

**English Language Institute
Mission Statement**

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

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

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

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

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

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

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

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

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

Adopted May 19, 1999

SESSION III 19 – (01/03 & 01/04) - January 7 to March 1, 2019 (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	Kathy Vodvarka	318 S. College 101	I
IIA	ELILS 201	Lisa Grimsley	318 S. College 102	II
IIB	ELILS 201	Jo Gielow	318 S. College 135	II
IIIA	ELILS 301	Robbie Bushong	318 S. College 136	III
IIIB	ELILS 301	Meghan Graham	318 S. College 134	III
IIIC	ELILS 301	Nonie Bell	ELI 203	III
IIID	ELILS 301	Jack Chen	318 S. College 110	III
IV/A	ELILS 401	Christine Adams	Elkton Corner 101	IV
IV/B	ELILS 401	Baird/Carolina Correa	Amstel Square 103	IV
IV/C	ELILS 401	Mikie Sarmiento	318 S. College 109	IV
IV/D	ELILS 401	Amy Vazquez	318 S. College 133	IV
OB	ELILS 411	Ruwida Alkrekshi	Amstel Square 101	IV
AOB	ELILS 511	Mary Beth WorriLOW	ELI 204	V
STORIES/A	ELILS 521	Walt Babich	ELI 305	V
STORIES/B	ELILS 521	Tom Panter	108 E. Main 205	V
ALCS/A	ELILS 551	Jim Weaver	Elkton Corner 102	V
ALCS/B	ELILS 551	Ana Kim	102 E. Main 103	V
EAPV	ELILS 570	Terri Goode	108 E. Main 224	V
SONGS	ELILS 620	Randy Pennington	318 S. College, 115	VI
PrepEAPVI/A	ELILS 650	Kendra Bradecich	108 E. Main 217	VI
PrepEAPVI/B	ELILS 650	Leslie Connery	108 E. Main 225	VI
1960s-1	ELILS 625	Scott Partridge	108 E. Main 201	VI
ENTREP	ELILS 640	Chris Pinkerton	102 E. Main 101	VI
ENTREP5	ELILS 640	Dan Murray	Amstel Square 102	VI
EIL-1	ELILS 602	Rachel Lapp	318 S. College 140	VI
DRAMA	ELILS 605	Nicole Servais	318 S. College 132	VI
ABCS	ELILS 630	Leslie Criston	ELI 206	VI
GRADVI	ELILS 670	Christienne Woods	318 S. College 137	VI
TextDisc	ELILS 673	William Wherry	108 E. Main 223	VI
GLAD/A	ELILS 628	Ken Cranker	108 E. Main 202	VI
GLAD/B	ELILS 628	Jack Crist	102 E. Main 106	VI
AAcadCom	ELILS 677	Scott Duarte	108 E. Main 204	VI
KhbratPrep/A		Not Scheduled	318 S. College 108	NA
KhbratPrep/B		Not scheduled	318 S. College 112	NA
ELI-ANTH101		Adam Fracchia	TR 108 E. Main, 225	AT2 2:15-3:50 pm
ELI-ARTH151		Mark Miller	TR 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/B		Hellen Seshie	MW 108 E. Main 206	AT2 8:15-9:50 am
ELI ECON101/A		Kaveh Dalvand	TR 108 E. Main 206	AT2 8:15-9:50 am
ELI-GEOG120		Lusiana Browning	MW 108 E. Main 207	AT2 8:15-9:50 am
ELI-GEOL105		Edward Kohut	MW 108 E. Main 205	AT2 6:30-8:05 pm
ELI-GEOL LAB		Edward Kohut	T Penny Hall 209	AT2 6:30 pm
ELI-LEAD300		Tony Middlebrooks	TR Graham Hall 187	AT2 8:15-9:50 am
ELI-MATH 114		Greg Trout	MW 108 E. Main 224	AT2 2:15-3:50 pm
ELI-MATH 115		Paul Canepa	TR 108 E. Main 224	AT2 2:15-3:50 pm
ELI-MATH 117		Paul Canepa	MW 108 E. Main 223	AT2 2:15-3:50 pm
ELI-MATH 241		Paul Canepa	MW 108 E. Main 224	AT2 4:30-6:05 pm
ELI-MATH 221		Greg Trout	TR 108 E. Main 223	AT2 2:15-3:50 pm
ELI POSC240		Tobias Lemke	MW 108 E. Main 206	AT2 4:30-6:05 pm
ANTH101-D1		Carolanne Deal	MW 108 E. Main 203	AT2 1:00-1:55 pm
ARTH151/A-D1		Olivia DiFilippo	MW 108 E. Main 205	AT2 3:15-4:10 pm
ARTH151/A-D2		Olivia DiFilippo	MW 108 E. Main 205	AT2 4:30-5:25 pm
BHAN155-D1		Samantha Speck	MW 108 E. Main 224	AT2 6:15-7:10 pm
BUAD110/A-D1		Natalie Palmer	R 108 E. Main 202	AT2 1 to 1:55 pm
BUAD110/A-D2		Natalie Palmer	R 108 E. Main 202	AT2 2:15-3:10 pm
BUAD110/B-D1		Natalie Palmer	R 108 E. Main 202	AT2 3:30-4:25 pm
BUAD110/B-D2		Natalie Palmer	R 108 E. Main 202	AT2 4:45-5:40 pm
ECON101/A D1		Han Wang	TR 108 E. Main, 224	AT2 4:30-5:25 pm
ECON101/B D1		Han Wang	MW 108 E. Main 225	AT2 2:15-3:10 pm
GEOG120-D2		Samantha Speck	TR 108 E. Main 207	AT2 4:30-5:25 pm
GEOL105-D1		Michael Wilson	TR 108 E. Main 208	AT 9:15-10:10 am
LEAD300-D1		Sharon Mitchell	MW 108 E. Main 208	AT2 8:15-9:10 am
LEAD300-D2		Sharon Mitchell	MW 108 E. Main 208	AT 9:15-10:10 am.
MATH114-D2		Soham Ghandhi	TR 108 E. Main 203	AT2 2:05-3:00 pm
MATH115-D1		Ian Romano	MW 108 E. Main 203	AT2 3:15-4:10 pm
MATH117-D1		Jacob Verbanas	TR 108 E. Main 207	AT2 2:15-3:10 pm
MATH221-D2		Mallory Smith	MW 108 E. Main 206	AT2 3:15-4:10 pm
MATH241-D1		Shehroz Khawaja	TR 108 E. Main 203	AT2 3:15-4:10 pm
POSC240-D1		Sumeryra Yildirim	TR 108 E. Main 206	AT2 3:15-4:10 pm

