

**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 6 19 – July 1 - August 16, 2019 (7 weeks)**  
**LISTENING/SPEAKING CLASSES meet 8:15 AM to 10:05 AM (MTWRF)**  
**Afternoon classes, marked “PM”, meet 2:15 PM to 4:35 PM (MTWR)**

I	ELILS 101	Kathy Vodvarka	318 S. College 101	I
IIA	ELILS 201	Jo Gielow	318 S. College 135	II
IIIA	ELILS 301	Robbie Bushong	318 S. College 136	III
IIIB	ELILS 301	Jack Chen	318 S. College <b>137</b>	III
IIIC	ELILS 301	Meghan Graham	318 S. College 134	III
IV/A	ELILS 401	Christine Adams	Elkton Corner 101	IV
IV/B	ELILS 401	Amanda Strickland	318 S. College 133	IV
IV/C	ELILS 401	Nonie Bell	ELI 203	IV
OB	ELILS 411	____/Ruwida Alkrekshi	Amstel Square 101	IV
AOB	ELILS 511	<b>Wakako Pennington</b>	<b>318 S. College 110</b>	V
STORIES	ELILS 521	Tom Panter	108 E. Main 225	V
ALCS/A	ELILS 551	William Wherry	108 E. Main 223	V
ALCS/B	ELILS 551	Rebecca Boyle	<b>108 E. Main 204</b>	V
ALCS/C	ELILS 551	Jennifer Rippon	108 E. Main 224	V
EAPV	ELILS 570	Chris Elliot	102 E. Main 101	V
EIL-2	ELILS 603	<b>Dan Murray</b>	102 E. Main 103	VI
DRAMA/A	ELILS 605	Kathy Bracy	318 S. College, 102	VI
DRAMA/B	ELILS 605	Rachel Lapp	318 S. College <b>140</b>	VI
SONGS/A	ELILS 620	<b>Ken Cranker</b>	108 E. Main 202	VI
SONGS/B	ELILS 620	<b>Mikie Sarmiento</b>	<b>318 S. College 109</b>	VI
1960s-2	ELILS 626	<b>Jack Crist</b>	<b>108 E. Main 201</b>	VI
GLAD/A	ELILS 628	Carolina Correa	Amstel Square 103	VI
GLAD/B	ELILS 628	Kate Burke	318 S. College 112	VI
PrepEAPVI	ELILS 650	Leslie Connery	<b>102 E. Main 105</b>	VI
ABCS	ELILS 630	Leslie Criston	ELI `206	VI
GRAD VI	ELILS 670	Christienne Woods	108 E. Main 206	VI
PMETHODS/A	ELISP 655	Nicole Servais	Willard 217	
PMETHODS/B	ELISP 655	Kate Tomaskovic	Willard 215	
READ WRITE FIELD	ELIRW 620	Chris Pinkerton	<b>108 E. Main 217</b>	VI
Khbrat Mtg Room		Kate Copeland,-Callie	318 S. College 132	
ELI-ANTH101		Brian Peasnall	MW 108 E. Main, 205	AT2 6:30-8:05 pm
ELI-BHAN155/A		Steven Bowman	TR 108 E. Main <b>206</b>	AT2 4:30-6:05 pm
ELI-BHAN155/B		Steven Bowman	TR 108 E. Main <b>206</b>	AT2 6:30-8:05 pm
ELI-COMM212/A		Laura White	MW 108 E. Main <b>201</b>	AT2 6:30-8:05 pm

