

## **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 4 19 – March 4 - April 26, 2019 (8 weeks)**  
**LISTENING/SPEAKING CLASSES meet 8:15 AM to 9:55 AM (MTWRF)**  
**Afternoon classes, marked “PM”, meet 2:15 PM to 4:30 PM (MTWR)**

Class Name		Instructor	Location	
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
IIC	ELILS 201	Mikie Sarmiento	318 S. College 109	II
IIIA	ELILS 301	Robbie Bushong	318 S. College 136	III
IIIB	ELILS 301	Meghan Graham	318 S. College 134	III
IIIC	ELILS 301	Thayer/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	Chris Elliott	102 E. Main 105	IV
IV/C	ELILS 401	Tom Panter	108 E. Main 205	IV
IV/D	ELILS 401	Amy Vazquez	318 S. College 133	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
ALCS/A	ELILS 551	Jim Weaver	Elkton Corner 102	V
ALCS/B	ELILS 551	Ana Kim	102 E. Main 103	V
EAPV/A	ELILS 570	Terri Goode	108 E. Main 224	V
EAPV/B	ELILS 570	Scott Partridge	108 E. Main <b>204</b>	V
EIL-2	ELILS 603	Rachel Lapp	318 S. College 140	VI
DRAMA/A	ELILS 605	Nicole Servais	318 S. College <b>132</b>	VI
DRAMA/B	ELILS 605	Danielle Bragaw	Amstel Square 103	VI
FILM	ELILS 615	Phil Rice	318 S. College 108	VI
SONGS/A	ELILS 620	Randy Pennington	318 S. College, 115	VI
SONGS/B	ELILS 620	Sarah Petersen	108 E. Main 225	VI
1960s-2	ELILS 626	Ross Fenske	108 E. Main <b>201</b>	VI
GLAD/A	ELILS 628	Ken Cranker	108 E. Main 202	VI
GLAD/B	ELILS 628	Kate Burke	318 S. College 112	VI
ABCS	ELILS 630	Leslie Criston	ELI 206	VI
ENTREP	ELILS 640	Dan Murray	Amstel Square 102	VI
PrepEAPVI/A	ELILS 650	Kendra Bradecich	108 E. Main 217	VI
GRADVI	ELILS 670	Christienne Woods	318 S. College 137	VI
TextDisc	ELILS 673	William Wherry	108 E. Main 223	VI
Khbrat		Kate Copeland, Callie	Amstel 104	
ELI-ANTH101		Adam Fracchia	TR 108 E. Main, 225	AT2 2:15-3:50 pm
ELI-ARTH151		Mark Miller	TR 108 E. Main 205	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 <b>201</b>	AT2 6:30-8:05 pm
ELI ECON101/B		Hellen Seshie	MW 108 E. Main 203	AT2 8:15-9:50 am
ELI ECON101/A		Kaveh Dalvand	TR 108 E. Main 203	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 <b>224</b>	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 <b>225</b>	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 <b>207</b>	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:		
<b>II:</b> Jo Gielow	<b>ALCS:</b> Jim Weaver	<b>EIL, Songs, Film, Drama, GLAD, TextDisc, 1960s:</b> Walt Babich  <b>GRADVI, ABCS, Entrep.:</b> Leslie Criston
<b>III:</b> Robbie Bushong	<b>EAPV, PreEAPVI:</b> Terri Goode	
<b>IV:</b> Phil Rice	<b>Business English:</b> Mary Beth Worrilow	

**SESSION 4 19 – March 4 - April 26, 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		Instructor	Location	Level
I	ELIRW 101	Kathy Vodvarka	318 S. College 101	I
IIA	ELIRW 201	Jo Gielow	318 S. College 135	II
IIB	ELIRW 201	Mikie Sarmiento	318 S. College 109	II
IIC	ELIRW 201	Lisa Grimsley	318 S. College 102	II
IIIA	ELIRW 301	Jim Weaver	Elkton Corner 102	III
IIIB	ELIRW 301	Jack Chen	318 S. College 110	III
IIIC	ELIRW 301	Danielle B./Nonie Bell	ELI 203	III
IIID	ELIRW 301	Meghan Graham	318 S. College 134	III
IV/A	ELIRW 401	Christine Adams	Elkton Corner 101	IV
IV/B	ELIRW 401	Monica Farling	102 E. Main <b>106</b>	IV
IV/C	ELIRW 401	Amy Vazquez	318 S. College <b>133</b>	IV
IV/D	ELIRW 401	Randy Pennington	318 S. College 115	IV
V/A	ELIRW 501	Ana Kim	102 E. Main <b>103</b>	V
V/B	ELIRW 501	Mikki Washburn	Amstel Square 104	V
V/C	ELIRW 501	Kate Burke	318 S. College <b>136</b>	V
AWB	ELIRW 515	Ruwida Alkrekshi	Amstel Square 101	V
EAPV/A	ELIRW 570	Carolina Correa	Amstel Square 103	V
EAPV/B	ELIRW 570	Terri Goode	108 E. Main 224	V
PROFENGVI	ELIRW 601	Phil Rice	318 S. College 108	VI
MEDIA	ELIRW 611	Walt Babich	ELI 305	VI
R/FILMVI	ELIRW 619	Leslie Criston	ELI 206	VI
PrepEAPVI/B	ELIRW 650	Bracey/Leslie Connery	318 S. College <b>132</b>	VI
PrepEAPVI/A	ELIRW 650	Sarah Petersen	108 E. Main 207	VI
GRADV	ELIRW 670	Christienne Woods	318 S. College 137	VI
CORPX	ELIRW 671	Mary Beth Worriow	ELI 204	VI
GRE/GMAT	ELIRW 675	Rachel Lapp	318 S. College 140	VI
ARSC 150/A		Adil Bentahar	MWRF 108 E. Main 225	AT1
ARSC 150/B		Tom Panter	MWRF 102 E. Main 101	AT1
ARSC 150/C		Mike Fields	MWRF 108 E. Main 205	AT1
ARSC 150/D		Ken Cranker	MWRF 108 E. Main 202	AT1
ARSC152		Carrie Neeley	318 S. College Ave 112 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 108 E. Main <b>201</b> 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 <b>102 E. Main 104</b> 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		
<b>Level II:</b> Jo Gielow <b>Level III:</b> Jim Weaver <b>IV, AMC:</b> Monica Farling <b>PrepEAPVI</b> Kendra Bradecich	<b>General V:</b> Ana Kim <b>Media, ProfEngl, FilmVI:</b> Walt Babich <b>EAPV:</b> Terri Goode <b>GRADVI, GRE/GMAT:</b> Christienne Woods	<b>ARSC 150:</b> Ken Cranker <b>AT E110:</b> Scott Partridge <b>Business English, CORPX:</b> 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, March 4, 2019.

