 101	Jack Chen	318 S. College 228	I
IB	ELILS 101	Mikie Sarmiento	318 S. College 109	I
IIA	ELILS 201	Lisa Grimsley	318 S. College 102	II
IIB	ELILS 201	Rachel Lapp	318 S. College 140	II
IIIA	ELILS 301	Robbie Bushong	318 S. College 133	III
IIIB	ELILS 301	Meghan Graham	318 S. College 134	III
IIIC	ELILS 301	Nonie Bell	ELI 203	III
IIID	ELILS 301	Jackie Whitney	318 S. College 110	III
IIIE	ELILS 301	Wakako Pennington	318 S. College 136	III
IIIF	ELILS 301	Adil Bentahar	318 S. College 112	III
IV/A	ELILS 401	Christine Adams	Elkton Corner 101	IV
IV/B	ELILS 401	Carolina Correa	Amstel Square 103	IV
IV/C	ELILS 401	Randy Pennington	318 S. College 101	IV
IV/D	ELILS 401	Amy Vazquez	318 S. College 132	IV
IV/E	ELILS 401	Phil Rice	318 S. College 108	IV
NEWSIV	ELILS 421	Danielle Bragaw	318 S. College 135	IV
OB	ELILS 411	Ruwida Alkrekshi	Amstel Square 101	IV
AOB/A	ELILS 511	Mary Beth WorriLOW	ELI 204	V
AOB/B	ELILS 511	Chris Pinkerton	102 E. Main 101	V
STORIES	ELILS 521	Walt Babich	ELI 305	V
NEWSV	ELILS 541	Jennifer Smith	102 E. Main 106	V
ALCS/A	ELILS 551	Jim Weaver	Elkton Corner 102	V
ALCSA /PM	ELILS 551	William Wherry	102 E. Main 101	V
ALCS/B	ELILS 551	Ana Kim	102 E. Main 104	V
EAPV/A	ELILS 570	Terri Goode	108 E. Main 224	V
EAPV/B	ELILS 570	Chris Elliott	102 E. Main 105	V
SONGS/A	ELILS 620	Sarah Petersen	Amstel Square 104	VI
SONGS/B	ELILS 620	Ken Cranker	108 E. Main 202	VI
PrepEAPVI	ELILS 650	Kendra Bradecich	108 E. Main 217	VI
1960s-2/A	ELILS 626	Leslie Connery	108 E. Main 223	VI
1960s-2/B	ELILS 626	Scott Partridge	108 E. Main 203	VI
ENTREP	ELILS 640	Scott Duarte	102 E. Main 103	VI
EIL-2	ELILS 603	Jack Crist	108 E. Main 205	VI
DRAMA/A	ELILS 605	Nicole Servais	Amstel Square 102	VI
DRAMA/B	ELILS 605	Emily Thayer	108 E. Main 204	VI
ABCS	ELILS 630	Leslie Criston	ELI 206	VI
GRADVI	ELILS 670	Christienne Woods	318 S. College 137	VI
TextDisc/A	ELILS 673	Kate Tomaskovic	108 E. Main 225	VI
GLAD	ELILS 628	Ken Hyde	318 S. College, 115	VI

ELI-ANTH101		Brian Peasall	MW 108 E. Main 206	AT2 6:30-8:05 pm
ELI-ARTH151		Mark Miller	MW 108 E. Main 206	AT2 4:30-6:05 pm
ELI-BUAD110/A		Pat Carlozzi	MW 108 E. Main 207	AT2 2:15-3:50 pm
ELI-BUAD110/B		Pat Carlozzi	MW 108 E. Main 207	AT2 4:30-6:05 pm
ELI-BHAN155		Kathy Corbitt	TR 108 E. Main 201	AT2 6:30-8:05 pm
ELI ECON101/A		Hellen Seshie	TR 108 E. Main 206	AT2 8:15-9:50 am
ELI ECON101/B		Tiphonie Magne	MW 108 E. Main 206	AT2 8:15-9:50 am
ELI-GEOG120		Lusiana Browning	MW 108 E. Main 225	AT2 4:30-6:05 pm
ELI-GEOL105		Edward Kohut	TR 108 E. Main 205	AT2 6:30-8:05 pm
ELI-LEAD300		Toni Middlebrooks	TR 108 E. Main 201	AT2 8:15-9:50 am
ELI-MATH 115		Greg Trout	MW 108 E. Main 223	AT2 2:15-3:50 pm
ELI-MATH 241/A		Paul Canepa	TR 108 E. Main 208	AT2 8:15-9:50 am
ELI-MATH 241/B		Paul Canepa	MW 108 E. Main 224	AT2 2:15-3:50 pm
ELI-MATH 114		Paul Canepa	TR 108 E. Main 224	AT2 2:15-3:50 pm
ELI-MATH 221		Greg Trout	TR 108 E. Main 223	AT2 2:15-3:50 pm
ELI POSC150		Michael Smith	TR 108 E. Main 225	AT2 4:30-6:05 pm
Disc A-ANTH101		Kristina Horn	TR 108 E. Main 206	AT2 1:00-1:55 pm
Disc B-ANTH101		Kristina Horn	TR 108 E. Main 206	AT2 2:15-3:10 pm
Disc C-ANTH101		Kristina Horn	TR 108 E. Main 217	AT2 6:30-7:25 pm
Disc A-ARTH151		Olivia DiFilippo	TR 108 E. Main 206	AT2 3:15-4:10 pm
Disc B-ARTH151		Olivia DiFilippo	TR 108 E. Main 206	AT2 4:30-5:25 pm
Disc. A BHAN155		Rachel Pepe	MW 108 E. Main 224	AT2 5:30-6:25 pm
Disc. B BHAN155		Rachel Pepe	MW 108 E. Main 224	AT2 6:30-7:25 pm
Disc A BUAD110		John Barteld	TR 108 E. Main 207	AT2 9:15-10:10 am
Disc B BUAD110		Katherine Chaney	TR 108 E. Main 205	AT2 3:40-4:35 pm
Disc C BUAD110		Katherine Chaney	TR 108 E. Main 205	AT2 4:45-5:40 pm
Disc. B ECON101/A		Han Wang	MW 108 E. Main 223	AT2 4:30-5:25 pm
Disc A ECON101/B		Han Wang	TR 108 E. Main 203	AT2 4:30-5:25 pm
Disc. A GEOG120		Samantha Speck	TR 108 E. Main 207	AT2 3:15-4:10 pm
Disc. B GEOG120		Samantha Speck	TR 108 E. Main 207	AT2 4:30-5:25 pm
Disc. A GEOL105		Michael Wilson	Wed 108 E. Main 207	AT2 8:15-9:10 AM
Disc. B GEOL105		Michael Wilson	Fri 108 E. Main 207	AT2 9:15-10:10 AM
Disc. A LEAD300		Sharon Mitchell	MW 108 E. Main 208	AT2 8:15-9:10 am
Disc. B LEAD300		Sharon Mitchell	MW 108 E. Main 208	AT 9:15-10:10 am.
Disc. A MATH115		Betty Akalu	TR 108 E. Main 202	AT2 2:15-3:10 pm
Disc. B MATH 115		Betty Akalu	TR 108 E. Main 202	AT2 3:15-4:10 pm
Disc. A MATH241		Jingran (Betty) Zhang	TR 108 E. Main Street 203	AT2 2:15-3:10 pm
Disc. B MATH241		Jingran (Betty) Zhang	TR 108 E. Main Street 203	AT2 3:15-4:10 pm
Disc. C MATH241		Jingran (Betty) Zhang	TR 108 E. Main Street 205	AT2 4:30-5:25 pm
Disc. A MATH114		Baobao Feng	MW 108 E. Main 202	AT2 2:15-3:10 pm