Level Coordinators for Listening/Speaking:

II: Jo Gielow III: Robbie Bushong IV: Phil Rice	ALCS: Jim Weaver EAPV, PreEAPVI: Terri Goode	Business English: Mary Beth Worrilow EIL, Songs, Film, Drama, GLAD, TextDisc,1960s: Walt Babich GRADVI, ABC, Entrep.: Leslie Criston
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SESSION III 19 – (01/03 & 01/04) - January 7 to March 1, 2019 (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
				I
I	ELIRW 101	Kathy Vodvarka	318 S. College 101	I
IIA	ELIRW 201	Jo Gielow	318 S. College 135	II
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IIIC	ELIRW 301	Nonie Bell	ELI 203	III
IV/A	ELIRW 401	Christine Adams	Elkton Corner 101	IV
IV/B	ELIRW 401	Lisa Grimsley	318 S. College 102	IV
IV/C	ELIRW 401	Amy Vazquez	318 S. College 133	IV
IV/D	ELIRW 401	Randy Pennington	318 S. College 115	IV
WB	ELIRW 431	Ruwida Alkrekshi	Amstel Square 101	IV
V/A	ELIRW 501	Ana Kim	102 E. Main 104	V
V/.PM/A	ELIRW 501	Nick Lamelza	318 S. College 134	V
V/.PM/B	ELIRW 501	Wakako Pennington	318 S. College 115	V
V/B	ELIRW 501	Mikki Washburn	Amstel Square 104	V
AWB	ELIRW 515	Ross Fenske	TR 108 E. Main 207	V
R/FILMV	ELIRW 519	Leslie Criston	ELI 206	V
AHIST	ELIRW 523	Phil Rice	318 S. College 108	V
EAPV/A	ELIRW 570	Carolina Correa/ Lamelza	Amstel Square 103	V
ENTP5 4(hrs)		Dan Murray	Amstel 102	
EAPV/B	ELIRW 570	Terri Goode	108 E. Main 224	V
PrepEAPVI/A.PM	ELIRW 650	Leslie Connery	102 E. Main 105	VI
PROFENGVI	ELIRW 601	Meghan Graham	318 S. College 134	VI
MEDIA	ELIRW 611	Walt Babich	ELI 305	VI
CORPX	ELIRW 671	Mary Beth Worrilow	ELI 204	VI
GRE/GMAT	ELIRW 675	Rachel Lapp	318 S. College 140	VI
R/FILMVI		Cancelled 01/09/19		VI
GRADV	ELIRW 670	Christienne Woods	318 S. College 137	VI
PanamaT		Nicole Servais/Danielle Bragaw	318 S. College 132	MTWRF
PanamaCC.PM		Sarah Petersen	318 S. College 132 (2-3:30pm)	MW
KHBRATPREP		Not Scheduled	318 S. College 136	IV
KHBRATPREP		Not Scheduled	318 S. College 112	V
ARSC 150/A		Tomaskovic /Adil Bentahar	108 E. Main 225	AT1
ARSC 150/B		Tom Panter	102 E. Main 101	AT1

ARSC 150/C		Mike Fields	108 E. Main 205	AT1
ARSC 150/D		Ken Cranker	108 E. Main 202	AT1
ARSC150 Support class		Ross Fenske	108/205 TR only 2:30-3:30	AT1
ARSC152		Carrie Neeley	318 S. College Ave 228 TR	AT3
AT E110-1/A		William Wherry	MWF 108 E. Main 223 TR ReadLab/Workshop	AT2
AT E110-1/B		Scott Partridge	MWF 108 E. Main 203 TR ReadLab/Workshop	AT2
AT E110-1/C		Jack Crist	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
AT E110-1/H		Chris Pinkerton	MWF 108 E. Main 201 TR ReadLab/Workshop	AT2
AT E110-1 I		Scott Duarte	MWF 108 E. Main 204 TR ReadLab/Workshop	AT2
SABIC Reading Support Workshop	Chris Pinkerton	MW 108 E Main St, 217	1:00-2:30 pm	SABIC
SABIC Math Support Workshop	Nathan States	WR 108 E Main St, 217	3:45-5:15 PM	SABIC

Level Coordinators for Reading/Writing		
Level II: Jo Gielow Level III: Jim Weaver IV, AMC: Amy Vazquez	General V, FilmV, HIST: Ana Kim Media, ProfEngl, FilmVI: Walt Babich PrepEAPVI, EAPV: Terri Goode	ARSC 150: Ken Cranker AT E110: Scott Partridge Business English: Mary Beth WorriLOW

Opening Day Announcements

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

WHAT FACULTY NEED TO KNOW

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

Mentoring Meetings for Teachers New to Courses (Listed by mentors conducting orientation sessions) for Monday, January 7, 2019