*Classroom availability: There will be AT content courses taking place throughout the day as well as discussion groups. 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 II 202, Jo Gielow  
Level III 203, Robbie Bushong  
Level IV 217, Phil Rice  
ALCS 206, Jim Weaver  
EAPV, PrepEAPVI 225, Terri Goode  
OB, AOB, 204 Mary Beth Worriow  
GRADVI, Entrep, ABCS 207, Leslie Criston  
GLAD, Songs, Drama, Film, EIL, 1960s, 224,  
Walt Babich

**For RW level Meetings: 11AM to 12 PM**

Level II 202, Jo Gielow  
Level III 203, Jim Weaver  
Level IV, 217 Monica Farling  
AWB, CORPX, 204 Mary Beth Worriow  
Gen V 225, Ana Kim  
PrepEAPVI, 206, Kendra Bradecich  
GRE/GMAT/GRADVI, 207, Christienne Woods  
Prof. Eng VI, RFilmVI, 224, Walt Babich  
ARSC 150, 205, Ken Cranker  
E110, 201, Scott Partridge  
EAPV, 223, Terri Goode

**Mentor Meetings**

**Listening/Speaking 1:00 PM**

**Reading/Writing 2:15 PM**

IV, Amy Bazquez, 108/202  
Drama, Nicole Servais, 108, 201  
EAPV, Terri Goode, 108/217  
Songs, Randy Pennington, 108/206  
1960s, Mikki Washburn, 108/204

V, Ana Kim, Room 108/204  
EAPV, Terri Goode, 217  
ProfengVI, Walt Babich 102/101

Testing for late arriving students on Monday, March 4th,  
2019: please send students to 318 S. College Ave.  
Interviewers Lowell Reithmuller, late tour Brady Smith

**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 IV18**

**WEEK 1**

<p><b>Monday, March 4</b></p>	<p><b>FACULTY OPENING DAY MEETING, 108 E. MAIN ST, ROOM 210 (SALC), 9-10 AM. PLEASE ARRIVE BY 8:45 AM.</b>  OPENING DAY ORIENTATION, NEW STUDENTS, TRABANT A &amp; B, 8-11AM  CONTINUING STUDENTS CHECK IN, TRABANT C, 9-11 AM  COFFEE &amp; TEA SERVED, TRABANT A, 8AM  AT Content Classes Meet Today <b>No ARSC or E110 classes. ARSC and E110 teachers meet.</b>  <b>Faculty LS Level Meetings</b> at 108 E. Main Street, from 10 AM to 11 AM  <b>Faculty RW Level Meeting</b> at 108 E. Main Street from 11 AM to 12 PM  Undergrad AT Cohort Instructor meeting, 102 E Main St., 10:30 - 12:00, 102 E. Main, 101  Testing/Campus Tour/ID cards for late arrivals, 9AM, <b>ELI 318 S. College</b>  <b>Faculty Mentor meetings for faculty teaching new classes</b>, 1:00 PM and 2:15 PM  <b>Tutoring Center: Beginning of Session Meeting</b>, 2:30pm in the 318 S. College, Rm 108.  <a href="#">Address Update Form</a> – EMAILED to all students. <b>DUE Friday 3/8 by 5 PM. ALL TEACHERS please remind students daily to complete this.</b>  <b>Intake Testing for Japanese Students: 9am - 1pm, 318 S. College Ave., Room 108, 135, 136, 137. Tanya Kang, Wakako Pennington</b></p>
<p><b>Tuesday, March 5</b></p>	<p>Faculty presenting at TESOL need to begin lining up subs and conferring with Joe Matterer regarding recommended substitutes.  <b>ARSC and E110 classes resume.</b>  UG AT Policies/ Cohort NSO (Shakhlo Nematova &amp; Sarah Jayne); 1:00 - 2:00 PM Location SALC  <b>Tutoring Center:</b> regular tutoring begins at 8:15 AM.  Tutoring Cluster Faire: 318 S. College, Rooms 136 &amp; 137; 1:00PM - 2:45PM (for information, contact Lizzy Lee or Lori Fisher)  Late testing for late-arriving students, 318 S. College, 9 AM</p>
<p><b>Wednesday, March 6</b></p>	<p>Administrative AT Planning Meeting, 189 W. Main Conference Room, 10:30 am  Late testing and Orientation for late-arriving students, 318 S. College, 9 AM  <b>RETESTING TO CHANGE CLASSES, Kirkbride 004 &amp; 006, 3-6:00 PM; Proctors Kathy Vodvarka, Jo Gielow, Lisa Grimsley, Mikie Sarmiento.</b>  <b>All UG AT Cohorts (M/W) begin class</b>  Returning Grad cohort begin class 12:45  Class change form closes 11:59 PM  <b>Panama Bilingue “What Works” Conference, Day 1.</b> 12:30 - 3:00pm, Perkins Student Center, Collins Room   Tutoring Info Kiosk for tutoring changes and cluster sign-ups: Room 101, 318 S. College Ave. Until Wednesday, March 13th.</p>
<p><b>Thursday, March 7</b></p>	<p><b>All UG AT Cohorts (T/R) begin class</b>  Returning Grad cohort begin class 5:00  <b>Panama Bilingue “What Works” Conference, Day 2.</b> 12:30 - 3:00pm, Perkins Student Center, Ewing Room</p>