ELI-COMM212/B		Laura White	TR 108 E. Main <b>201</b>	AT2 6:30-8:05 pm
ELI ECON101		Hellen Seshie	MW 108 E. Main 203	AT2 8:15-9:50 am
ELI ECON103		James Antwi	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-MATH-221		Greg Trout	MW 108 E. Main <b>224</b>	AT2 2:15-3:50 pm
ELI-MATH-241		Paul Canepa	MW 108 E. Main 223	AT2 2:15-3:50 pm
ELI-MATH-115		Paul Canepa	MW 108 E. Main 223	AT2 4:30-6:05 pm
ELI POSC240		Tobias Lemke	MW 108 E. Main 205	AT2 4:30-6:10 pm
ELI-SCEN109		Renate Wuersig	TR 05/07-05/30 Worrilow Hall 203 TR 06/04-08/15 Harker ISE Lab 110	AT2 10:15 am
ANTH101-D1		Sumeyra Yildirim	TR 108 E. Main 205	AT2 4:20-5:15 pm
ELI-BHAN155/A D1		<b>Elizabeth O'Connor</b>	MW 108 E. Main 225	AT2 5:00-5:55 pm
ELI-BHAN155/B D1		<b>Elizabeth O'Connor</b>	MW 108 E. Main 225	AT2 6:15-7:10 pm
ELI-BHAN155/B D2		<b>Elizabeth O'Connor</b>	MW 108 E. Main 205	AT2 2:30-3:25 pm
ELI-COMM212/A D1		Sharon Mitchell	MW 108 E. Main 207	AT2 2:30-3:25 PM
ELI-COMM212/B D1		Sharon Mitchell	TR 108 E. Main 207	AT2 3:20-4:15 pm
ECON101 D1		Han Wang	TR 108 E. Main, 224	AT2 4:30-5:25 pm
<b>ECON103 D1</b>		Han Wang	MW 108 E. Main <b>203</b>	AT2 <b>1-2</b> pm
GEOG120-D1		<b>Sarah Baird</b>	TR 108 E. Main 207	AT2 5:15-6:10 pm
MATH-241 D1		Emma Ruggiero	TR 108 E. Main 224	AT2 2:15-3:10 pm
MATH-115 D1		Dennis Lawson	TR 108 E. Main 206	AT2 2:15-3:10 pm
MATH 221-D1		Dennis Lawson	TR 108 E. Main <b>206</b>	AT2 3:20-4:15 pm

POSC240-D1		Sumeyra Yildirim	TR 108 E. Main 205	AT2 5:35-6:30 pm
SCEN109 D1		Emma Ruggiero	TR 108 E. Main 203	AT2 3:20-4:15-5 PM

### Level Coordinators for Listening/Speaking:

	<b>ALCS:</b> Jim Weaver	<b>EIL,, Drama, 1960s:</b> Nicole Servais
<b>III:</b> Robbie Bushong	<b>Business English:</b> Ruwida Alkreshki	<b>Songs, GLAD:</b> Ken Cranker
<b>IV:</b> Christine Adams	<b>EAPV, PrepEAPVI,</b> Leslie Connery	<b>GRADVI, ABCS.:</b> Leslie Criston

**SESSION 6 19 – July 1 - August 16, 2019 (7 weeks)**  
**READING/WRITING CLASSES meet 10:35 AM to 12:35 PM (MTWRF)**  
**Afternoon classes, marked “PM”, meet 2:15 PM to 4:35 PM (MTWR)**

		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
IIIA	ELIRW 301	Jack Chen	318 S. College 137	III
IIIB	ELIRW 301	Nonie Bell	ELI 203	III
IIIC	ELIRW 301	Jim Weaver	Elkton Corner 102	III
IIID	ELIRW 301	Jon Kittle	ELI 305	III
IV/A	ELIRW 401	Christine Adams	Elkton Corner 101	IV
IV/B	ELIRW 401	Monica Farling	102 E. Main 106	IV
IV/C	ELIRW 401	Wakako Pennington	318 S. College 136	IV
IV/D	ELIRW 401	Amanda Strickland	318 S. College 133	IV
WB	ELIRW 431	Rachel Lapp	318 S. College 140	IV
V/A	ELIRW 501	Ana Kim	102 E. Main 103	V
V/B	ELIRW 501	Brittany Zezima	318 S. College 102	V
AWB	ELIRW 515	___/Ruwida Alkrekshi	Amstel Square 101	V
RFILM5	ELIRW 519	Kate Burke	318 S. College 112	V
EAP5	ELIRW 570	Carolina Correa	Amstel Square 103	V
AMEDV	ELISP 550	Mikki Washburn	318 S. College 132	V
PROFENGVI/A	ELIRW 601	Meghan Graham	318 S. College 134	VI
PROFENGVI/B	ELIRW 601	Jennifer Rippon	108 E. Main 224	VI
PrepEAPVI	ELIRW 650	Leslie Connery	102 E. Main 105	VI
GRAD VI	ELIRW 670	Christienne Woods	108 E. Main 206	VI
GRE/GMAT	ELIRW 675	Dan Murray	Amstel Square 102	VI
BMethods/A	ELISP	Nicole Servais	Willard 319	