Disc. B MATH114		Baobao Feng	MW 108 E. Main 202	AT2 3:15-4:10 pm
Disc. A MATH221		Abdulrahman Aldobiyan	MW 108 E. Main 205	AT2 2:15-3:10 pm
Disc. B MATH221		Abdulrahman Aldobiyan	MW 108 E. Main 205	AT2 3:15-4:10 pm
Disc A POSC150		Karen Jury	MW 108 E. Main 203	AT2 3:15-4:10 pm
Disc B POSC150		Karen Jury	MW 108 E. Main 203	AT2 4:20-5:15 pm

Level Coordinators for Listening/Speaking:		
I: Mikie Sarmiento II: Lisa Grimsley III: Robbie Bushong IV: Phil Rice	ALCS: Jim Weaver EAPV, PreEAPVI: Terri Goode	Business English: Mary Beth WorriLOW EIL, Songs, Film, Drama, GLAD, TEXT DISC, 1960s: Walt Babich

**SESSION 2 18 – (10/25 & 26) - October 29 - December 21, 2018 (8 weeks)
READING/WRITING CLASSES meet 10:25 AM to 12:10 PM (MTWRF)**

Afternoon classes, marked "PM", meet 2:15 PM to 4:30 PM (MTWR)

Class	UDSIS	Instructor	Room #	Level
IA	ELIRW 101	Jack Chen	318 S. College 136	I
IB	ELIRW 101	Mikie Sarmiento	318 S. College 109	I
IIA	ELIRW 201	Sarah Baird	318 S. College 115	II
IIB	ELIRW 201	Lisa Grimsley	318 S. College 102	II
IIIA	ELIRW 301	Jackie Whitney	318 S. College 110	III
IIIB	ELIRW 301	Rachel Lapp	318 S. College 140	III
IIIPMA	ELIRW 301	Meghan Graham	318 S. College 134	III
IIIC	ELIRW 301	Nonie Bell	ELI 203	III
IIID	ELIRW 301	Jim Weaver	Elkton Corner 102	III
IIIE	ELIRW 301	Nick Lamelza	318 S. College 134	III
IV/PMA	ELIRW 401	Christine Adams	Elkton Corner 101	IV
IV/PMB	ELIRW 401	Monica Farling	ELI 304	IV
IV/A	ELIRW 401	Amy Vazquez	318 S. College 132	IV
IV/B	ELIRW 401	Randy Pennington	318 S. College 101	IV
IV/PMC	ELIRW 401	Wakako Pennington	318 S. College 115	IV
IV/PMD	ELIRW 401	Mikki Washburn	Amstel Square 104	IV
AMC	ELIRW 421	Monica Farling	ELI 305	IV
WB	ELIRW 431	Ruwida Alkrekshi	Amstel Square 101	IV
V/A	ELIRW 501	Ana Kim	102 E. Main 104	V
V/B	ELIRW 501	Danielle Bragaw	318 S. College 135	V
V/PMA	ELIRW 501	Nick Lamelza	318 S. College 140	V
V/PMB	ELIRW 501	Jack Crist	Amstel Square 101	V
AWB	ELIRW 515	Leslie Criston	ELI 206	V
EAPV	ELIRW 570	Carolina Correa	Amstel Square 103	V
PrepEAPVI/PMA	ELIRW 650	Leslie Connery	318 S. College 112	VI
PROFENGVI	ELIRW 601	Phil Rice	318 S. College 108	VI
MEDIA	ELIRW 611	Walt Babich	ELI 304	VI
CORPX	ELIRW 671	Mary Beth WorriLOW	ELI 204	VI
GRE/GMAT.PMA	ELIRW 675	Dan Murray	Amstel Square 102	VI
GRADVI/A	ELIRW 670	Christienne Woods	318 S. College 137	VI
GRADVI/B	ELIRW 670	Mikki Washburn	Elkton Corner 101	VI
R/FILMVI	ELIRW 619	Jennifer Smith	102 E. Main 106	VI
KHBRAT4		Kathy Bracy	318 S. College 133	IV
KHBRAT5		Sarah Petersen	Amstel Square 104	V
KHBRAT6-2		Nicole Servais	Amstel Square 102	VI
KHBRAT6-1		Adil Bentahar	318 S. College 112	VI
ARSC 150/A		Scott Duarte	108 E. Main 204	AT1
ARSC 150/B		Mike Fields	108 E. Main 205	AT1

ARSC 150/C		Ross Fenske	108 E. Main 223	AT1
ARSC 150/D		Ken Cranker	108 E. Main 202	AT1
ARSC 150/E		Kate Tomoskovic	108 E. Main 225	AT1
ARSC 150/F		Nigel Caplan	108 E. Main 201	AT1
ARSC 150/G		Chris Pinkerton	102 E. Main 101	AT1
ARSC152/A		Carrie Neeley	TR 108 E. Main 207	AT3 10:30-12:10pm
AT E110-1/A		Terri Goode	MWF 108 E. Main 224 TR ReadLab/Workshop	AT2
AT E110-1/B		Scott Partridge	MWF 108 E. Main 203 TR ReadLab/Workshop	AT2
AT E110-1/C		William Wherry	MWF 108 E. Main 206 TR ReadLab/Workshop	AT2
AT E110-1/D		John Milbury Steen	MWF 108 E. Main 208 TR ReadLab/Workshop	AT2
AT E110-1/E		Amanda Brunson	MWF 102 E. Main 103 TR ReadLab/Workshop	AT2
AT E110-1/F		Kendra Bradecich	MWF 108 E. Main 217 TR ReadLab/Workshop	AT2
AT E110-1/G		Chris Elliott	MWF 102 E. Main 105 TR ReadLab/Workshop	AT2

Level Coordinators for Reading/Writing		
Level I: Mikie Sarmiento Level II: Lisa Grimsley Level III: Jim Weaver IV, AMC: Monica Farling	General V: Ana Kim Media, ProfEngl, FilmVI: Walt Babich PrepEAPVI, EAPV, Terri Goode	ARSC 150: S. Duarte AT E110: Scott Partridge Business English: Mary Beth WorriLOW GRADV: Christienne Woods

Opening Day Announcements

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

WHAT FACULTY NEED TO KNOW

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

Mentoring Meetings for Teachers New to Courses (Listed by mentors conducting orientation sessions) for Monday, October 29, 2018.

Classroom availability: There will be late testing in room 203 from 10 to 1 and interviews in room 204. (10:30-noon) 208 is not available from 8-10:30. AT courses will run in rooms 207, 223, 224, 202, and 203 beginning at 2 p.m. Room 205 is not available from 12-2. Classrooms 207, 225 and 223 are in use beginning 4 p.m. These classrooms will not be available for meetings. If there is a problem with your assigned room or you need another meeting space please let the front desk know so there is no overlap.

Level Coordinator Meeting Rooms:

For LS level meetings: 10-11 AM

Level I, 225, Mike Sarmiento
Level II 205, Lisa Grimsley
Level III 223, Robbie Bushong
Level IV 224, Amy Vazquez
ALCS 206, Jim Weaver
EAPV/PrepVI, 217, Terri Goode
Songs, Drama, Film, 1960s, Glad, Text:
202, Walt Babich
Business ESL, 207, Mary Beth Worrilow
Worrilow

PM

For RW level Meetings: 11AM to 12

Level I/Basic, 225, Mike Sarmiento
Level II **205**, Lisa Grimsley
Level III 202, Jim Weaver
Level IV 102/106 Monica Farling
EAPV, PrepEAPVI 217, Terri Goode
Gen V **102/101**, Ana Kim
ARSC150, Scott Duarte, 208
E110, Scott Partridge, 201
Business ESL, 207, Mary Beth
GRADVI, **223**, C. Woods
ProfEngl, FilmVI, 208 Walt Babich
Khabrat, 224, Kathy Bracy

Mentor Meetings

Listening/Speaking 1:00 PM

Reading/Writing 2:15 PM

Level I, Mikie Sarmiento 102/101
III, Robbie Bushong, Room 204
News IV, Jennifer Smith, 102/106
ALCS, Jim Weaver, 102/103
EAPV, Terri Goode, 108/203
Songs, Emily Thayer, 108/202
1960s, Mikki Washburn, 108/205
EIL, Mike Fields, 108/217
Drama, Nicole Servais, 108/225

Level I, Mikie Sarmiento, 102/101
IV, Monica Farling, 102/106
V, Ana Kim, Room 108/217
EAPV, Terri Goode, Room 206
GRADVI, Christie Woods, 208

Faculty Meetings:

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

Calendar of Events, Meetings, and Deadlines

New Student Intake for Session 2 18

Thursday, Oct. 25	REGISTRATION at 108 E. Main St., 8-11am. Testing for NEW students. 9:00 am, 108 E. Main. Pay your bill and Housing Move in.
Friday, Oct. 26	New Students: ORIENTATION, Title IX Presentation, 8-11am breakfast (new) & Campus Tours/ID Cards for NEW students 8am-12pm, TRABANT C. Testing for late new students, 10am at 108 E. Main.