Classroom availability: There will be late testing in room 203 from 10 to 1 and interviews in room 204. (10:30-noon) AT Study Skills classes will take place from 1-5 PM. on Monday, January 7 in rooms **203, 205, 206, 207, 208, 223**. AT Instructor and IA meetings will be in room 201 on Jan. 8. 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 III Robbie Bushong 223
Level IV Phil Rice 224
ALCS Jim Weaver 225
EAPV, PrepEAPVI Terri Goode 217

Songs, Glad, 1960s, EIL, TextD, Stories Walt Babich 202
Business ESL, Mary Beth Worrilow 207
GRADVI, ABC, Entrep.: Leslie Criston 208

PM

For RW level Meetings: 11AM to 12

Level II Jo Gielow 205
Level III Jim Weaver 202
Level IV Amy Vazquez 224
EAPV, PrepEAPVI Terri Goode 217
Gen V Ana Kim 223
Media, Film, ProfEng W. Babich 206
ARSC, Ken Cranker, 208
E110, Scott Partridge, 201
Business, M. B. Worrilow, 207
GRADVI, ABCS, GMAT: L. Criston 225

Mentor Meetings

Listening/Speaking 1:00 PM

Reading/Writing 2:15 PM

III, Robbie Bushong, 108/204
 IV, Phil Rice, 108/223
 ALCS, Jim Weaver, 102/104
 EAPV, Terri Goode, 108/224
 Songs, Emily Thayer, 108/202
 1960s, Mikki Washburn, 108/217
 EIL, Mike Fields, 108/225

III, Jim Weaver, 108/204
 IV, Amy Vazquez, 102/106
 V, Ana Kim, Room 108/217
 EAPV, Terri Goode, 108/224
 ARSC 150, Ken Hyde, 108/225
 E110, Scott Partridge, 108/223
ProfengVI, Walt Babich 108/202

Textbook Discussion: Ken Cranker 108/204

Stories, Walt Babich, 108/203

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

WEEK 1

<p>Monday, January 7</p>	<p>Schedule pickup for New Students: 8 - 11am, Trabant A & B Schedule pickup for Continuing Students: 9 - 11am, Trabant C Faculty: Opening Day, Level Coordinator Meetings and Course Mentor meetings Faculty Opening Day Meeting, 108 E. Main St., SALC, 9-9:45 AM. Please arrive by 8:45AM. Training for Cohort and IA's for Study Skills classes in weeks 1 and 2. 102 E. Main, Room 105. 9-11 AM Testing and Orientation for Late-arriving students, 108 E. Main Street, 10 AM (Until 1:30 P.M.), 108 E. Main Street, Testing Room 203, Interviews 204 Faculty LS Level Meetings at 108 E. Main from 10:00 AM to 11:00 AM. Faculty RW Level Meetings at 108 E. Main from 11:00 AM to 12:00 PM. Undergrad AT Cohort – Instructor Meeting, 102 East Main St, 9:30-11, 102/103 Undergrad AT Cohort – Mentor Meeting, 102 E. Main St, 1-2 PM 102/103 GRAD CAP Cohort: Instructor & Mentor Meeting, 2:30-4:30pm, 102 E. Main, 105 AT Study Skills Instructor Orientation, 11:15-12:15, 102 E. Main Room 105 Mitchell, Horn, Speck, Wilson, DiFilippo AT2 Study Skills Classes, 1-2:30, 3:30-5 p.m. class, Mitchell, Horn, Speck, Wilson, DiFilippo, Rooms 203, 205, 206, 207, 208, 223. S3 Cluster Instructors Meeting, 318 S. College, 12:00, Room TBD</p>
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	<p>All Tutors Meeting, 318 S. College, 2:00pm to 3:30pm, Room TBD</p>
<p>Tuesday, January 8</p>	<p>First Day of Classes for regular classes (all except ARSC150 and E110)</p> <p>Tutoring: AM Tutoring begins at 8:15am at 108 E. Main. PM Tutoring begins at 1:00pm at 318 S. College. Requests for tutoring schedule changes start. Students can make appointments to see Ken Hyde between 1pm and 6pm and request tutoring changes. Tutoring Info Kiosk: Room 101, 318 S. College Ave.</p> <p>Cluster Faire 1 PM - 2:30 PM - Rm 136 & 137, 318 S. College Ave</p> <p><i>AT1 & New AT2 students New Student Orientation</i> AT NSO (1 day only), 10:15 - 6:00 PM Location Perkins Rodney (meals provided). Students attend LS classes in AM. Coordinator Kat Britton. AT2 students leave at 12:45 to attend cohort and study skills.</p> <p>All AT Cohort Module 1 students attend AT Cohort Policy Meeting, Perkins Rodney, 1-2 PM.</p> <p>UG AT Cohort: Modules 2 - 4 first day TR 1:00 - 2:00</p> <p>Grad CAP/ Cohort Orientation: 1:00--2:00, 108 E. Main St, SALC.</p> <p>New (and returning) AT Faculty Orientation New AT Instructor Meeting 1-2:30 PM, 108 E. Main, Room 201 New & returning ARSC, E110 & content instructors) Semester Kick-off. 2:30-4:30, 108 E. Main Street, Room 201 ATSO dinner 5-6 PM. Highly recommended. Perkins Rodney Room</p> <p>AT Instructional Assistant Orientation 1:00-3:00 New IA Orientation, 108 E. Main Street, Room 225 3:00-3:30 Michael Fernbacher from Student Conduct is coming to talk about issues of academic integrity, 108 E. Main Street, Room 201</p>