BMethods/B	ELISP	Kate Tomaskovic	Willard 323
PSPI US Culture/A		Sarah Petersen	Willard 2:15; MW 2 pm
PSPI US Culture/A		Sarah Petersen	Willard 2:15; TR 2 pm
ARSC 150/A	Tom Panter		MWRF 108 E. Main 225
ARSC 150/B	Ross Fenske		MWRF 108 E. Main 205
ARSC 150/C	Ken Cranker		MWRF 108 E. Main 202
ARSC 150/D	Jack Crist		MWRF 108 E. Main 201
ARSC152/A	Emily Thayer		11:00 am-12:40 pm TR 108 E. Main 207
ARSC152/B	Emily Thayer		1:00 pm- 2:40 p TR 108 E. Main 207
ARSC150 Support	Ross Fenske		<del>2:30-3:30 PM</del> <del>TR 108 E. Main Room 217</del>
AT E110-1/A	William Wherry		MWF 108 E. Main 223 TR ReadLab/Workshop
AT E110-1/B	Amanda Brunson		MWF 108 E. Main 203 TR ReadLab/Workshop
AT E110-1/C	Chris Pinkerton		MWF 108 E. Main 217 TR ReadLab/Workshop
AT E110-1/D	Chris Elliott		MWF 102 E. Main 101 TR ReadLab/Workshop
AT E110-1/E	John Milbury Steen		MWF 108 E. Main 208 TR ReadLab/Workshop
SABIC MATH	Nathan States		MW 3:45-5:15 pm 108/217

Level Coordinators for Reading/Writing		
<b>Level II:</b> Jo Gielow	<b>General V:</b> Ana Kim	<b>ARSC 150:</b> Ken Cranker
<b>Level III:</b> Jim Weaver	<b>ProfEngVI:</b> Meghan Graham	<b>AT E110:</b> Amanda Brunson
<b>IV:</b> Monica Farling	<b>GRADVI, GRE/GMAT:</b> Christienne Woods	

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## Opening Day Announcements

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

### 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, July 1, 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 III, Robbie Bushong, Room 205  
Level IV, Christine Adams, Room 101  
ALCS, Jim Weaver, Room 225  
GRADVI, ABCS, Leslie Criston, Room 201  
GLAD/SONGS, Ken Cranker, Room 223  
EIL/STORIES/FILM/1960, Tom Panter, 204  
AOB, Chris Pinkerton, 202  
EAPV/PrepV, Leslie Connery, Rm 208

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

Level II, Joe Gielow, Room 202  
Level III, Jim Weaver, Room 205  
Level IV, Monica Farling, Room 102/101  
General V, Ana Kim, Room 225  
ARSC 150, Ken Cranker, Room 223  
E110, Amanda Brunson, Room 201  
Prof. Eng VI, Meghan Graham, Room 204  
GRADVI, GRE Christienne Woods, 217

#### Mentor Meetings

##### **Listening/Speaking 1:00 PM**

III, Robbie Bushong, Room 202  
IV, Christine Adams, Room 102/104  
ALCS, Jim Weaver, Room 102/101  
Drama, Emily Thayer, Room 207  
Songs, Ken Cranker, Room 208  
1960's, Tom Panter, Room 217  
AOB, Chris Pinkerton, Room 223

##### **Reading/Writing 2:15 PM**

II, Jo Gielow, Room 102-106  
III, Jim Weaver, Room 206  
IV, Monica Farling, Room 102/104  
V, Ana Kim, Room 208  
E110, Amanda Brunson, Room 203  
ARSC 150, Ken Cranker, Room 217  
ProfEnglishVI, Megan Graham, Rm 223