<b>Friday, March 8</b>	<p><b>A&amp;E:</b> <i>Meet &amp; Greet</i> OISS Coffee Hour, Trabant Main Concourse 4:00 - 6:00 PM [<b>Point Person: Tim Kim</b>]</p> <p><b>Majors on Main: UD Major Fair for AT2 &amp; AT3 Students</b>, 1:30-3:30 pm, 108 E. Main St. (Point person: Blythe Milbury-Steen)</p> <p><b>Address Update Form DUE from all students.</b></p> <p><b>Faculty going to TESOL need to complete lesson plans for next week and review them with their designated subs.</b></p> <p><b>Panama Bilingue farewell luncheon and graduation ceremony.</b> 1:00 - 3:00 PM, Trabant University Center, Room 209/211</p>
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## WEEK 2

<b>Sunday, March 10</b>	
<b>Monday, March 11</b>	<p><b>Report Attendance to the Registrar's office by 5:00pm.</b></p> <p><b>Link:</b> <a href="https://apply.udel.edu/register/noshow">https://apply.udel.edu/register/noshow</a></p>
<b>Tuesday, March 12</b>	<p>Grad CAP Cohort DELCAT, Morris 116 A 12:45--1:45</p> <p>TESOL Conference begins through Friday March 15.</p>
<b>Wednesday, March 13</b>	<p>Administrative AT Planning Meeting, 189 W. Main Conference Room, 10:30 am</p>
<b>Thursday, March 14</b>	
<b>Friday, March 15</b>	<p><b>STUDENT PROBATION MTG, STUDENTS PLACED ON FIRST TIME PROBATION MUST ATTEND.</b> 3-5PM, 318 S. College Ave., Room 108</p> <p><b>UG Retreat Departure</b>, 4:45 from ELI, 318 to North Bay</p>
<b>Saturday, March 16</b>	<p><b>A&amp;E:</b> <i>Shamrock Fest</i> at Perkins Student Center; 11am–3pm (<b>Point Person: Tim Kim</b>)</p> <p><b>UG Retreat Return from North Bay.</b> Leave North Bay 4:30 pm, arrive ELI 318 S. College around 5:30 pm.</p>

## WEEK 3

<b>Wednesday, March 20</b>	<p>Administrative AT Planning Meeting, 189 W. Main Conference Room, 10:30 am</p>
<b>Thursday, March 21</b>	<p><b>SCHOLARSHIP APPLICATIONS AVAILABLE FOR STUDENTS WITH FINANCIAL NEED and WHOSE I-20S END AT THE END OF THIS SESSION.</b></p> <p><b>ADVISORY COMMITTEE MEETING, 3:30 PM, SCOTT'S OFFICE</b></p>



<b>Friday, March 22</b>	<b>FACULTY MEETING, GORE HALL 204, 1:30-3:00PM.</b> Final Committee Reports to faculty from: Testing Committee, Technology Committee, Textbook Committee, Library Committee, Professional Development Taskforce. Include only changes/recommendations since the last report. (revised 3/21). Complete written reports due April 17. Please use appropriate report format (with original implementation plan; progress on meeting goals, and recommendations for next year). <b>Student Assembly for AT1, AT2 and AT3 students, 1:30-2:30 pm, location TBD</b>
<b>Saturday, March 23</b>	<b>A&amp;E: Free Trip to Washington DC.</b> 2 buses leave 318 S. College, 8:00am. [Point Person: Scott Partridge]