	<p>3:30-4:00 Lauren Wallis is coming to talk about library instructional services, 108 E. Main Street, Room 201</p> <p>5:00-6:00 Optional dinner with AT Students, Perkins Rodney</p> <p>AT Study Skills classes during 10:25-12:10 time slot, 108 E. Main St, 203, 205, 206, 207, 208, 223.</p> <p>Mitchell, Horn, Speck, Wilson, DiFilippo</p>
Wednesday, January 9	<p>First day AT classes, E110, ARSC and Content courses.</p> <p>ALEKS Testing, 108 E. Main, SALC; 2:00</p> <p>Retesting to change levels: 3-6 PM, Kirkbride 05 and 06, Proctors: Jo Gielow, Lisa Grimsley, Mikie Sarmiento, Kate Copeland</p> <p>UG AT Cohort: All modules first day MW 1:00 - 2:00</p> <p>Class change form closes at midnight.</p> <p><u>A&E: Deadline to register for basketball and indoor soccer intramurals</u></p>
Thursday, January 10	<p>UG AT Cohort: Module 1 first day TR 1:00 - 2:00</p> <p>Grad Cohort: first day returning T/Th 12:45--2:00 & 5:00--6:15</p> <p>Grad CAP/ Cohort Orientation: 1:00--2:00, 108 E. Main St, 201.</p>
Friday, January 11	<p>All Full Time Faculty: With UD Academe year-end electronic forms already submitted, this is the deadline for scheduling with Alexis Carr a year-end meeting with Scott.</p> <p>Committee Chairs should include summaries of committee activities.</p> <p>Khbrat: SPEAK testing at S.A.L.C. (time TBA).</p> <p><i>A&E Meet-n-Greet Hen Zone Hangout 2-4pm Perkins Student Center</i> <i>[point person: Tim Kim]</i></p>

WEEK 2

Monday, January 14	<p>Testing for Panamanians (LS only) (Panama Bilingue group) 9AM - 12 noon, McDowell 106 & 112. Sarah Petersen</p> <p>LS teachers in Levels I through V should be wrapping up a unit today to begin a new unit when the Panamanians join classes tomorrow.</p>
Tuesday, January 15	<p>Panamanian teachers join LS classes</p>

Wednesday, January 16	Report: No-shows to the Registrar's office by 5:00PM Link: https://apply.udel.edu/register/noshow
Thursday, January 17	
Friday, January 18	<p>Probation Meeting for students on probation. 3PM - 5PM, Room 109, 318 S. College. Robbie Bushong.</p> <p>ITA Speak test. 2PM. Room 108, 318 S. College Ave.</p> <p>Pre-Graduation Advising Meeting for 5-week potentially matriculating CAP Grad students (tentative), 1-2 PM room TBD</p> <p>A&E Ice Skating Party 8-10pm Rust Ice Arena 47 S. College Ave [point person: Callie Zimmerman]</p>

WEEK 3

Monday, January 21	Martin Luther King, Jr. Holiday. ELI, UD CLOSED. In honor of Dr. King, we encourage teachers to pursue service with students sometime this session.
Tuesday, January 22	ITA: Classes start for ITA Winter Program.
Thursday, January 24	Scholarship Applications available for students with financial need
Friday, January 25	<p>Faculty Meeting, 1:30-3pm, Smith 130</p> <p>Grad Cohort: Grad Retreat to Philly: Depart 318 S. College 2:45 ; Returning Sat. at 5PM</p>
Saturday, January 26	<p>A&E: Free trip to Washington, DC. 7: 30 pick up at The Retreat, 8:00 AM departure from ELI, 318 S. College. 5:30PM Departure from Washington D.C.[point person] Scott Partridge.</p> <p>Grad Cohort: Return from Philadelphia at 5PM at 318 S. College</p> <p>A&E: Washington DC Trip [point person: Scott Partridge] NOTE: Trip changed to NYC due to government shutdown. 3 buses.</p>

WEEK 4

Monday, January 28	Faculty complete a progress report for each student and review it with the student <u>Mid-session Reports available on facebook</u> . Reports for sponsored students to be turned in to office.
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Wednesday, January 30	<p>Intention Forms online http://eli.udel.edu (due Wednesday, February 7) Deadline for students to pick-up scholarship applications. Grad Cohort Instructor Meeting, 4:45--5:45, 102 E. Main, Room 105 Khbrat Capstone Conference, Trabant, 9:30 am to 6 pm.</p>
Thursday, January 31	<p>AT Cohort Instructor Mid-Session Meeting, 11:30 - 12:30 Staff Meeting, 2:15-4 PM, Sharp Lab 107 UG AT Cohort Retreat at North Bay, Mods 1-2, Depart 4 PM sharp from 318 S. College. Khbrat Graduation, Star Tower Auditorium, UD South Campus, 6-9 pm</p>
Friday, February 1	<p>Faculty: Mid-Session Grades are due by 5:00 PM. Level III LS teachers meet 1:30 PM, Robbie Bushong, Room 137, 318 S. College Level IV LS teachers meet 1:30 PM, Phil Rice, Room 135, 318 S. College Level EAPV/PrepEAP LS teachers meet 1:30 PM, Terri Goode, 108 E. Main, Room 203 Level ALCS LS teachers meet 1:30 PM Jim Weaver, 108 E. Main, Room 223 Level VI LS teachers on non-graduate students meet 1:00 PM, Walt Babich, 108 E. Main, Room 201 Bus. English LS teachers meet 12:30 PM, Mary Beth Worrirow, ELI 304 GRADVI, ABC, Entrep.: Leslie Criston, 108 E. Main, Room 207</p> <p>Deadline for Students & Faculty for Scholarship Recommendation Forms & applications. CAP Cohort – Mid Session Grades due by 5:00PM</p> <p>UG AT Cohort Modules 1 and 2 Retreat to Northbay. Meet at 318 S. Collect at 4:30 PM for a 5 PM departure ITA: Last day of classes for Winter Program. UDIA exams in the evening.</p>
Saturday, February 2	<p>UG AT Cohort – Last Day for Winter Session Substitute Mentors UG AT Cohort Modules 1 and 2 Retreat to Northbay. Return to 318 S. College at 4:30 PM</p>