***Classrooms not available: Room 203 from 8-10 and then 1-2. Room 205 from 2pm on. Room 206 from 2pm on. Room 207 8-10 and 2-4 pm. Room 223 from 2-6 pm. Room 224 from 2-4 p.m. Room 225 from 2-6 pm.***

***102/105 10:30-2 pm UG Cohort meetings.***

Testing for Brazil group (40) and late arriving students: 9:30AM, 318 S. College. Proctors: Elaine Heyden, Kristin Grant, Tom Gething, Sally Cornell. Interviewers: Sarah Petersen, Nicole Servais, Kate Tomaskovic, Kathy Vodvarka, Joe Matterer.

**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.

**UDSIS code for Faculty Session VI19: 9197**

**Calendar of Events, Meetings, and Deadlines**

**NEW STUDENT INTAKE FOR SESSION 6 19**

<b>Thur., June 27</b>	Registration at ELI, 108 E. Main Street, 8-11am. Testing for NEW students. 9:00 am, 108 E. Main.
<b>Fri., June 28</b>	Orientation Presentation for NEW students, 8-12AM, 108 E. Main Street Testing for late students, 10:00 am at 108 E. Main St. Rm. 202 Breakfast for NEW students, 8am, 108 E. Main Street Drop off 1 minivan, by 5PM (Matt).

**WEEK 1**

<b>Mon., July 1</b>	<p>OPENING DAY NEW students. 8am-11AM, Perkins Rodney            Beverages, 8am, Perkins Rodney            Title IX Presentation, 9-10am, Perkins Rodney            CONTINUING students pick up schedules, 9-11am, Perkins Ewing            TESTING for <b>Brazilian/HUFS Group and late students</b>, 9:30 am, 318 S. College.            WEBREG open for adding/dropping classes (closes Thursday at midnight)            Faculty Opening Day Meeting, 9:00am, 108 E. Main, SALC, Room 210            Faculty LS Level Meetings at 108 E. Main Street, from 10 to 11 AM            Faculty RW Level Meeting at 108 E. Main Street from 11 AM to 12 PM.            Undergrad AT Cohort Instructor Meeting 10:30-12 PM, 102 E. Main St., Rm 105            Undergrad AT Cohort Mentor Meeting 1-2 PM, 102 E. Main St., Rm 105            1:00 Faculty Meetings with mentors for teachers who are new to their LS classes            2:30 Faculty Meetings with mentors for teachers who are new to their RW classes</p>
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<b>Tue., July 2</b>	<p>First full day of classes and labs</p> <p>Tutoring Cluster Faire: 1:00pm to 2:30pm, 318 S. College Avenue, Rooms 136 &amp; 137</p> <p>Tutoring: Regular tutoring starts at 1:00pm. Requests for tutoring schedule changes start. Students can make appointments online to see Ken H. between 1:00PM &amp; 5:00 PM and request tutoring changes.</p> <p>Drop off 1 minivan, by 5PM (Brady).</p> <p>AT Career Workshop: What are your interests? SALC, 3:30-4:30</p>
<b>Wed., July 3</b>	<p><b>Retesting</b> for students wanting to change classes, 3-6:00 PM, Willard 319 &amp; 323 Proctors Jo Gielow, Mikie Sarmiento, Carolina Correa</p> <p>WEBREG Add/drop capabilities disabled at midnight.</p> <p><b>All Modules MW Undergrad AT Cohort Classes Begin 1-2 PM</b></p>
<b>Thur., July 4</b>	<p><i>Independence Day Holiday observed: No classes, UD offices are CLOSED</i></p> <p><i>Newark July 4th Fireworks - 6 PM to 10 PM - UD Complex. Rain date: July 5th</i></p>
<b>Fri., July 5</b>	<p>Classes and ELI Offices reopen. Each office (registrar's, admissions, finances, admissions, orientation/housing, tutoring, AT, advisement, and front desks at 189, 108, and 318) will be opened but with reduced staff. Joe Matterer will be in charge at the ELI that day. <b>Final class placement results returned to faculty by the end of day on Friday</b></p>
<b>Sat., July 6</b>	<b>PDPI (Brazilian Teacher) Lancaster trip</b>