WEEK 1

<p>Monday, Oct. 29</p>	<p><u>All faculty meet with Scott at 108 E. Main. (SALC) room 210. from 9:00-10:00 AM.</u> <u>New Students:</u> OPENING DAY orientation, Trabant Multipurpose A & B, 8-11:00AM. Get schedule, find out your ELI level; new students taken to purchase books, 11AM <u>Returning Students:</u> Check in at TRABANT C , 9- 11 AM. Class changes begin. Testing for late students, 102 E. Main, 10:00 AM. Rooms 101, 103,105 Coffee & Tea served, 8-11am, Trabant A. Faculty LS Level Meetings at 108 E. Main from 10:00 to 11:00 AM Faculty RW Level Meetings at 108 E. Main from 11:00 to 12:00 AM MW AT Content Courses and Discussion groups meet Lunch for faculty at noon, 108 E Main Street Faculty Mentor meetings for faculty teaching new classes, 1:00 PM and 2:15 PM Tutoring: Beginning of Session Meeting. All tutors meet with Ken Hyde at 318 S. College, room 108 at 2:00 PM Undergrad AT Cohort Instructor Mtg., 11:00-12:30 PM, 102 E. Main, 105 Undergrad AT Cohort Mentor Meeting, 11:00-12PM, 102 E. Main, 103</p>
<p>Tuesday, Oct. 30</p>	<p>First full day of classes, Listening Labs meet for first time. TR AT Content Courses and Discussion groups meet, ARSC and E110 classes start again. Testing for late new students, 318 S. College, 9:00 AM Registration for IELTS PREP class begins; deadline Friday Tutoring: Regular tutoring starts at 8:15am. Requests for tutoring schedule changes start. Students can make appointments online to see Ken Hyde between 1pm and 6pm and request tutoring changes. Tutoring: Cluster Faire: 1pm to 2:30pm, 318 S. College, rooms 136 & 137 Undergrad AT Cohort NSO for all Module 1 Cohorts with Sarah Jayne and Blythe Milbury-Steen, 1-2 PM, SALC First day of UG AT Cohort Classes for TR Modules 2 - 4 Cohorts 1-2pm</p>
<p>Wednesday, Oct. 31</p>	<p>RETESTING of new students wanting to change classes, WILLARD 104 & 109 @ 5-8:30pm. Proctors: Kate c, Nigel, Scott D., Mike F. SALC Orientation Grad CAP Cohort Orientation, 1PM--2 PM with Leslie Connery, 108, room 224 First day of UG AT Cohort Classes for ALL MW Cohorts 1-2pm First day returning Grad Cohort Classes (MW) 12:45-2PM Optional abbreviated PM classes 2:15-3:15 pm for teachers who plan to attend Halloween party A&E: Hallowe'en Meet-n-Greet Picnic (please wear a costume if you can, but come regardless) on the Lawn at 189 W. Main, 1-4:30pm. [Point Person: Tim] Class changes end at 11:59 PM.</p>

Thursday, Nov. 1	First day of UG AT Cohort Classes for Module 1 TR Cohorts 1-2pm Grad CAP Policies Orientation, 1--2 pm with Blythe Milbury-Steen, 108, room 224 R/W Teachers-Address Update Forms in mailboxes (DUE 11/5 before 4:30 pm)
Friday, Nov. 2	Daylight Savings Time ends on Sunday – Remind students on Friday to turn clocks back 1 hour on Saturday night. Last day for students to withdraw without owing Session 2 18 tuition.
Sunday, Nov. 4	Daylight Savings Time ends on Sunday – Remind students on Friday to turn clocks back 1 hour on Saturday night.

WEEK 2

Monday, Nov. 5	Faculty: Report no-shows to Stephen Roberts by 5PM via Slate Form. Tutoring: start of all tutoring clusters. RW teachers- Address Update Form DUE by 4:30 PM
Tuesday, Nov. 6	CLOSED - ELECTION DAY.
Wednesday, Nov. 7	Tutoring: schedule changes end; students cannot request changes to their tutoring schedule.
Friday, Nov. 9	Student Probation Meeting, all students placed on probation MUST attend. 3-5pm, 318 S.College, rm108. Faculty Meeting, 1:30-3p.m., SMITH 130. Agenda: Committee Progress Reports to Faculty: AT Committee, Curriculum, Newsletter, Testing, Textbook.
Saturday, Nov.10	Grad Cohort Cycle 1 team building, TBA A&E: International Games Day; Morris Library; 12:00 PM-5:00 PM Trabant Now - Black Light Bowling, Trabant University Center, 10:00 PM - 1:00 AM [Point Person: Maria Jose]

WEEK 3

Monday, Nov. 12	Proyecta group intake testing: Perkins (Rodney Room, Williamson Room) 8:30am - 2:30pm. Lin McDowell, Mikki Washburn, Baerbel
Tuesday, Nov. 13	First Day of Class for 43 Proyecta students, primarily in levels III and IV, with some in II and V. Please arrange to begin a new unit on this date.

Wednesday, Nov. 14	
Thursday, Nov. 15	Advisory Committee Meeting , 3:00pm, Scott's Office.
Friday, Nov. 16	<i>Required All Faculty and ADS Meeting: Essay norm reference training for all faculty in rooms: 203, 206, 207, 208, 223, 224 and 204.</i> CAP Pre-Graduation & Academic Transitions Info Mtg., 1-3 pm, Memorial Hall 123 <u>Orientation:</u> OISS Coffee Hour sponsored by Delaware Diplomats Last meal in UD Dining Halls (Lunch)
Saturday, Nov. 17	Penn TESOL-East Conference. Bus leaves 318 S. College, 6:45am, be there by 6:30am. Bus to depart Temple University 4:30pm to return to 318 S. College. You may park in lot at 318. <u>A&E:</u> <i>Tailgate party & UD Football game.</i> UD Football Stadium. Kick-Off 12:00 PM. [Point Person: Scott Partridge]

WEEK 4	
Wednesday, Nov. 21	Scholarship Applications available for eligible students until Nov. 28. Intention form links (for both academic and housing plans) emailed to all students, including all AT and all vacationers. <i>PM Classes and Tutoring end at 3:30 PM.</i>
Thursday, Nov. 22 - Friday, Nov. 23	<u>Thanksgiving Break:</u> ELI classes suspended and offices closed until Monday, November 26 th .

WEEK 5	
Monday, Nov. 26	<i>Thanksgiving Holiday ends. All classes resume at regularly scheduled times.</i> Virtual Faculty Course Fair for students all this week. Send them to the ELI website: http://sites.udel.edu/csp/courses/coursefair Mid-session (3rd quarter for AT) grades due by midnight for all students
Tuesday, Nov. 27	Healthy Living ELI, 5pm-7pm, 108 Committee on Student Conduct & Attendance Mtg, 3:00, 318 S. College, rm 228.