#### WEEK 4

<b>Tuesday, March 26</b>	
<b>Wednesday, March 27</b>	Administrative AT Planning Meeting, 189 W. Main Conference Room, 10:30 AM STAFF MEETING, 2:15-4PM, MITCHELL 001 <b>FINAL DAY FOR STUDENTS TO REQUEST SCHOLARSHIP APPLICATIONS.</b> <b>Intention Forms available</b> (personalized link sent to each student), due April 3rd by 11:59 PM AT Cohort UD Spirit Night 5:00 - 7:30 p.m., Building 108, Rooms TBD (Need 5 rooms)
<b>Thursday, March 28</b>	
<b>Friday, March 29</b>	AT Quarterly Grades due <b>Level Meetings</b> Level II LS teachers meet with Jo Gielow, 318 S. College, Room 102, 3PM Level III LS teachers meet with Robbie Bushong, 318 S. College, Room 140, 3:00 PM Level IV LS teachers meet with, Phil Rice, 318 S. College, 135, 3 PM ALCS, LS teachers meet with Jim Weaver, 318 S. College, 137, 3PM EAPV, PrepEAPVI LS teachers meet with Terri Goode, 102 E. Main, Room 104, 3:30 PM Stories, Songs, GLAD, Drama, EIL, Film LS teachers meet with Walt Babich , ELI 305, 3PM AOB, OB LS teachers meet 1:00 PM, Mary Beth Worrilow, ELI, Room 204, 3PM GRADVI, ABC, Entrep. Meet Leslie Criston, ELI 206, 3:00 PM <b>Faculty input mid-session grades in database for all students due by 5PM</b> <b>Grad CAP Pre-Graduation Advising Meeting,</b> Blythe Milbury-Steen and OISS 1-2 PM, 108 E. Main St. <b>Khbrat 3 Opening Day Meet &amp; Greet/Info Session</b> 10:00-2:30 Perkins <b>A&amp;E: Hen Zone Hangout, Perkins Student Center, 1-3 p.m.</b> (Point Person: Tim Kim)

#### WEEK 5

<b>Monday, April 1</b>	<b>Virtual Faculty Course Fair for students all this week. Send them to the ELI website:</b> <a href="http://sites.udel.edu/csp/courses/coursefair">http://sites.udel.edu/csp/courses/coursefair</a> UD/AT Spring Break through April 5 ( <b>AT content classes will not meet; ARSC 150, E110 and ARSC 152 will meet as usual</b> )
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	<b>Khbrat Orientation 9:00-2:30 Gore 208</b>
<b>Tuesday, April 2</b>	<b>Khbrat Intake &amp; Placement Testing 9:00-2:00 Location TBD</b>
<b>Wednesday, April 3</b>	Administrative AT Planning Meeting, 189 W. Main Conference Room, 10:30 am SCHOLARSHIP COMMITTEE MEETING, 3:00PM, 189 W. Main St., Conference Room. Student intention forms due by 11:59 PM Khbrat Orientation 9:00-2:30 Gore 208
<b>Thursday, April 4</b>	MANAGEMENT MEETING, 10:15AM, 189 W. MAIN CONF. ROOM Student Conduct & Attendance committee meeting (mid-session) 3pm, 318 S. College, Room 132 <b>Khbrat SACM Orientation 9:00-4:00 tent Location TBD</b>
<b>Friday, April 5</b>	<b>Regular ELI, ARSC and E110 classes canceled.</b> <b>ANNUAL PROFESSIONAL DEVELOPMENT RETREAT, 8 AM- 4:30 PM, 108 E. Main</b> <b>A&amp;E: Longwood Garden trip. , buses leave 318 S. College at 9:15 am,[Point Person: Tim Kim]</b> <b>Khbrat TOEFL Test 8:00 - UD &amp; New Castle locations</b>

#### WEEK 6

<b>Monday, April 8</b>	<b>Khbrat - Start LS Classes - Daily Workshops 10:30-2:30</b>
<b>Tuesday, April 9</b>	
<b>Wed., April 10</b>	Administrative AT Planning Meeting, 189 W. Main Conference Room, 10:30 am Intramural Sports Deadline: 5v5 Indoor Soccer (Futsal) League Intramural Sports Deadline: 4v4 Court Dodgeball League
<b>Thursday, April 11</b>	<b>ADVISORY COMMITTEE MEETING, 3:30 PM, SCOTT'S OFFICE</b>
<b>Friday, April 12</b>	<b>AT2 &amp; AT3 Required Pre-Graduation Advising Meeting, 1-3 pm, 108 (please do not schedule class activities during this time)</b>  <b>FACULTY MEETING, GORE HALL 204, 1:30 - 3:00PM. All teachers: Required norm reference training for intake interviewing will take place following meeting.</b> Final committee updates from: Curriculum Committee, Advisory Committee, Conduct and Attendance, Activities and Events (A & E), Promotion and Peer Review, Newsletter, and CAS/UD Senator reports. Chairs without major updates can email their updates to faculty in lieu of providing an oral report. <b>Level Meetings</b> Level II RW teachers meet with Jo Gielow, 318 S. College, Room 102, 3:30 PM Level III RW teachers meet with Jim Weaver, 318 S. College, 137, 3:30 PM Level IV RW teachers meet with Monica Farling, 318 S. College, 140, 3:30 PM EAP V RW teachers meet with Terri Goode, 102 E. Main, Room 104, 3:30 PM PrepEAPVI teachers meet with Kendra Bradecich, Amstel Square, 104, 3:30 PM Level V RW teachers meet with Ana Kim, 102 E. Main, 101, 3:30 PM

	<p>ProfEnglish, Film VI, Media teachers meet Walt Babich, 102 E. Main, 106, 3:30 PM</p> <p>GRADVI, GREGMAT teachers meet Leslie Criston, 108 E. Main, Rm 204 3:30 PM</p> <p>AOB, CorpX teachers meet with Mary Beth WorriLOW, ELI, Rm 204, 3:30 PM</p> <p>ARSC 150 teachers meet Ken Cranker, Amstel Square, 101, 3:30 PM</p> <p>AT E110 teachers meet with Scott Partridge, Amstel Square, 103, 3:30 PM</p>
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### WEEK 7