## WEEK 2

<b>Mon., July 8</b>	<p>Language Adventure and Keimyung Intake testing - 8:00 am to 2:15 pm, Alison 132 &amp; 133.</p> <p>AT Career Workshop: Giving a great elevator pitch, SALC, 3:30-4:30</p> <p>New Teacher meeting with Julie Lopez, Monday, 1:15-2pm, 108 E Main Street, Room 217</p>
<b>Tues., July 9</b>	<p>IELTS Prep Classes 4:15 to 6:15 (T) - 318 S. College, Room 112 - Chris Pinterton</p> <p>AT ARSC 150 faculty meet each Tuesday, 10:30, with Ken Cranker, Rm 202</p> <p>AT E110 faculty meet each Tuesday, 10:30 with Amanda Brunson, Rm 203</p> <p>ALL Modules TR Undergrad AT Cohort Classes Begin 1-2 PM</p> <p>Language Adventure and Keimyung students join classes.</p>
<b>Wed., July 10</b>	<p><b>Faculty: Report students not attending by 5PM. Use Slate form.</b></p> <p>AT Career Workshop: Writing your resume, SALC, 3:30-4:30</p> <p><b>OISS Ice Cream Social:</b> 3-5PM in courtyard outside of OISS, no registration required.</p>
<b>Thur., July 11</b>	

<b>Fri., July 12</b>	<p><b>Probation Meeting—all students on Probation <i>for the first time</i> must attend, 318 S. College, Room 108, 3-5PM, Robbie Bushong &amp; Joe Matterer</b></p> <p><u>A&amp;E</u>: Meet-n-Greet Hen Zone Hang Out/Dance Party, 6:00 pm-9:00 PM at Perkins Student Center, Hen Zone/Bacchus Theater.</p> <p>AT1, AT2, AT3 Assembly: 1:30 pm, <b>Perkins Rodney Room..</b> REQUIRED meeting for all AT1, AT2 and AT3 students.</p>
<b>Sat., July 13</b>	<b>LAUSA/PDPI/Keimyung/Panama Bilingue/HUFS Washington DC trip</b>

**WEEK 3**

<b>Mon., July 15</b>	<b>Level IV RW teachers meet Monica Farling, 102 E. Main, RM 106 , 1:30</b>
<b>Tue., July 16</b>	AT Career Workshop: Writing a cover letter, SALC, 3:30-4:30
<b>Wed., July 17</b>	<p><b>ITA:</b> On-boarding and SPEAK testing at 108 E. Main. <u>The SALC, Faculty lounge and Student Lounge will be closed to students and faculty from 8:30am to noon.</u> Please plan to use copiers at another time.</p> <p><b><u>LS Level Meetings at 2:00 PM:</u></b></p> <p><b>Level III LS</b> teachers meet Robbie Bushong, 318 S. College, Rm. 112</p> <p><b>Level IV LS</b> teachers meet Christine Adams, 318 S College, Rm 109</p> <p><b>ALCS LS</b> teachers meet Jim Weaver, Elkton Corner, Rm 102</p> <p><b>EIL/Stories/Film/Drama/1960</b> teachers meet Tom Panter, 108 E. Main, Rm <b>203</b></p> <p><b>Grad VI, ABCS LS teachers meet</b> Leslie Criston, ELI 206, 2:00 PM</p> <p><b>GLAD, SONGS,</b> 102 E. Main, Room 104, meet Ken Cranker, 2:00 PM</p> <p><b>EAPVI, PrepVI LS</b> teachers meet with Leslie Connery, 102, Rm 103 2:00 PM</p> <p><b>OB, AOB</b> meet with Ruwida Alkrekshi, Amstel Square, 103</p> <p>AT Career Workshop: Building professional relationships, SALC, 3:30-4:30</p> <p><b>OISS Pizza Party:</b> 3-5PM in courtyard outside of OISS, no registration required.</p>
<b>Thur., July 18</b>	<p><b>ITA:</b> UDIA Testing on UD campus.</p> <p><b>Scholarship Applications Available at 189 W. Main</b></p> <p><b>Advisory Committee Mtg.,</b> 3:00 PM, Scott's office</p> <p><u>A&amp;E:</u> <b>Pool Party at the University Outdoor Pool.</b> 2:30pm-5:00pm. [Point Person: Tim Kim]</p>
<b>Fri., July 19</b>	<p><b>Faculty Meeting, 1:30-3 PM, Kirkbride Room 004</b></p> <p><b>ITA:</b> UDIA Testing on UD campus.</p> <p><b>ALCS LS teachers meet</b> Amanda Brunson, 102 E. Main, Rm. 104, 2:00 PM</p> <p><b>Tutoring:</b> Annual Tutoring Center Retreat. SALC. 12:30 to 4:30PM.</p> <p>Final AT Career Month Event: Tour of Career Services, 1:30 PM</p>