Wednesday, Nov. 28	Final day for students to request Scholarship Application. UG AT Cohort UD Spirit Night Modules 1 and 2, 5pm-7pm, Location TBA Intention forms due by midnight for all students; those not submitting one by the deadline will be emailed a link to a late intention form.
Thursday, Nov. 29	Staff Meeting, 2:15-4pm, Sharp Lab 107. Grad CAP Pre-Graduation Advising Meeting with Blythe Milbury-Steen and OISS, 1-2 pm, rm 201
Friday, Nov. 30	Final day to submit scholarship applications for students and recommendation forms from teachers! Please submit these on time. Level Meetings Level I LS teachers meet with Mikie Sarmiento, 2:15 to 3:15, Rm 109 S. College Level II LS Teachers meet with Lisa Grimsley, 2:15 - 3:15, Rm 102, 318 S. College Level III LS Teachers meet Robbie Bushong, 2:15-3:15 PM, Rm 101 318 S. College Level IV LS Teachers meet with Phil Rice, 2:15-3:15, Rm 108, 318 S. College ALCS V LS Teachers meet with Jim Weaver, 2:15-3:15, Rm 134, 318 S. College Level VI LS Elective teachers meet Walt Babich, 2:15-3:15, Rm 112, 318 S. College Level EAP, PreEAPVI LS teachers meet Terri Goode, 2:15-3:15, Rm 110, 318 S. College Business LS teachers meet Mary Beth WorriLOW, 2:15-3:15, Rm 135, 318 S. College <u>Pre-Graduation Advising Meeting for AT2 & AT3 students with Blythe Milbury-Steen, UD Admissions and OISS,</u> 1-2 PM, SALC (breakout sessions with AT Major Advisors to prepare for Infobration, 2-2:45 PM) Faculty Meeting, 1:30-3p.m., SMITH 130. <u>A&E: ELI Dance party</u> at Perkins Student Center, West Lounge. 7:00-10:00 PM [Point Person: Tim Kim]

WEEK 6

Tuesday, Dec. 4	Scholarship Committee Meeting, 3PM, 189 Conf. room.
Thursday, Dec. 6	Management Meeting, 10:15 AM-12PM, 189 W. Main, Conf. room. Advisory Committee Meeting, 3:00PM, Scott's Office.

Friday, Dec. 7	<p>Level I RW teachers meet with Mikie Sarmiento, 2:15 to 3:15 109 S. College Level II RW Teachers meet Lisa Grimsley, 2:15 - 3:15 PM, Rm 102, 318 S. College Level III RW Teachers meet Jim Weaver, 2:15-3:15 PM, Rm 101 318 S. College Level IV RW Teachers meet Phil Rice, 2:15-3:15, Rm 108, 318 S. College EAPV/PreEAPVI RW teachers meet with Goode, 2:15-3:15, Rm 110, 318 S. College Business RW teachers meet Mary Beth WorriLOW, 2:15-3:15, Room 135, 318 S. College GradVI RW teachers meet Christienne Woods 2:15-3:15, Room 115, S. College V RW Teachers meet with Ana Kim, 2:15-3:15, Room 133, S. College ProfEnglish/FilmVI teachers meet Walt Babich, 2:15-3:15, Room 140, S. College E110 and ARSC150 teachers meet Tuesdays.</p> <p>ITA SPEAK exam in the SALC. Time: 6:00PM. <u>AT1: What to Expect in AT2 Meeting with Blythe Milbury-Steen and Julie Lopez, 1-2PM, SALC</u></p>
Saturday, Dec. 8	<p><u>A&E:</u> Free “NYC for the Holidays” trip. Buses pick up at The Retreat at 6:30 am and leave 318 S. College at 7:00am, leave NYC at 7:00PM. [Point person: Callie Zimmerman]</p>

WEEK 7

Wednesday, Dec. 12	<p>GRAD CAP Cohort: Final Presentations, 5 pm-7pm, bld 108, SALC</p>
Thursday, Dec. 13	<p><u>A&E:</u> All ELI Holiday Party. Embassy Suites Hotel, 6:00pm–9:00pm [Point Person: Tim Kim]</p>
Friday, Dec. 14	<p>Michigan Testing: all students take Listening finals in the SALC, Listening Lab, or room 132 at 318 S. College – 8:15AM to 5:00PM. Aura Draper Final Speaking Assessments to be administered for all LS classes. Predicted grades due by 5:00 PM</p>

WEEK 8

	<p>Faculty must administer course evaluations by week’s end.</p>
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Monday, Dec. 17	<p>Final Essay administered in all RW classes “End of Session” Faculty Meeting, 1:30-3p.m., SMITH 130. UG AT Cohort MW Module 2 & 4 Presentations, 108 E Main Street, 1--3 PM, Location TBA GRAD CAP Cohort, MW Cohorts: Last Day of Cohort Classes</p>
Tuesday, Dec. 18	<p>Final Reading Test administered in all RW classes UG AT Cohort MW Module 2 & 4 Presentations, 108 E Main Street, 1--3 PM, Locations TBA Last day of UG AT Cohort Classes for ALL Modules of TR Cohorts GRAD CAP Cohort, TR Cohorts: Last Day of Cohort Classes</p>
Wednesday, Dec. 19	<p>Graded assessment administered in all LS classes Final Grammar Test administered in all RW classes Last day of Tutoring: tutoring ends at 6:00pm. Last day of Listening Lab. Last day of UG AT Cohort Classes for ALL Modules of MW Cohorts CAP Appeals due by 5:00PM: https://apply.udel.edu/register/elicapappel Cohort Grades due at 3:00pm</p>
Thursday, Dec. 20	<p>Last day of classes. Abbreviated classes: LS 8:15 to 9:30; RW 10:00 to 11:15; Afternoon classes 1:00 to 2:30. Final grades due by 8 AM for:</p> <ul style="list-style-type: none"> ● level V and VI grad CAP students ● graduating students ● multiple repeaters ● students on probation <p>ALEKS testing, SALC, 1:30 PM</p>
Friday, Dec. 21	<p>Graduation, PEARSON HALL, 2-4PM, Mary Beth, Phil R. & Nicole S., coordinators. Final grades due by NOON for all continuing, non -probationary students New Student Intake begins Thursday, January 3, 2019: Designated Faculty need to report to assist with testing. Possible ID's and move ins Wed. Jan 3, 2018. CAP/AT Infobration, 10:30 AM-2:30 PM, 108 E Main St., SALC Committee on Student Conduct and Attendance Meeting, 8:00 AM, 318 S. College, Room 228</p>
December 22 to January 1	<p><i>Winter Break. ELI is closed. All university offices are closed</i> Saturday, December 22 - Tuesday, January 1 (inclusive)</p>

Commented [1]: In the past, there has been some shuffling and confusion regarding ALEKS dates as they approach. Is this signed off on by +jcannavo@udel.edu, +kasen@udel.edu, etc.?

Session 2 2018 Policy Overview

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 a single final reported grade for each course, with optional (Summer 2018) and required (as of Fall 2018) use of Canvas to provide students detailed feedback on individual skills.
2. Using the approved grading scale and +/- system—see facbook.
3. Reminding students that final grades of **C (Average 73%)** or higher is required to earn a certificate or be promoted. For AT students, the passing grade is C+ for earning credit and to progress from one AT semester level to the next.
4. PreAT students who begin at Level IV will need three sessions to enter AT, unless they score B- in all skills in Gen V, in which case they can skip PrepEAPVI and go directly to AT1. This option also extends to students who begin at level V. However, should these students

qualify for ATI in an odd-numbered session, they will be strongly encouraged by advisors to take PrepEAPVI the following session rather than taking the session off to promote continued language progress and avoid possible loss of tuition funds and required room charges.