<b>Monday, April 15</b>	<p><b>Faculty meet with all students in danger of retention</b></p> <p>S3 Instructors &amp; Coaches: Administer evaluations (last week of S3 clusters)</p> <p>Determine names of students for AT Qualifying Test and notify teachers</p>
<b>Tuesday, April 16</b>	<p><b>Final committee reports from all relevant standing committees due to Scott, copied to full time faculty. Please use appropriate format.</b></p>
<b>Wednesday, April 17</b>	<p>Administrative AT Planning Meeting, 189 W. Main Conference Room, 10:30 AM</p>
<b>Thursday, April 18</b>	<p>GRAD CAP Cohort Final Presentations: 5:00-7pm, 108/ SALC</p>
<b>Friday, April 19</b>	<p><b>All faculty must enter predicted grades for graduating students by 5:00 PM</b></p> <p><b>AT Predicted grades due by 5 p.m. (Submit through UDSIS)</b></p> <p><b>Listening Test Final:</b> 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><b>Required AT1: What to Expect in AT2 Advising Meeting, 1-2 pm.</b> (Please do not schedule activities at this time)</p>
<b>Saturday, April 20</b>	

### Week 8

	<p><b>Faculty must administer course evaluations by week's end.</b></p> <p>Faculty must also complete oral rating sheet by end of week.</p>
<b>Monday, April 22</b>	<p><b>END OF SESSION FACULTY MEETING, GORE HALL 204, 1:30 - 3:00PM.</b></p> <p><b>Final Essay administered in AM and PM classes.</b></p> <p>Last day M/W Grad cohort class 12:45</p> <p>UG AT Cohort M2/M4 Final Presentations M/W classes, 108 E. Main, 12:45-3 PM, Rooms TBD</p>
<b>Tuesday, April 23</b>	<p><b>Final Reading Test administered in AM and PM Classes</b></p> <p>Last day T/Th Grad cohort class 12:45</p> <p>UG AT Cohort M2/M4 Final Presentations T/R classes, 12:45-3 PM, Rooms TBD</p>
<b>Wednesday, April 24</b>	<p><b>Final Grammar Tests administered in classes</b></p> <p><b>AT Final Grades due by 5 p.m.</b></p> <p><b>Last day of Tutoring. Regular tutoring for Session IV18 ends at 6:00 PM.</b></p>

	Last day of Listening Lab Last day of classes for AT Cohort (MW Cohorts) All AT/CAP Cohort (undergrad and grad) final grades due 3 PM <b>GRAD CAP appeals</b> due to Scott by 5 PM: <a href="https://apply.udel.edu/register/elicapappeal">https://apply.udel.edu/register/elicapappeal</a>
<b>Thursday, April 25</b>	<b>Final grades for <u>all</u> students (continuing and graduating)</b> by 8AM <b>Last day of classes.</b> Faculty administer program evaluation in L/S classes. Abbreviated classes: LS 8:15 to 9:30; RW 10:00 to 11:15; Afternoon classes 1:00 to 2:15. UG AT Cohort TR last day of class 11:45 - 12:45 PM Faculty time faculty deadline to submit electronic sabbatical requests previously approved by the Advisory Committee to Director <b>Final grades</b> for level V and VI CAP students, graduating students, multiple repeaters, and students on probation due by 8:00 AM
<b>Friday, April 26</b>	<b>GRADUATION, PEARSON HALL, 3:30-6:30 PM., Mary Beth Worrilow &amp; Leslie Criston</b> <b>CAP/AT Infobration, 10:45am, 108 E. Main St. SALC.</b> Student Conduct and Attendance committee meeting, 8 AM, 318 S. College, Room 132
<b>Break</b>	<b>April 29- May 3</b>

### New Student testing and orientation

<b>Thursday, May 2</b>	Registration Day. Trabant Student Center, MPR B and C - Placement Testing/Registration for new students. <b>Interviewers or essay raters: Kathy Vodvarka, Jo Gielow, Walt Babich, Mikie Sarmiento, Scott Partridge, Adil Bentahar, Carolina Correa, Ken Cranker and ADS faculty</b>
<b>Friday, May 3</b>	<b>New Student Orientation, Trabant Student Center MPR B and C</b>

### Curriculum

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

### 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/](http://www.udel.edu/elifacbook/).*

## **Review of recently adopted procedures**

### **Retention Procedures**

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

1. Week 6: Meet with the student, explaining to the student that retention or failure to earn a certificate is possible—and why this is the case. The teacher must complete the web-based retention and student support services form by Wednesday of Week 8. If the student is being retained for the second time, the instructor should indicate whether the student should be demoted or retained at current level—and also recommend what form of student support services the student should receive. The teacher also submits names of students with special needs about whom he or she would like to discuss with administrators.
2. Week 7: Wednesday: meeting between teachers and administrators to discuss students with special needs.

### **Teacher Responsibilities**

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.