WEEK 5

Monday, February 4	<p>UG AT Cohort – Winter Session Mentors return UG AT Cohort Peer Mentor Mid-Session Meeting, 2 - 3 pm, Location TBD</p>
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	Advisory Meeting, 3:30pm, Scott's office
Tuesday, February 5	Full time faculty deadline to submit requests for sabbatical to Director and Advisory Committee. Student Conduct and Attendance Committee Mid-Session Probation Hearings. 3:00 PM, 318 S. College
Wednesday, February 6	Scholarship Committee –3:00 PM, 189 W. Main OISS I-20 Extension Day, 108 E. Main, SALC, 12:30-2:30 PM 5-Week Infobration, 2 PM, 108, room TBD
Thursday, February 7	Grades due for Five-Week CAP Students, 3:00 PM Student Intention Forms due by 11:59 PM
Friday, February 8	Writing Norming Session, 2:00pm-5:00pm, 108 E. Main St., Room SALC UD Spring New Student Orientation UD International Student Orientation, Trabant
Saturday, February 9	A&E UD Basketball vs. UNC Wilmington 7 PM Bob Carpenter Center [point person: Tim Kim]

WEEK 6

Monday, February 11	UD Spring Semester begins
Tuesday, February 12	
Wednesday, February 13	Housing Intention Forms Due Intramurals: 5v5 Basketball Registration Deadline A&E Activities Night 6-9pm Perkins Student Center [point person: Tim Kim]
Thursday, February 14	Valentine's karaoke dance party, George Read Lounge, 6-8 p.m

Friday, February 15	<p>Faculty Meeting, 1:30-3PM, Smith 130</p> <p>Level II RW teachers meet 2:45 PM, Jo Gielow, Rm, 102, 318 S. College Level III RW teachers meet 2:45 PM, Jim Weaver, Rm 133., 318 S. College Level IV RW teachers meet 2:45 PM, Amy Vazquez, Rm 217, 108 E. Main Level V RW teachers meet 2:45 PM, Ana Kim, Rm 203, 108 E. Main, Room EAPV RW teachers meet, 2:45 PM, Terri Goode, Rm 201, 108 E. Main Level VI RW teachers meet 2:45 PM, Walt Babich, Room 203, 108 E. Main Bus. English RW teachers meet 2:45 PM, Mary Beth Worrilow, ELI 304 GRADVI, ABCS, GMAT RW teachers meet 2:45 PM, Leslie Criston, Room 206, 108 E. Main</p>
Saturday, Feb. 16	<p>Lancaster trip for Panama Bilingue group: leaving 9:00 AM from 318 S College, boarding bus 5:45 PM for return trip</p>

WEEK 7

	<p>Faculty meet with all students in danger of retention and complete forms</p>
Monday, February 18	<p>TOEFL TEST, 1:30-5 PM, 189 W. Main. Proctors: Walt and Nonie</p>
Wednesday, February 20	<p>Grad Cohort Instructor Meeting, 4:45--5:45, 102 E. Main, Room 105</p> <p>Advisory Meeting, 3:30pm, Scott's office</p>
Thursday, February 21	<p>Grad Cohort Final Presentations 5-7 PM SALC</p>
Friday, February 22	<p>Listening Test Final: all students take Listening finals in the SALC at 108 E. Main, or Listening Lab or room 132 at 318 S. College – 8:15AM to 2:00PM. Aura Draper.</p> <p>Predicted grades to be entered in database by 5:00 PM.</p>
Saturday, February 23	<p>NYC trip for Panama Bilingue group: leaving 7:00 AM from 318 S College, boarding bus 6:45 PM for return trip</p>

WEEK 8

	Faculty must administer course evaluations by week's end
Monday, February 25	<p>Faculty end of session meeting, 1:30-3PM, Smith 130</p> <p>Final Essays administered in RW classes. Note: this is only a one-hour test. Please plan a lesson for the remaining class time.</p> <p>UG AT Cohort Module 2 and 4 Portfolio presentations, 12:45-3:00 PM, 108 E. Main Street and Student Lounge (MW classes)</p> <p>Grad CAP Cohort – Last day of MW Cohorts</p>
Tuesday, February 26	<p>Final Reading Test administered in all RW classes. One-hour test.</p> <p>Final Grammar Test administered in all RW classes</p> <p>Cohort Grades due at 3:30 PM</p> <p>GRAD CAP Appeals due to Dr. Stevens by 5:00PM</p> <p>https://apply.udel.edu/register/elicapappeal</p> <p>UG AT Cohort Module 2 and 4 Portfolio presentations, 12:45-3:00 PM, 108 E. Main Street and Student Lounge (TR classes)</p> <p>Grad CAP Cohort – Last day of TR Cohorts</p>
Wednesday, February 27	<p>Graded assessment administered in all LS classes (Switch to Tuesday??)</p> <p>Final grades for graduating students, multiple repeaters and those on probation must be entered by 8 A.M</p> <p>Last day of classes: Regular class times.</p> <p>Last day of Tutoring: tutoring ends at 6:00 PM.</p> <p>Last day of Listening Lab.</p>
Thursday, February 28	<p>Full time faculty deadline to submit electronic sabbatical requests to Director, following successful review by Advisory Committee.</p> <p>8-week CAP Infobration for Graduating CAP Students, SALC, 10:45 AM – 1:00 PM</p> <p>Grades for all continuing, non-probationary students must be entered by noon.</p> <p>Student Conduct and Attendance Committee Meeting, 8:00 AM, 318 S. College Ave. Room 228</p> <p>ELI Graduation, Pearson Hall, 3:30 – 6:30 PM, Coordinators: Sarah P., Leslie Cr.</p> <p>Session IV18 New student registration and testing (NO BREAK)</p> <p>Placement Testing/Registration for new students. Interviewers or essay writers: Kathy Vodvarka, Jo Gielow, Lisa Grimsley, Leslie Criston, Walt Babich, Ken Cranker, Nonie Bell, Mikie Sarmiento, Kendra Bradecich, Scott Duarte, Adil</p>