5. Knowing that Graduate-bound students may not take ARSC150 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. They 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.
6. Listing your method for determining grades on your syllabi
7. Using at least three scores to arrive at grades for *each* skill area. **Providing timely and regular graded feedback on student work.**
8. 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. These scores will be made available to students, although only one grade will be recorded on the student's transcript. 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. These scores must be made available to students, although only one grade will be recorded on the student's transcript.
9. Factoring the final: Michigan Aural Listening. Reading tests, Grammar test, final essay, and oral final into each student's final average as 20% of the grade. (Courses using Azar Grammar books must use the approved grammar exam based on the Azar series.)
10. 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)**
11. **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 in Canvas and UDSIS by each deadline. 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% may be placed on academic probation. This does not impact the criteria for retaining students.**

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

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

"A student has two sessions to pass* at any given level.** A student who fails or is retained at a given level for the second time will, based on faculty input, either be placed at a lower level (subject to administrative discretion in exceptional cases) or the be permitted to stay at the same level. If the student does not pass in the next (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 AT students is defined as meeting the university requirement (i.e. C+ grades for ARSC 150, ARSC 151, and AT E110, as well as earning C+ or higher in two or more academic content courses. Students must pass 150 to move on to AT2; students must pass ATE110 to move on to AT3 or to matriculate if they have accumulated 15 credits. AT students may only repeat a semester once before being subject to dismissal.

A "pass" for Graduate-General Track CAP and Graduate-Business Track CAP students in Grad VI and all Business track exit 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 Grad VI RW and are retested at level VI may take ACRW once prior to retaking Grad VI RW for the third and final time.

**For the purposes of this policy, general V and PrepEAP VI are considered two levels, and general VI and Grad VI are considered two levels. Further, the two Business Track grad CAP LS courses (ABCS and Entrepreneurship) will also be considered two levels.

17. Undergraduate AT Cohort students who have not attained a Cohort score of C+ (78%) will not be recommended for matriculation even if they have met their other academic and language requirements. Graduate CAP Cohort students who have not attained a Cohort score

of B+ will not be recommended for matriculation even if they have met CAP academic and language requirements.

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

The following sentence should appear on every course syllabus: "To benefit fully from their learning experience, students are expected to remain in the room for the duration of the class period. If at any time it is necessary for students to leave for a few moments, they may do so with teacher's permission, and return as quickly as possible. Students who leave for excessive periods of time or for non-essential purposes may be marked absent at teacher's discretion. Students with special medical needs requiring periodic breaks from class time should present appropriate documentation to the ELI administration." An adapted and simplified version of this same statement has been developed by Level I and II Level Coordinators. ELI teachers may not grant regular whole-class breaks during scheduled instructional hours without prior approval of their supervisor.

19. **Level Skip Policy.** It is rare for students to skip a level, as that would normally indicate that a student was misplaced initially, something we try to correct during week one.

However, if a teacher feels by the end of the session that his/her student warrants eligibility for skipping a level, s/he must insure (1) the student has an A or A- grade and (2) must provide the level coordinator two levels higher evidence to be reviewed demonstrating capability to succeed at that level. The level coordinator makes the final decision about whether or not the student should skip a level.

Rosters

Please find your class or lab rosters for this session in UDSIS. **Faculty may not approve any class changes, as students will be using the class change form.** Please send students who need tutoring to see Ken Hyde at 318 S. College Ave., Rm. 113. Returning students who have not paid their bills must settle their accounts before they will be given schedules. **Do not admit any student to class who is not on your roster.**

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
Khbrat	2/19/18 to 2/18/19	Kate Copeland	RW Special Problem

Proyecta	11/11/18-12/09-18	Maria Jose Riera	LS and RW
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Instructors with Administrative Assignments	
Aura Draper	SALC Coordinator
Phil Rice	Listening Lab Coordinator
Sarah Jayne	UG AT Cohort Coordinator
Leslie Connery	Graduate CAP Cohort Coordinator
Robbie Bushong	S3 Coordinator, IEP Advisor
Blythe Milbury-Steen	CAP Academic Advisor
Julie Lopez	Instructional Assistant Coordinator, Video Projects

Class Change Procedures. *****

New students wishing to move up in **BOTH listening/speaking and reading/writing classes** report on **Wednesday, OCTOBER 31 at 5-8:30 PM @ WILLARD 104 & 109. Kate Copeland, Mike Fields, Scott Duarte, Nigel Caplan, 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 Tuesday of week 1, 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.

By Friday of Opening Week, the Housing Coordinator will begin to personally contact students and their teachers who have yet to fill out form. *Teachers should remind students in class and explain the*

importance of the form. If student doesn't have link, student should contact the Housing Coordinator. The links are pre-filled with name and UDID.

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 85% 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 3 R/W classes in the session--assuming NO absences in tutoring.] So if your probationary students miss two of your classes, talk to them immediately to get them back on track. *Your attendance must be entered into the database at the end of every week. Students on probation for academic failure must maintain 90% attendance, an effort of 1, and a passing grade of C or higher.* All faculty must enter mid-session grades and attendance for all students by Wednesday of Week 4 and conduct mid session progress meetings with students during office hours of week 5. All faculty must enter predicted grades for all students on probation by 5:00 on Friday of Week 7 and final grades by Thursday of Week 8. **Please enter attendance DAILY during week** one. This will help us act on students who have violated their probation.

Start times.

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

Copying.

We strongly recommend that you do your copying in the afternoon before each class. Please save trees and conserve paper. Use technology where practical, or copy back to back. Teachers whose classes or offices are in 102 Main St. or 108 E. Main should do their copying in 108 East Main Street. Faculty in 318 S. College can use the copier there in Room 141. Teachers whose classes or offices are in any other location should do their copying in the 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	189W. Main, 303	x3612	wcbabich@udel.edu
Baird, Sarah	318 S College, 103	x7542	sbaird@udel.edu
Bell, Nonie	189 W. Main, 203	x3215	nonieb@udel.edu
Bentahar, Adil	108 E. Main, 204A	x7417	badil@udel.edu
Bradecich, Kendra	108 E Main, 226	x7419	kendra@udel.edu
Bracy, Kathy	318 S. College, 117		khan@udel.edu
Bragaw, Danielle	318 S. College, 102A	x7541	dbragaw@udel.edu
Brunson, Amanda	102 E. Main, 102	0264	brunson@udel.edu
Burke, Kate	108 E. Main St, 203A	X7416	kateuae@udel.edu
Bushong, Robbie	318 S. College, 227	X0389	rbushong@udel.edu
Canepa, Paul	108 E. Main Street		canepa@udel.edu
Caplan, Nigel	108 E Main, 226	x7419	nacaplan@udel.edu
Chen, Jack	318 S College, 226	x0394	jackchen@udel.edu
Connery, Leslie	108 E Main, 217A	x7424	gradcapcohort@udel.edu lconnery@udel.edu
Copeland, Kate	318 S. College, 114	x1117	copekd@udel.edu
Correa, Carolina	Amstel Square 103	x7491	ccorrea@udel.edu
Cranker, Ken	108 E Main, 202A	x7416	kcranker@udel.edu
Crist, Jack	Tanya will assign	419-450-6002	jackcrist2@gmail.com
Criston, Leslie	189 W. Main, 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 (out 2, 2018)	318 S College, 102A	x7541	jogielow@udel.edu
Goode, Terri	108 E Main, 205A	x7417	terrig@udel.edu
Graham, Meghan	318 S College, 221	x0264	mgraham@udel.edu
Grimsley, Lisa	318 S College, 102A	x7541	grimsley@udel.edu
Hyde, Ken	318 S. College, 113	x2567	kenny@udel.edu
Jayne, Sarah	108 E. Main, 209		sjayne@udel.edu
Kim, Ana	108 E Main, 209A	x0595	anaeun@udel.edu
Lamelza, Nick	318 S. College, 139	x7184	nlamelza@udel.edu
Lapp, Rachel	318 S. College, 221	x0264	rlapp@udel.edu
Lopez, Julie	102 E Main, 102		julo@udel.edu
Milbury-Steen, Blythe	108 E. Main Street, 207A	x7420	For students: capadvisor@udel.edu , for colleagues: bmilbury@udel.edu
Milbury-Steen, John			milsteen@udel.edu
Murray, Dan	318 S. College, 117		domurray@udel.edu
Musa, Ahlam Not Teaching	318 S. College, 114	x1117	ahlam@udel.edu
Neely, Carrie	108 E. Main, 204A	x7417	cneely@udel.edu
Panter, Tom	318 S College, 131	x7185	tpanter@udel.edu
Partridge, Scott	108 E. Main, 224A	x7426	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	108 E. Main 204A	x0595	ethayer@udel.edu
Tomaskovic, Kate	108 E Main, 203A (SII)	x7416	kdt@udel.edu
Trout, Greg	108 E. Main St		trout@udel.edu
Vazquez, Amy	318 S College, 138	x7185	avazquez@udel.edu
Vodvarka, Kathy (out 2, 2018)	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	x7416	wherry@udel.edu
Whitney, Jackie	318 S. College, 221	x0264	whitneyj@udel.edu
Woods, Christienne	108 E Main, 203A	x7415	cwoods@udel.edu
WorriLOW, Mary Beth	189 W. Main, 204	x3612	worriLOW@udel.edu

Tutor Contact Information

To foster better communication among tutors and teachers regarding student needs, we include tutor/teacher emails in the ODM. Emails for tutors can be found on pages 28 through 30.