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

\*A "pass" in 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 3	3/29/19- 3/28/20	Kate Copeland	LS Only starting 4/8
Panama Bilingue	1/14/19 to 3/8/19	Sarah Petersen	
Japan Programs	3/4/19 to 3/22/19	Wakako Pennington	LS and RW

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
Scott Duarte	AT course and program development
Nicole Servais	Khbrat course development; Curriculum
Mikki Washburn	Khbrat Administration support
Monica Farling	Anthology preparation

**Class Change Procedures.** \*\*\*\*\*

New students wishing to move up in **BOTH listening/speaking and reading/writing classes** report on **Wednesday at 3 PM, TBD, Jo Gielow, Mikie Sarmiento, Lisa Grimsley, Kathy Vodvarka, 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	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	<b>108 E. Main</b>	419-450-6002	jackcrist2@gmail.com
Criston, Leslie	189 W. Main, 206	x3215	greece@udel.edu
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Fields, Michael	108 E. Main, 202A	x7416	mrfields@udel.edu
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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
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: <a href="mailto:capadvisor@udel.edu">capadvisor@udel.edu</a> , for colleagues: <a href="mailto:bmilbury@udel.edu">bmilbury@udel.edu</a>
Milbury-Steen, John	<b>TBD</b>		<a href="mailto:milsteen@udel.edu">milsteen@udel.edu</a>
Murray, Dan	318 S. College, 117		<a href="mailto:domurray@udel.edu">domurray@udel.edu</a>
Musa, Ahlam Not Teaching	318 S. College, 114	x1117	<a href="mailto:ahlamm@udel.edu">ahlamm@udel.edu</a>
Neely, Carrie	108 E. Main, 204A	x7417	<a href="mailto:cneely@udel.edu">cneely@udel.edu</a>
Panter, Tom	318 S College, 131	x7185	<a href="mailto:tpanter@udel.edu">tpanter@udel.edu</a>
Partridge, Scott	108 E. Main, 224A	x7426	<a href="mailto:rspartri@udel.edu">rspartri@udel.edu</a>
Pennington, Randall	318 S College, 130	x7184	<a href="mailto:ranpen@udel.edu">ranpen@udel.edu</a>
Pennington, Wakako	318 S. College, 130	x7184	<a href="mailto:wakapen@udel.edu">wakapen@udel.edu</a>
Petersen, Sarah	108 E Main, 223A	x7426	<a href="mailto:ssp@udel.edu">ssp@udel.edu</a>
Pinkerton, Chris	<b>108 E. Main, 226</b>	x7419	<a href="mailto:mrchris@udel.edu">mrchris@udel.edu</a>
Rice, Phil	318 S College, 139	x7184	<a href="mailto:philrice@udel.edu">philrice@udel.edu</a>
Sarmiento, Mikie	318 S College, 103	x7542	<a href="mailto:mikie@udel.edu">mikie@udel.edu</a>
Servais, Nicole	108 E Main, 209A	x0595	<a href="mailto:nservais@udel.edu">nservais@udel.edu</a>

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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](mailto: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](mailto: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](http://www.udel.edu/eli)) by 6:45 AM. A voice mail message will be left at the main ELI number (831-2674). For those of you living a greater distance from UD who need to know earlier, feel free to call Scott as of 6:30. Since many of your students may not have access to computers from their homes, we are still asking each teacher to create a phone chain. Notify your students by starting the phone chain—relating to them what is posted on the ELI webpage.

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

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

### **WHAT YOU NEED TO KNOW**

This morning's logistics:

#### **Monday, March 4, 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.
10:00 AM	LS level meetings, 108 E. Main
10:30 AM	UG AT Cohort Instructor Meeting, 10:30 - 12:00, 102 E. Main, Room 101
11:00 AM	RW level meetings, 108 E. Main
12:00 PM	Lunch served to faculty in Student Lounge at 108
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

### **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, March 4, 2019**

8:00 AM	<b>New Student Opening Day starts at Trabant A, B, C. Trabant A with beverages.</b>
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	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	<b>Returning Students check in at Trabant C, from 9-11 AM.</b> 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, March 5, 2019**

9:00AM	<b>Testing for Late Students, Room 228, 318 S. College Avenue</b>
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	<b>8-Week Class Session Schedule. Regular classes begin for LS and RW, including ARSC150 and AT E110*</b>
1:00 - 2:00 PM	ALL Module 1 Cohorts meet in 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, March 6, 2019**

L/S 8:15 – 9:55AM R/W 10:25-12:10 & 2:15-4:30 PM	<b>8 Week Class Session Schedule</b>
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, March 7, 2019**

L/S 8:15 – 9:55AM R/W 10:25-12:10 & 2:15-4:30PM	<b>8 Week Class Session Schedule</b>
8:15am-12:30pm & 1:00-6:00 PM	Regular Tutoring
8:00 AM – 6:00 PM	SALC Open for regular hours
1:00 - 2:00 PM	ALL UG AT Cohort TR Modules begin classes today
1:00 – 5:00 PM	Listening Laboratory
11:59pm	

### **Friday, March 8, 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, 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 IV 19

Afternoon tutoring for non-AT students at all levels is 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
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
DB	SC 136	Diana Bandak	dbandak@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	jyfrench@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
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
TG	MS 208	Thomas Gething	gething@udel.edu
TH	MS 208	Theresa Hartel	thhartel@udel.edu
YL	SC 137	Yuansha Lin	yuansha@udel.edu