	Bentahar
Friday, March 1	Day 2 Orientation for Session IV18
Monday, March 4	Opening Day of Session IV

NO BREAK

NO BREAK BETWEEN SESSIONS III 19 AND IV19, ORIENTATION FOR SESSION IV19

Monday, March 4	Opening Day of Session IV Opening Day Schedule Pick-Up New/Continuing Students 8-12 Trabant MPR
Wednesday, March 6	Panama Bilingue “What Works” Conference, Day 1. Afternoon: precise times and location TBA
Thursday, March 7	Panama Bilingue “What Works” Conference, Day 2. Afternoon: precise times and location TBA
Friday, March 8	Panama Bilingue farewell luncheon and graduation ceremony. Times and location TBA

Session III 19 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 ending the 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 required 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 AT1 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 GRADV1. To enter GRADV1, 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% maybe placed on academic probation. This does not impact the criteria for retaining students.**

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

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

"A student has two sessions to pass* at any given level.** A student who fails or is retained at a given level for the second time will, based on faculty input, either be placed at a lower level (subject to administrative discretion in exceptional cases) or the be permitted to stay at the same level. If the student does not pass in the next (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%) in all four modules of AT Cohort 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 any student must 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
Panama Bilingue	1/14/19 to 3/8/19	Sarah Petersen	LS only
ITA	1/22/19 to 2/1/19	Ken Hyde	None

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	AT/CAP Academic Advisor
Ross Fenske	AT/CAP Advisement
Emily Thayer	AT Evaluation and IA Coordinator
Mike Fields	Final Listening Test Development
Wakako Pennington	Japanese program and market development

Class Change Procedures. *****

New students wishing to move up in **BOTH listening/speaking and reading/writing classes** report on **Wednesday, January 9 at 3 PM, Kirkbride 005 and 006, Jo Gielow, Mikie Sarmiento, Lisa Grimsley, Kate Copeland, 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 Linda Morris, Tanya Kang, or Jeanne Cannavò, respectively.

Offices

Please let Alexis, 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			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 (Out)	318 S. College, 117		khan@udel.edu
Bragaw, Danielle	318 S. College, 221	x0264	dbragaw@udel.edu
Brunson, Amanda	102 E. Main, 102		brunson@udel.edu
Burke, Kate	108 E. Main St, 203A	x7416	kateuae@udel.edu
Bushong, Robbie	318 S. College, 227	x0389	rbushong@udel.edu
Canepa, Paul	108 E. Main Street		canepa@udel.edu
Caplan, Nigel (Out)	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	108 E. Main	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 (out)	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
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	TBD		milsteen@udel.edu
Murray, Dan	318 S. College, 117		domurray@udel.edu
Musa, Ahlam Not Teaching	318 S. College, 114	x1117	ahlamm@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	108 E. Main, 226	x7419	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
Trout, Greg	108 E. Main St		trout@udel.edu
Vazquez, Amy	318 S College, 138	x7185	avazquez@udel.edu
Vodvarka, Kathy	318 S College, 103	x7542	chessie@udel.edu
Washburn, Mikki	108 E Main, 205A	x7417	mwashbrn@udel.edu
Weaver, James	Elkton Corner 102	x7492	jwweaver@udel.edu
Wherry, William	108 E Main, 206A	x7416	wherry@udel.edu
Whitney, Jackie (Out)	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 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. 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 7. Please administer the evaluation in class on Monday, Tuesday, or Wednesday during week 8.

*If you are teaching a new course, please create your course evaluation 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, Alexis Carr, (arcarr@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, January 7, 2019

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.
9:30 AM	UG AT Cohort Instructor Meeting, 102 E. Main, Room 103
10:00 AM	LS level meetings, 108 E. Main
11:00 AM	RW level meetings, 108 E. Main
12:00 PM	Lunch served to faculty in Student Lounge
1:00 PM	Listening/Speaking Course Mentor Meetings
1:00 PM	UG AT Cohort Peer Mentor Meeting, 102 E. Main, Room 103
2:15 PM	Reading/Writing Course Mentor Meetings
2:30 PM	GRAD CAP Cohort Instructor & Mentor Meeting, 2:30-4:30pm, 102 E. Main, 105
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, January 7, 2019

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, January 8, 2019

9:00AM	Testing for Late Students, Room 228, 318 S. College Avenue
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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, with the exception of ARSC150 and AT E110*
1:00 - 2:00 PM	ALL UG AT Cohort T/R Modules begin classes today. ALL Module 1 Cohorts meet in Perkins Rodney 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
1:00--2:00 PM	Grad CAP/ Cohort Orientation [Cohort & Retreat--L Connery], 108 E. Main St, SALC.