Syllabi

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

Final Essays and Oral Rating Sheets

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

Evaluations

Class evaluations are required and must be administered by the end of the session. Policy change: previously, the policy was that faculty should not administer the course evaluations for their own classes and they were supposed to switch classes on that day. Update to this policy: since the course evaluations are now done online, you no longer need to switch classes with another teacher. Instead, after giving instructions to your students, please leave the room so as not to create pressure by your presence.

Tanya Kang will email you the unique URL for your course online evaluation during week 6. Please administer the evaluation in class on Monday, Tuesday, or Wednesday during week 7.

*If you are teaching a new course, please create your course evaluation learning outcome questions (<http://sites.udel.edu/elifacbook/course-evaluations/>) and send to Tanya Kang by week 5: tkang@udel.edu.

ELI Address List

Please make sure to give your home address, phone, email address, ELI office, and ELI extension to the ELI, 189 Office Coordinator, Chris Smith (smithc@udel.edu).

EMERGENCY Alerts

Please establish a phone chain with your listening/speaking students during the first week of class. Announcements for closings that are weather or emergency related will be posted on the homepage of the ELI website (www.udel.edu/eli) by 6:45 AM. A voice mail message will be left at

the main ELI number (831-2674). For those of you living a greater distance from UD who need to know earlier, feel free to call Scott as of 6:30. Since many of your students may not have access to computers from their homes, we are still asking each teacher to create a phone chain. Notify your students by starting the phone chain—relating to them what is posted on the ELI webpage.

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

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

WHAT YOU NEED TO KNOW

This morning's logistics:

Monday, October 29, 2018

8:45 AM	Faculty report to 108 E. Main St
9:00 AM	Scott meets faculty members in SALC at 108 E. Main to review opening day memo.
10:00 AM	LS level meetings, 108 E. Main
11:00 AM	RW level meetings, 108 E. Main
11:00 AM	UG AT Cohort Instructor Meeting, 102 E. Main, Room 105
12:00 PM	Lunch served to faculty in Student Lounge
1:00 PM	Listening/Speaking Course Mentor Meetings
2:15 PM	Reading/Writing Course Mentor Meetings
2:00 PM	Tutor Meeting 318 S. College, Room 108
2:00 AM	UG AT Cohort Peer Mentor Meeting, 102 E. Main, Room 103

WHAT YOUR STUDENTS NEED TO KNOW

*** Please note:**

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

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

Monday, October 29, 2018

8:00 AM	New Student Opening Day starts at Trabant A, B, C. Trabant A with beverages. Testing for Late Students, 10 AM, 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 check in at Trabant C, from 9-11 AM. They will be able to view their schedules online approx. 15 minutes after checking in. Returning students arriving after 11 AM will have to wait until 2 PM to check in at the Finance window at 189 W. Main St., and they will not have an opportunity to change classes.
10:00 AM	Scott Stevens: presentation to new students (How to succeed at ELI) in Trabant A & B

Tuesday, October 30, 2018

9:00AM	Testing for Late Students, Room 228, 318 S. College Avenue
8:15-12:30PM	Morning Tutoring begins at 108 E. Main in the SALC.
L/S 8:15 – 9:55 & 2:15-4:15 PM R/W 10:25-12:10 & 2:15-4:30 PM	8-Week Class Session Schedule. Regular classes begin for LS and RW*
1:00 - 2:00 PM	ALL UG AT Cohort T/R Modules begin classes today. ALL Module 1 Cohorts meet the SALC for AT Cohort & Policies Orientation Tutoring Center Cluster Faire starts at 1:00pm at 318 S. College in rm 132.
1:00–6:00 PM	Afternoon Tutoring begins. Requests to change tutoring schedules can be made by appointment. Tutors are set up in room 101 of 318 S. College to help schedule appointments.
1:00-5:00 PM	Listening Labs begin

Wednesday, October 31, 2018

L/S 8:15 – 9:55AM R/W 10:25-12:10 & 2:15-4:30 PM	8 Week Class Session Schedule
1:00-2:00 PM	Grad Cohort Orientation, Leslie Connery, bld 108, 224
12:45--2:00 PM	Grad Cohort: First day returning cohort class
8:15am-12:30pm & 1:00-6:00 PM	Regular Tutoring
10:15 - 1:00 PM	
1:00 - 2:00 PM	ALL UG AT Cohort MW Modules begin classes today
3:00-5:30 PM	New Student Retesting: Pearson Hall, Proctors: Kate C.,Kathy V,
8:00AM – 6:00PM	SALC Open for regular hours
1:00 – 5:00 PM	Listening Laboratory
11:59pm	Deadline to change classes

Thursday, November 1, 2018

L/S 8:15 – 9:55AM R/W 10:25-12:10 & 2:15-4:30PM	8 Week Class Session Schedule
1:00--2:00	Grad CAP Policies Orientation, Blythe Milbury-Steen, bld 108, 224
8:15am-12:30pm & 1:00-6:00 PM	Regular Tutoring
8:00 AM – 6:00 PM	SALC Open for regular hours
1:00 – 5:00 PM	Listening Laboratory
11:59pm	

Friday, November 2, 2018

L/S 8:15 – 9:55 AM R/W,10:25AM-12:10PM	8 Week Class Session Schedule
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FOR your first day of class, Tuesday, October 30, 2018, please take time at the start of class to:

1. Review the schedules of the new and returning students. Please be sure students know where they need to go for classes, labs and tutoring, and when they need to be there. Make sure that CAP and Sponsored students know that tutoring attendance will be taken. But after reviewing these logistical items, please commence with a full, productive lesson plan.
2. Remind students of important week one events and times, especially their listening labs, SALC Orientation, tutoring, CAP meetings, Friday’s meet and greet, game night, etc. Note: if during the first week, a student’s orientation to the SALC conflicts with a tutoring hour, **they should go to Tutoring** and attend SALC orientation at another time. L/S Faculty members are reminded to accompany their students to orientation for the SALC.
3. Hand out your syllabi, providing an introduction to the class and reviewing your requirements.
4. **Go over important Tutoring information:** Please note the following abbreviations on your rosters and your students' schedules: FP= full intensive program, LP = limited intensive program (no tutoring or labs), and NL = classes + tutoring, but **no** labs.
5. **Parking:** for those who will teach classes at 318 S. College Ave., please inform your students of the parking policy:
 - o Only ELI students attending classes at 318 S. College Ave. are permitted to park in the student lot. This means they can keep their car at 318 only while they are in class. They cannot park their car at 318 and walk to campus or another building.
 - o Student parking area is the back student lot only.
 - o Student cars parked in the faculty/staff parking area will be towed at the owner’s expense.
 - o If there is no space available in the student lot, they can pay to park at Perkins Student Garage, or they can contact UD Parking Services (<https://udel.edu/parking/> 302-831-1184) to purchase a monthly parking permit (red permit) for the UD stadium parking lot.