### Morning Tutoring for Session IV 2019

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

Initial	Location	Name	Email
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<b>AB</b>	SALC	Annie Baum	arbaum@udel.edu
<b>AT</b>	SALC	Aaron Turner	abturner@udel.edu
<b>BS</b>	SALC	Brady Smith	bradyvt@udel.edu
<b>CJ</b>	SALC	Constance Johnson	carpedie@udel.edu
<b>CL</b>	SALC	Charles Lutz	clutz@udel.edu
<b>DB</b>	SALC	Diana Bandak	dbandak@udel.edu
<b>GT</b>	SALC	George Thompson	crabby@udel.edu
<b>JF</b>	SALC	Joan French	jyfrench@udel.edu
<b>JK</b>	SALC	JooYoung Kim	kimjy@udel.edu
<b>JT</b>	SALC	Janice Thompson	jpt@udel.edu
<b>KE</b>	SALC	Karen Eliason	keliason@udel.edu
<b>KG</b>	SALC	Kristin Grant	kbeahmg@udel.edu
<b>LF</b>	SALC	Lori Fisher	lofisher@udel.edu
<b>NT</b>	SALC	Nancy Turner	nturner@udel.edu
<b>RD</b>	SALC	Rosana Dempsey	rdem@udel.edu
<b>RH</b>	SALC	Richard Herring	rherring@udel.edu
<b>YL</b>	SALC	Yuansha Lin	yuansha@udel.edu

### Cluster Tutoring for Session IV 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
<b>Business Skills</b>	<b>XB1</b>	SC 101	Elaine Weeks-Trueblood	MW 3:00
<b>Driving Skills</b>	<b>XS2</b>	SC 101	Brady Smith	TR 4:00
<b>Grammar</b>	<b>XG1</b>	SC 109	Rosana Dempsey	MW 2:00
<b>IELTS</b>	<b>XI1</b>	SC 101	Brady Smith	TR 1:00
<b>Kitchen</b>	<b>XCa</b>	Turner Corner	Nancy Turner	M 1:00
<b>Kitchen</b>	<b>XCb</b>	Turner Corner	Nancy Turner	M 3:00
<b>Kitchen</b>	<b>XCc</b>	Turner Corner	Nancy Turner	M 5:00
<b>Kitchen</b>	<b>XCk</b>	Turner Corner	Nancy Turner	R 1:00
<b>Kitchen</b>	<b>XCI</b>	Turner Corner	Nancy Turner	R 3:00
<b>Kitchen</b>	<b>XCm</b>	Turner Corner	Nancy Turner	R 5:00
<b>Kitchen</b>	<b>XCd</b>	Turner Corner	Nancy Turner	T 1:00
<b>Kitchen</b>	<b>XCe</b>	Turner Corner	Nancy Turner	T 3:00
<b>Kitchen</b>	<b>XCf</b>	Turner Corner	Nancy Turner	T 5:00
<b>Kitchen</b>	<b>XCg</b>	Turner Corner	Nancy Turner	W 1:00
<b>Kitchen</b>	<b>XCh</b>	Turner Corner	Nancy Turner	W 3:00

<b>Kitchen</b>	<b>XCj</b>	Turner Corner	Nancy Turner	W c10:30
<b>Reading Horizons</b>	<b>XR1</b>	SC 101	Janice Thompson	MW 2:00
<b>TOEFL</b>	<b>XT1</b>	SC 101	Yuansha Lin	MW 1:00
<b>Vocabulary (Low)</b>	<b>XV1</b>	SC 101	George Thompson	TR 2:00
<b>Academic Vocab</b>	<b>XV2</b>	MST 103	Kate Burke	TR 1:00
<b>Writing Workshop</b>	<b>XW1</b>	SC 140	Christienne Woods	TR 1:00

### S3 Clusters for Session IV 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.

<b>Cluster</b>	<b>Instructor</b>	<b>Location</b>	<b>Day &amp; Time</b>
<b>Success Coaching/A</b>	Meghan Graham	TBD by coach and student	30 minutes/week TBD by coach and student
<b>Success Coaching/B</b>	Jack Chen	TBD by coach and student	30 minutes/week TBD by coach and student
<b>Success Coaching/C</b>	Amy Vasquez	TBD by coach and student	30 minutes/week TBD by coach and student
<b>Advanced Grammar in Writing</b>	Ken Cranker	108/202	M/W 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:

<b>L/S class</b>	<b>Listening Lab Room</b>	<b>Lab Time</b>	<b>Instructor</b>
<b>III &amp; IV</b>	Room 108	MTWR 1:00	Christine Adams
<b>I &amp; IIA</b>	Room 108	MW 2:00	Sarah Baird
<b>IIB &amp; IIC</b>	Room 108	TR 2:00	Christine Adams
<b>III &amp; IV</b>	Room 108	MTWR 3:00	Matt Matterer
<b>III &amp; IV</b>	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](mailto: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](mailto: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](mailto:jwm@udel.edu) and Tanya, [tkang@udel.edu](mailto: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:**

<b>Tutors and Teachers</b>	<b>Availability</b>	<b>Contact Information</b>	
Nick Lamelza (until March 15th)	Both AM classes	856-580-7660	<a href="mailto:nlamelza@udel.edu">nlamelza@udel.edu</a>
Myrna Zaetta	Both AM classes	302-234-4633	<a href="mailto:zaetta@udel.edu">zaetta@udel.edu</a>
Rosana Dempsey	RW AM classes	610-613-8189	<a href="mailto:rdem@udel.edu">rdem@udel.edu</a>
Tia Lin	AM & PM classes	302-407-8151	<a href="mailto:yuansha@udel.edu">yuansha@udel.edu</a>
Rebecca Boyle	LS AM classes	302-598-5704	<a href="mailto:beccalee@udel.edu">beccalee@udel.edu</a>
Amanda Brunson	LS AM classes	256-431-9914	<a href="mailto:brunson@udel.edu">brunson@udel.edu</a>
Sarah Baird	Both AM classes	302-561-0810	<a href="mailto:sbaird@udel.edu">sbaird@udel.edu</a>