Wednesday, January 9, 2019

L/S 8:15 – 9:55AM R/W 10:25-12:10 & 2:15-4:30 PM	8 Week Class Session Schedule ARSC 150 and AT E110 classes resume
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: Kirkbride 005, 006, Proctors: Kate C., Jo G., Mikie S., Lisa G.
8:00AM – 6:00PM	SALC Open for regular hours
1:00 – 5:00 PM	Listening Laboratory
11:59pm	Deadline to change classes

Thursday, January 10, 2019

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/ Cohort Orientation [CAP Policies--B. Milbury-Steen], 108 E. Main St, 201.
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	
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Friday, January 11, 2019

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, January 8, 2019, 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:
 - 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.
 - Student parking area is the back student lot only.
 - Student cars parked in the faculty/staff parking area will be towed at the owner's expense.
 - 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 III 19

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
AB	SC 135	Annie Baum	arbaum@udel.edu

AC	SC 136	Arielle Champagne	rel@udel.edu
AT	SC 110	Aaron Turner	abturner@udel.edu
BS	SC 137	Brady Smith	bradyvt@udel.edu
CC	MS 208	Catherine Ciferni	cciferni@udel.edu
CF	SC 135	Cynthia Funk	cfunk@udel.edu
CJ	SC 137	Constance Johnson	carpedie@udel.edu
CL	SC 136	Charles Lutz	clutz@udel.edu
DR	SC 133	David Robertson	davidr@udel.edu
EH	SC 137	Elaine Heyden	ehheyden@udel.edu
EW	SC 133	Elaine Weeks-Trueblood	mktewt@udel.edu
GT	SC 133	George Thompson	crabby@udel.edu
JE	SC 136	James Eliason	jeliason@udel.edu
JF	SC 133	Joan French	jy french@udel.edu
JK	SC 110	JooYoung Kim	kimjy@udel.edu
JM	SC 135	Jill McCracken	jmcreate@udel.edu
JP	SC 136	Jeremy Penna	jpenna@udel.edu
JS	SC 110	Julie Stanton Nichols	jtsn@udel.edu
JT	SC 136	Janice Thompson	jpt@udel.edu
KE	SC 135	Karen Eliason	keliason@udel.edu
KG	MS 208	Kristin Grant	kbeahmg@udel.edu
KS	SC 133	Katherine Sheedy	ksheedy@udel.edu
LF	SC 137	Lori Fisher	lofisher@udel.edu
LH	SC 110	Lee Horzempa	leemary@udel.edu
MB	SC 135	Michael Brook	brookm@udel.edu
MD	SC 136	Melora Davis	melorad@udel.edu
MZ	SC 137	Myrna Zaetta	zaetta@udel.edu
NB	SC 110	Nancy Blevins	nblevins@udel.edu
NL	SC 133	Nina Leech	nileech@udel.edu
NM	SC 135	Nelson McMillan	kendrick@udel.edu
RD	SC 136	Rosana Dempsey	rdem@udel.edu
RH	SC 133	Richard Herring	rherring@udel.edu
SC	SC 137	Sarah Cornell	sallyc@udel.edu
SF	SC 110	Susan Foy	sfoy@udel.edu
SP	MS 208	Susan Peters	speters@udel.edu
SW	SC 135	Stephanie Williams	sawillia@udel.edu
TG	MS 208	Thomas Gething	gething@udel.edu
TH	MS 208	Theresa Hartel	tnhartel@udel.edu
YL	SC 137	Yuansha Lin	yuansha@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	Location	Name	Email
AB	SALC	Annie Baum	arbaum@udel.edu
AC	SALC	Arielle Champagne	rel@udel.edu
AT	SALC	Aaron Turner	abturner@udel.edu
BS	SALC	Brady Smith	bradyvt@udel.edu
CJ	SALC	Constance Johnson	carpedie@udel.edu
CL	SALC	Charles Lutz	clutz@udel.edu
GT	SALC	George Thompson	crabby@udel.edu

JF	SALC	Joan French	jyfrench@udel.edu
JK	SALC	JooYoung Kim	kimjy@udel.edu
JT	SALC	Janice Thompson	jpt@udel.edu
KE	SALC	Karen Eliason	keliason@udel.edu
KG	SALC	Kristin Grant	kbeahmg@udel.edu
LF	SALC	Lori Fisher	lofisher@udel.edu
NT	SALC	Nancy Turner	nturner@udel.edu
RD	SALC	Rosana Dempsey	rdem@udel.edu
RH	SALC	Richard Herring	rherring@udel.edu
SW	SALC	Stephanie Williams	sawillia@udel.edu
YL	SALC	Yuansha Lin	yuansha@udel.edu

Cluster Tutoring for Session III 2019

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 101	Elaine Weeks-Trueblood	MW 3:00
Crafts	XC1	SC 132	Jill McCracken	W 2:00
Driving Skills	XS2	SC 101	Brady Smith	TR 4:00
Grammar	XG1	SC 109	Rosana Dempsey	MW 2:00
IELTS	XI1	SC 101	James Eliason	TR 1:00
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	XCk	Turner Corner	Nancy Turner	R 1:00
Kitchen	XCI	Turner Corner	Nancy Turner	R 3:00
Kitchen	XCm	Turner Corner	Nancy Turner	R 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
Math Club	XM1	SC 101	Michael Brook	MW 4:00
Reading Horizons	XR1	SC 101	Janice Thompson	MW 2:00
TOEFL	XT1	SC 101	Yuansha Lin	MW 1:00
Vocabulary (Low)	XV1	SC 101	George Thompson	TR 2:00
Writing Workshop	XW1	SC 140	Christienne Woods	TR 1:00

S3 Clusters for Session III 2019

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	Jack Chen	TBD by coach and student	30 minutes/week TBD by coach and student
Advanced Grammar in Writing/A	Ken Cranker	102/104	M/W 1-2 pm
Advanced Grammar in Writing/B	Amy Vazquez	102/104	T/R 1-2 pm