Afternoon Tutors for Session II 18

Afternoon tutoring for non-AT students at all levels is held at 318 S. College (SC = South College).
Tutoring for AT1 students will be held at 108 E. Main Street. (MS = 108 E. Main)

Initial	PM Room	Name	Email
A	SC 137	Diana Bandak	dbandak@udel.edu
AB	SC 135	Jill McCracken	jmcreate@udel.edu
AC	SC 135	Nelson McMillan	kendrick@udel.edu
AD	SC 133	Barbara Ohliger	bwohlig@udel.edu
AE	SC 136	Jeremy Penna	jpenna@udel.edu
AF	MS 208	Susan Peters	speters@udel.edu
AG	SC 133	David Robertson	davidr@udel.edu
AH	SC 137	Brady Smith	bradyvt@udel.edu

AI	SC 110	Julie Stanton Nichols	jtsn@udel.edu
AJ	SC 133	George Thompson	crabby@udel.edu
AK	SC 136	Janice Thompson	jpt@udel.edu
AL	SC 110	Aaron Turner	abturner@udel.edu
AM	Turner Corner	Nancy Turner	nturner@udel.edu
AN	SC 133	Elaine Weeks-Trueblood	mktewt@udel.edu
AO	SC 135	Stephanie Williams	sawillia@udel.edu
AQ	MS 208	Myrna Zaetta	zaetta@udel.edu
AR	SC 110	Nancy Blevins	nblevins@udel.edu
C	SC 135	Michael Brook	brookm@udel.edu
D	SC 135	Arielle Champagne	rel@udel.edu
E	MS 208	Catherine Ciferni	cciferni@udel.edu
F	SC 137	Sarah Cornell	sallyc@udel.edu
G	SC 136	Melora Davis	melorad@udel.edu
H	SC 136	Rosana Dempsey	rdem@udel.edu
J	SC 136	James Eliason	jeliason@udel.edu
K	SC 137	Lori Fisher	lofisher@udel.edu
L	SC 110	Susan Foy	sfoy@udel.edu
M	SC 133	Joan French	jy french@udel.edu
N	SC 110	Cynthia Funk	cfunk@udel.edu
O	MS 208	Thomas Gething	gething@udel.edu
Q	SC 137	Kristin Grant	kbeahmg@udel.edu
R	SC 133	Theresa Hartel	tnhartel@udel.edu
S	SC 133	Richard Herring	rherring@udel.edu
T	SC 135	Elaine Heyden	ehheyden@udel.edu
U	SC 110	Lee Horzempa	leemary@udel.edu
V	SC 137	Constance Johnson	carpedie@udel.edu
W	SC 110	JooYoung Kim	kimjy@udel.edu
X	SC 133	Nina Leech	nileech@udel.edu
Y	SC 137	Yuansha Lin	yuansha@udel.edu
Z	SC 136	Charles Lutz	clutz@udel.edu

Morning Tutoring for Session II 2018

Morning tutoring will meet at 108 East Main Street in room 210 (the S.A.L.C).

Initial	AM Room	Name	Email
AH	SALC	Brady Smith	bradyvt@udel.edu
AK	SALC	Janice Thompson	jpt@udel.edu
AL	SALC	Aaron Turner	abturner@udel.edu
AO	SALC	Stephanie Williams	sawillia@udel.edu
F	SALC	Sarah Cornell	sallyc@udel.edu
G	SALC	Melora Davis	melorad@udel.edu
H	SALC	Rosana Dempsey	rdem@udel.edu
K	SALC	Lori Fisher	lofisher@udel.edu
M	SALC	Joan French	jy french@udel.edu

Q	SALC	Kristin Grant	kbeahmg@udel.edu
S	SALC	Richard Herring	rherring@udel.edu
U	SALC	Lee Horzempa	leemary@udel.edu
V	SALC	Constance Johnson	carpedie@udel.edu
W	SALC	JooYoung Kim	kimjy@udel.edu
Y	SALC	Yuansha Lin	yuansha@udel.edu
Z	SALC	Charles Lutz	clutz@udel.edu

Cluster Tutoring for Session II 2018

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

Name	Abbreviation	Room	Tutor	Day/Time
Business Skills	XB1	SC 109	Elaine Weeks-Trueblood	MW 3:00
Crafts	XC1	SC 132	Jill McCracken	W 2:00
Crafts: Knitting	XC2	SC 109	Melora Davis	TR 2:00
Kitchen	XCa	Turner Corner	Nancy Turner	M 1:00
Kitchen	XCb	Turner Corner	Nancy Turner	M 3:00
Kitchen	XCc	Turner Corner	Nancy Turner	M 5:00
Kitchen	XCd	Turner Corner	Nancy Turner	T 1:00
Kitchen	XCe	Turner Corner	Nancy Turner	T 3:00
Kitchen	XCf	Turner Corner	Nancy Turner	T 5:00
Kitchen	XCg	Turner Corner	Nancy Turner	W 1:00
Kitchen	XCh	Turner Corner	Nancy Turner	W 3:00
Kitchen	XCj	Turner Corner	Nancy Turner	W c10:30
Kitchen	XCk	Turner Corner	Nancy Turner	R 1:00
Kitchen	XC1	Turner Corner	Nancy Turner	R 3:00
Kitchen	XCm	Turner Corner	Nancy Turner	R 5:00
Grammar	XG1	SC 109	Rosana Dempsey	MW 2:00
IELTS	XI1	SC 101	James Eliason	TR 1:00
Math Club	XP1	SC 101	Michael Brook	MW 4:00
Reading Horizons	XR1	SC 101	Janice Thompson	MW 2:00
Reading Horizons	XR2	SC 101	Janice Thompson	MW 3:00
Reading Horizons	XR3	SC 101	Janice Thompson	TR 2:00
Reading Horizons	XR4	SC 101	Janice Thompson	TR 3:00
Driving Skills	XS2	SC 101	Brady Smith	TR 4:00
TOEFL	XT1	SC 101	Yuansha Lin	MW 1:00
Vocabulary (Low)	XV1	SC 132	George Thompson	TR 2:00
Vocabulamy (Low)	XV2	SC 109	George Thompson	TR 3:00

S3 Clusters for Session 2 2018

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

Cluster	Instructor	Location	Day & Time
Success Coaching/A	Meghan Graham	TBD by coach and student	30 minutes/week TBD by coach and student
Success Coaching/B	Amy Vazquez	TBD by coach and student	30 minutes/week TBD by coach and student
Advanced Grammar in Writing	Ken Cranker	TBD	M/W 1-2 pm

Listening Laboratory: Class assignments and schedules for the Listening Laboratory. The laboratory instructors are Christine Adams and ????. Students in levels V and VI are not assigned listening laboratory hours. Labs meet in Room 108 at **318 S. College**. The lab times are listed below:

L/S class	Listening Lab Room	Lab Time	Instructor
III & IV	Room 108	MTWR 1:00	Christine Adams
IA, IB	Room 108	MW 2:00	Jack Chen
IIA - IIB	Room 108	TR 2:00	Jack Chen
III & IV	Room 108	MTWR 3:00	Matt Matterer
III & IV	Room 108	MTWR 4:00	Matt Matterer

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 4:00 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 Aura Draper, SALC coordinator, 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 Thursday	I, II all sections
2:15 PM Thursday	III, IV all sections
3:15 PM Thursday	V, VI all sections
4:30 PM Thursday	All Students with PM L/S classes

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

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

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

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

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

Leonard at eli-homestay@udel.edu. Questions or concerns about Homestay? Contact Stacey Leonard, Homestay Coordinator. Stacey holds Office hours every Wednesday from 12:30 - 2:00 PM in 108 E Main St.