<b>Sat., July 20</b>	<b>LAUSA/PDPI/Keimyung/Panama Bilingue/HUFS New York City trip</b>

**WEEK 4**

<b>Mon., July 22</b>	<p><b>All faculty</b> should have mid-session progress meetings with students during office hours  <b>ITA:</b> Program Opening and Orientation from 9:00AM to 11:00AM in MEM 127.</p>
<b>Tue., July 23</b>	<b>ITA:</b> Regular classes begin in Alison Hall and continue to Aug 14 <sup>th</sup> .
<b>Wed., July 24</b>	<p><b>Final day for students to request scholarship applications.</b>  Faculty input mid-session grades in UDSIS for all students  Intention Forms go live online. Due July 31st.  <b>OISS Ice Cream Social:</b> 3-5PM in courtyard outside of OISS, no registration required.</p>
<b>Thur., July 25</b>	<b>Staff Meeting, 2:15-4 pm, Willard 319</b>
<b>Fri., July 26</b>	<p><b>Scholarship Application Packets Due.</b> Faculty-final day to submit scholarship recommendation forms for students! Please submit these on time – the Committee can't consider the student if the recommendations are not submitted!</p> <p>AT2 and AT3 Pre-Graduation Advising Meeting with Blythe and OISS, 1-2:45 pm, SALC</p>
<b>Sat., July 27</b>	<b><u>A&amp;E:</u> Free trip to Rehoboth Beach,</b> Buses leave Retreat at 6:30am and 318 S. College at 7:00am. [Point Person: Callie Zimmerman]

**WEEK 5--SCOTT OUT THIS WEEK**

<b>Wed., July 31</b>	<p><b>Intention Forms due</b> by midnight from all students. Form will no longer be accessible online after midnight.  <b><u>RW Level Meetings:</u></b>  <b>Level II</b> RW teachers meet Jo Gielow, 318 S. College, Rm.112, 2:00 PM  <b>Level III</b> RW teachers meet Jim Weaver, 318 S. College, Rm.109, 2:00 PM  <b>General V</b> RW teachers meet Ana Kim, <b>102 E. Main, Rm 101</b>, 2PM  <b>ProfessionalENG VI</b> RW teachers meet Megan Graham, <b>108 E. Main St., Rm. 203</b> 2:00 PM  <b>PrepEAPVI</b> teachers meet with Leslie Connery, 108 E. Main, Rm 223, 2PM</p>
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	<b>GRADVI, GRE/GMAT, EAP5</b> teachers meet with Christienne Woods, 108 E. Main, Room 207 <b>Scholarship Committee Meeting – ELI – 3:30PM</b>
<b>Thur., Aug. 1</b>	
<b>Fri., Aug. 2</b>	<b>Faculty Meeting, 1:30-3 pm, Willard Rm. 109 (?)</b> AT1 What to Expect in AT2 Advising Meeting with Blythe and Julie, 1-2 pm, SALC <b><u>A&amp;E</u>: Annual Summer Picnic</b> , 189 W. Main, 12:45-4:00 PM; all teachers are asked to participate. [Point Person: Tim Kim]