Listening Laboratory: Class assignments and schedules for the Listening Laboratory. The laboratory instructors are Christine Adams, Sarah Baird and Matt Matterer. 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
I	Room 108	MW 2:00	Sarah Baird
IIA & IIB	Room 108	TR 2:00	Christine Adams
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.**

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

American Host 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 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	
Kate Burke	AM & PM classes	309-750-1016	kateuae@udel.edu
Nick Lamelza	Both AM classes	856-580-7660	nlamelza@udel.edu
Myrna Zaetta	Both AM classes	302-234-4633	zaetta@udel.edu
Rosana Dempsey	RW AM classes	610-613-8189	rdem@udel.edu
Tia Lin	AM & PM classes	302-407-8151	yuansha@udel.edu
Rebecca Boyle	LS AM classes	302-598-5704	beccalee@udel.edu
Amanda Brunson	LS AM classes	256-431-9914	brunson@udel.edu
Sarah Baird	Both AM classes	302-561-0810	sbaird@udel.edu
Jon Kittle	Both AM classes	302--379-8752	jkittle@udel.edu
Shaklo Nematova	Both AM classes	302-685-4891	shaklon@udel.edu

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	302-803-0962 DA SDCV N
Non-CAP Admissions	Admiss. Assist., Krista Urbaniak	ud-eli@udel.edu urbaniak@udel.edu	x3787
Admissions Administrator	Kirsten Brown, Assistant Director for Admissions	kjbrown@udel.edu	x7614
Undergraduate and Graduate CAP or AT admissions questions	Jeanine Chapman, Admissions CAP Coordinatort	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, Assistant Director for ELI Student Life	tkim@udel.edu 302-388-8956 (mobile)	x1174
Housing for Students	Anne-Claire Frank-Seisay, ELI Housing Coordinator	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, Business Manager	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, SALC Coordinator	amdraper@udel.edu	x4864
Tutoring, ITA	Ken Hyde, TC Manager	kenny@udel.edu	x2567
Student Conduct & Attendance	Sue Walton, ELI Registration Officer	swalton@udel.edu	X4738
ELI Tech Support	Nicole Servais (108) Dan Murray (102) Phil Rice (318)	Jim Weaver (Elkton Corner or Amstel Square)	
Academic Support Coordinator and appointments with Associate Director Karen Asenavage.	Jeanne Cannavò, Office Coordinator	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	Alexis Carr, Linda Morris (temporary assistant to Scott Stevens)	arcarr@udel.edu llmorris@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 ELI, Director intensive programs	jwm@udel.edu	x0369
AT and CAP Academics, Cohort, AT Faculty, ADS and Adjunct, ITA	Karen Asenavage, Associate Director for ELI, Director Academic Programs	kasen@udel.edu	x7418
Policies, authorizations, emergencies, MA TESL Program	Scott Stevens, Director, ELI's chief executive officer	sstevens@udel.edu	x8224

Committee chairs:

Curriculum	Nicole Servais	nservais@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

	Walt Babich	wcbabich@udel.edu	x3612
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 3 19

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

Graduate CAP Cohort: 12:45-2:00 PM or 5:00-6:15 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.

Cohort	Instructor	Email-Instructor	Mentor	Email-Mentor	Bldg	Room	Days	Time	Students
Y1	Mitchell, Sharon	slmitch@udel.edu	Chudzik, Maria	chudzikm@udel.edu	108	207	MW	1-2 PM	
Z1	Pennington, Lindsay	lpenn@udel.edu	Robbins, Nicole	nicrob@udel.edu	108	223	MW	1-2 PM	
A1	Brunson, Dr. Amanda	brunson@udel.edu			108	206	TR	1-2 PM	
V2	Fleck, Tom	fleckt@udel.edu	Grant, Devon	devong@udel.edu	102	101	TR	1-2 PM	
W2	Pennington, Lindsay	lpenn@udel.edu	Robbins, Nicole	nicrob@udel.edu	108	223	TR	1-2 PM	
X2	Britton, Kat	kbritton@udel.edu	Abdullah, Omar	moom@udel.edu	102	103	TR	1-2 PM	
R3	Jentzsch, Tracy	jentzsch@udel.edu	Pacitti, Megan	mpacitti@udel.edu	108	225	TR	1-2 PM	
T3	Mackie, Carly	ccmackie@udel.edu	Grant, Devon	devong@udel.edu	108	204	TR	1-2 PM	
S3	Mitchell, Sharon	slmitch@udel.edu	Chudzik, Maria	chudzikm@udel.edu	108	207	TR	1-2 PM	

Q3	Shreve , Charlotte		cshreve@udel.edu	Pacitti, Megan	mpacitti@udel.edu	108	205	TR	1-2 PM	
P3	Wilson, Mike		wmichael@udel.edu	Curatolo, Vincent	vrc@udel.edu	108	224	TR	1-2 PM	
J4	Britton, Kat		kbritton@udel.edu			102	103	MW	1-2 PM	
E4	Fleck, Tom		fleckt@udel.edu	Curatolo, Vincent	vrc@udel.edu	102	101	MW	1-2 PM	

Grad Cohort III-19

EE	Connery	Leslie Connery	lconnery@udel.edu	Samet Bayram	Sbayram@udel.edu	102	105	TR	12:45-2
FF	Celestin	Abdallah Celestin	abdallah@udel.edu	Samet Bayram/ Xudong Xue	Sbayram@udel.edu / Xudong@udel.edu	108	225	TR	5-6:15
GG	Duarte	Scott	duarte@udel.edu	Sumeyra Yildirim	Sumeyray@udel.edu	108	204	MW	12:45-2