Absence Policy and Substitutes. If you have an **emergency**, try to contact Joe Matterer or Tanya Kang by phone or by email if you do not reach one of them by phone. Call Joe at these numbers: 302-738-7810 (H) or 302-383-5966 (C) and Tanya at 302-831-7544. Ideally, if you believe you will not be able to teach the next day, contact Joe or Tanya the night before. If you are suddenly unwell in the morning, contact Joe or Tanya no later than 6:45 AM. Once you have made contact with one of them, your other responsibility, if possible, is to send lesson plans to Joe jwm@udel.edu and Tanya, tkang@udel.edu, they will see that subs are arranged. For **non-emergency** subbing needs, keep in mind that for some absences the ELI will pay for the subbing and for others it is the teacher's responsibility. You should check with Wendy when you are in doubt. Also, remember that CT and ADS faculty sub as a professional courtesy, but others are paid. For situations that the ELI will need to pay for, CT and ADS faculty should be contacted first. If none of them are available, the following people, who would be paid, should be contacted for this session:

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

Subs for this session are:

Tutors and Teachers	Availability	Contact Information	
Rosana Dempsey	Both AM classes	610-613-8189	rdem@udel.edu
Emily Thayer	RW AM	248-891-3781	ethayer@udel.edu
Myrna Zaetta	Both AM classes	302-540-4033	zaetta@udel.edu

Dan Murray

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 going to the ELI's HR & Payroll website, <https://sites.udel.edu/elihr/>, and click on the Substitution Notification Form and complete this form's required fields.**

Who to see in the administration:

ELI Registrar and scheduling office	Sue Walton Stephen Roberts Bridget Casterline	swalton@udel.edu scr@udel.edu bridgetc@udel.edu	x4738 x0920 x8865
Recruitment or Communications Questions	Nadia Redman, Assistant Director for Marketing, Recruitment, and Communications	nredman@udel.edu	302-803-0962DA SDCV N
Non-CAP Admissions	Admiss. Assist., Krista Urbaniak	ud-eli@udel.edu urbaniak@udel.edu	x3787
Admissions Administrator	Kirsten Brown, Assistant Director	kjbrown@udel.edu	x7614
Undergraduate and Graduate CAP or AT admissions questions	Jeanine Chapman, Admissions Staff Assistant	jeaninec@udel.edu	x4729
CAP/AT academic advising	Blythe Milbury-Steen	capadvisor@udel.edu (for students); bmilbury@udel.edu	x7420
UG AT Cohort	Sarah Jayne	sjayne@udel.edu	
Grad Cohort	Leslie Connery	lconnery@udel.edu ; gradcapcohort@udel.edu	x7424
IEP academic advising, S3 Coordination	Robbie Bushong	rbushong@udel.edu	x0389
Instructional Assistant Coordination	Julie Lopez, Bridge advising	julo@udel.edu	
Student orientation, campus integration, student health insurance and counseling, Activities & Events	Tim Kim, Orientation Coordinator	tkim@udel.edu 302-388-8956 (mobile)	x1174
Housing for Students	Anne-Claire Frank-Seisay, ELI Housing	eli-housing@udel.edu acfrank@udel.edu	x7493
Homestay	Stacey Leonard, Homestay Coordinator	eli-homestay@udel.edu	330-338-8518
HR, payroll, contract questions	Wendy Clark Chimwala English, Assistant	wclark@udel.edu	x7241
Student Billing/faculty travel reimbursement	Dru Arban	druarb@udel.edu	x4501
International Projects	Baerbel Schumacher, Assistant Director	baerbel@udel.edu	x4036
International Projects Admin. support	Lin McDowell, Admin Asst.	linbmcd@udel.edu	x4036
SABIC/AFAQ/Indonesian Students/Proyecta	MariaJosé Riera, Special Programs Coordinator	mjriera@udel.edu	x4695
Listening Lab	Phil Rice	philrice@udel.edu	
SALC	Aura Draper	amdraper@udel.edu	x4864
Tutoring, ITA	Ken Hyde	kenny@udel.edu	x2567
Student Conduct & Attendance & Technology Coordinator &	Sue Walton	swalton@udel.edu	X4738

webmaster			
ELI Tech Support	Nicole Servais (108) Dan Murray (102) Phil Rice (318)	Jim Weaver (Elkton Corner or Amstel Square)	
Academic Support Coordinator and appointments with Associate Director Karen Asenavage.	Jeanne Cannavò	jcannavo@udel.edu	x7421
108/102 E. Main Street supplies, building issues and front desk assistance	Aigner Scott Evening assistant Doug Morris	ayscott@udel.edu morrisdj@udel.edu	x7421
Supplies, appointments, building issues for Amstel Square, Elkton Corner, and 189 W. Main	Chris Smith, Office Coordinator at 189 W. Main and Scott's executive secretary, Assists. Linda Morris & Phyllis Cohen	smithc@udel.edu llmorris@udel.edu phyllis@udel.edu	X7066 or X2674
Course Evaluations, Supplies and building issues at 318 S. College	Tanya Kang Administrative Assistant for Joe Matterer	tkang@udel.edu or Kathy Shea kmshea@udel.edu	x7544
IEP, Tutoring Center, SALC, Listening Lab, ADS & adjunct faculty	Joe Matterer, Associate Director for the IEP	jwm@udel.edu	x0369
CAP academics, Cohort, EAP contract faculty, MA TESL	Karen Asenavage, Associate Director for Academic Progr.	kasen@udel.edu	x7418
Policies, authorizations, emergencies, questions that can't be answered	Scott Stevens, Director, ELI's chief executive officer	sstevens@udel.edu	x8224

Committee chairs:

Curriculum	Nigel Caplan	nacaplan@udel.edu	x7419
Testing	Mike Fields	mrfields@udel.edu	x7416
Technology	Phil Rice	philrice@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	Tim Kim	tkim@udel.edu	x1174
Promotion and Peer Review	Lisa Grimsley	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
AAUP Representative	Walt Babich	wcbabich@udel.edu	x3612
College Senator	Nonie Bell	greece@udel.edu	x3215
University Faculty Senator	Ken Cranker	kcranker@udel.edu	x7416

AT AND CAP COHORT 2 18

Undergraduate AT Cohort: 1:00-2:00 PM

Graduate CAP Cohort: 12:45-2:00 PM or 4:45-6:00 PM *class times may vary slightly by instructor.

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

UG AT Cohort II-18

Cohort	Instructor	Email-Instructor	Mentor	Email-Mentor	Bldg	Rm	Days	Time
V1	Fleck, Tom	fleckt@udel.edu	Kuchel, Sophie	skuchel@udel.edu	108	223	TR	1-2 PM
W1	Pennington, Lindsay	lpenn@udel.edu	Robbins, Nicole	nicrob@udel.edu	108	224	TR	1-2 PM
R2	Jentzsch, Tracy	jentzsch@udel.edu	Pacitti, Megan	mpacitti@udel.edu	108	207	TR	1-2 PM
T2	Mackie, Carly	ccmackie@udel.edu	Grant, Devon	devong@udel.edu	108	203	TR	1-2 PM
S2	Mitchell, Sharon	slmitch@udel.edu	Meloni, Mark	mmeloni@udel.edu	108	225	TR	1-2 PM
Q2	Shreve, Charlotte	cshreve@udel.edu	Stein, Abigail	abbstein@udel.edu	108	205	TR	1-2 PM
P2	Wilson, Mike	wmichael@udel.edu	Curatolo, Vincent	vrc@udel.edu	108	202	TR	1-2 PM
J3	Britton, Kat	kbritton@udel.edu	Sabers, Rebecca	rsabers@udel.edu	108	206	MW	1-2 PM
E3	Shreve, Charlotte	cshreve@udel.edu	Stein, Abigail	abbstein@udel.edu	108	205	MW	1-2 PM
C4	Fleck, Tom	fleckt@udel.edu	Ciotti, Ricky	rickyc@udel.edu	108	223	MW	1-2 PM
L4	Mitchell, Sharon	slmitch@udel.edu	Stewart, Ceara	cearas@udel.edu	108	225	MW	1-2 PM
K4	Pennington, Lindsay	lpenn@udel.edu	Castillo, Camila	camilac@udel.edu	108	224	MW	1-2 PM

Grad Cohort II-18

EE	Duarte	Scott	duarte@udel.edu	Tingmin Liu	tingmin@udel.edu	108	204	MW	12:45-2
FF	Celestin	Abdallah Celestin	abdallah@udel.edu	Nouf Alqahtani	noufama@udel.edu	108	224	TR	5-6:15