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 Marketing Questions	Nadia Redman, Assistant Director for Marketing, Recruitment, and Communications	nredman@udel.edu	x7132
Communications questions	Tabitha Groh, Comm. Coord.	tgroh@udel.edu	x0492
Non-CAP Admissions	Admiss. Assist., Rebecca Boyle	ud-eli@udel.edu beccalee@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 Coordinator	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)	<a href="mailto:nservais@udel.edu">nservais@udel.edu</a> <a href="mailto:domurray@udel.edu">domurray@udel.edu</a> <a href="mailto:philrice@udel.edu">philrice@udel.edu</a> <a href="mailto:jwweaver@udel.edu">jwweaver@udel.edu</a>	X0595  X7184 x7492
Academic Support Coordinator and appointments with Associate Director Karen Asenavage.	Jeanne Cannavò, Office Coordinator	<a href="mailto:jcannavo@udel.edu">jcannavo@udel.edu</a>	x7421
108/102 E. Main Street supplies, building issues and front desk assistance	Aigner Scott Evening assistant Doug Morris	<a href="mailto:ayscott@udel.edu">ayscott@udel.edu</a> <a href="mailto:morrisdj@udel.edu">morrisdj@udel.edu</a>	x7421
Supplies, appointments, building issues for Amstel Square, Elkton Corner, and 189 W. Main	Alexis Carr, Linda Morris (temporary assistant to Scott Stevens)	<a href="mailto:arcarr@udel.edu">arcarr@udel.edu</a> <a href="mailto:llmorris@udel.edu">llmorris@udel.edu</a>	x7066 or x2674
Course Evaluations, Supplies and building issues at 318 S. College	Tanya Kang Administrative Assistant for Joe Matterer	<a href="mailto:tkang@udel.edu">tkang@udel.edu</a> or Kathy Shea <a href="mailto:kmshea@udel.edu">kmshea@udel.edu</a>	x7544
IEP, Tutoring Center, SALC, Listening Lab, ADS & adjunct faculty	Joe Matterer, Associate Director for ELI, Director intensive programs	<a href="mailto:jwm@udel.edu">jwm@udel.edu</a>	x0369
AT and CAP Academics, Cohort, AT Faculty, ADS and Adjunct, ITA	Karen Asenavage, Associate Director for ELI, Director Academic Programs	<a href="mailto:kasen@udel.edu">kasen@udel.edu</a>	x7418
Policies, authorizations, emergencies, MA TESL Program	Scott Stevens, Director, ELI's chief executive officer	<a href="mailto:sstevens@udel.edu">sstevens@udel.edu</a>	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
Scholarship	Lisa Grimsley	greece@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 S4-19

**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](mailto:sjayne@udel.edu)) or GRAD Leslie Connery ([GradCAPCohort@udel.edu](mailto:GradCAPCohort@udel.edu)) with questions about your students.

Cohort	Instructor	Email-Instructor	Mentor	Email-Mentor	Bldg	Rm	Day	Time
B1	Hitchner, Nichole	hitchner@udel.edu	Stein, Abigail	abbstein@udel.edu	108	206	TR	1-2 PM
C1	Britton, Kat	kbritton@udel.edu	O'Brien, Nora	neobrien@udel.edu	102	103	MW	1-2 PM
Y2	Mitchell, Sharon	slmitch@udel.edu	Chudzik, Maria	chudzikm@udel.edu	108	207	MW	1-2 PM
Z2	Pennington, Lindsay	lpenn@udel.edu	Iacovelli, Danielle	daniac@udel.edu	108	223	MW	1-2 PM
V3	Fleck, Tom	fleckt@udel.edu	Castillo, Camilla	camilac@udel.edu	102	101	TR	1-2 PM
W3	Pennington,	lpenn@udel.edu	Robbins, Nicole	nicrob@udel.edu	108	223	TR	1-2 PM



	Lindsay								
X3	Britton, Kat	kbritton@udel.edu	Sabers, Rebecca	rsabers@udel.edu	102	103	TR	1-2 PM	
R4	Jentzsch, Tracy	jentzsch@udel.edu	Pacitti, Megan	mpacitti@udel.edu	108	225	TR	1-2 PM	
T4	Mackie, Carly	ccmackie@udel.edu	Grant, Devon	devong@udel.edu	108	204	TR	1-2 PM	
S4	Mitchell, Sharon	slmitch@udel.edu	Meloni Mark	mmeloni@udel.edu	108	207	TR	1-2 PM	
Q4	Shreve , Charlotte	cshreve@udel.edu	Bahnson, Meg	mbahn@udel.edu	108	205	TR	1-2 PM	
P4	Wilson, Mike	wmichael@udel.edu	Curatolo, Vincent	vrc@udel.edu	108	224	TR	1-2 PM	

### Grad Cohort III-19

FF	Connery	Leslie Connery	lconnery@udel.edu	Xudong Xue	Xudong@udel.edu	<b>108</b>	<b>225</b>	TR	5-6:15
GG	Duarte	Scott	duarte@udel.edu	Samet Bayram	Sbayram@udel.edu	<b>108</b>	<b>204</b>	MW	12:45-2