#### WEEK 6

<b>Mon., Aug. 5</b>	Faculty meet students, <b>reviewing retention process with student if needed</b>
<b>Tue., Aug. 6</b>	IA Appreciation Lunch, 12-1 p.m., 108 E. Main, Room 203 New Teacher meeting with Julie Lopez, 1-2:15 pm, 108, Room 203
<b>Wed., Aug. 7</b>	<b>Advisory Committee Mtg., 3:00PM, Scott's office</b>
<b>Thurs., Aug. 8</b>	ALEKS Math Placement Test (for retesters), 1:30 PM, SALC Management Meeting, 10:15-12pm, 189 Conference Room Farewell lunch for Brazilian teachers, 1:15 to 3:30 PM, Venue TBD
<b>Fri., Aug. 9</b>	<b>Final Listening Test</b> , 8:15AM – 2:00PM, SALC and 318 S. College. <b>Final speaking assessments</b> conducted by LS faculty All faculty must enter predicted grades for graduating and probation students by 5PM
<b>Sat., Aug 10</b>	

#### WEEK 7

	Faculty must administer course evaluations by week's end Faculty must also complete oral rating sheet by end of week.
<b>Mon., Aug. 12</b>	<b>Final Essay</b> administered in all RW classes <b>End of Session Faculty Meeting, 1:30-3 PM, Willard Room 109.</b> <b>Undergrad AT Cohort Module 2 &amp; 4 Presentations, 12:45-2:00, 108 E Main Street, in already assigned cohort rooms.</b> Contact Sue W. to set up retention meeting for students with special needs Last day of Cohort classes for Returning CAP Cohort (MW Cohorts)

<b>Tues., Aug. 13</b>	Final Reading Test administered in all RW classes Double rating of essays <b>Undergrad AT Cohort Module 2 &amp; 4 Presentations, 12:45-2:00, 108 E Main Street, in already assigned cohort rooms.</b> <b>Last IELTS Prep Class</b>
<b>Wed., Aug. 14</b>	Final Grammar Test administered in all RW classes An assessment in LS classes <b>All Cohort grades due at 3:00PM</b> <b>ITA:</b> Classes end at 3:00PM, SPEAK testing at 318 S. College, 5:00PM. <b>Tutoring:</b> Last day of regular tutoring. Tutoring ends at 5:00PM. <b>Final grades due for ELI UD content courses</b> <b>Submission of Grad CAP Appeal Recommendation</b> due by 5:00PM <a href="https://apply.udel.edu/register/elicapappeal">https://apply.udel.edu/register/elicapappeal</a> .
<b>Thur., Aug. 15</b>	Last day of classes. LS classes 8:15 to 9:30; RW class ends at 10:00-11:15; All afternoon classes: 1:00 to 2:30 PM. <b>ITA:</b> UDIA Retesting on UD Campus <b>Final grades due for ALL students 8:00 AM</b> <b>Khbrat teachers excused from classes for Eid, per SACM</b>
<b>Fri., Aug. 16</b>	Student Conduct Committee meeting, 8:00 AM, 318 S. College Rm. 228 CAP/AT Infobration, 10:45AM-2:15PM, SALC <b>ITA:</b> UDIA Retesting on UD Campus <b>ELI Graduation, 3:30-6:30PM, Pearson Hall, Sarah Peterson &amp; Leslie Criston</b>

#### NEW STUDENT TESTING AND ORIENTATION

<b>Aug. 19-23, 2019</b>	<u><i>Instructional Break</i></u>
<b>Wed., Aug. 21</b>	<b>New Student Intake, Registration, OISS and Student Health check-in. 8 a.m. Perkins Rodney &amp; Ewing</b> <b>Housing move in.</b>
<b>Thur., Aug. 22</b>	New Student Intake: All CT & ADS Faculty, please report for testing. 8 a.m. All students report to Perkins Ewing and Rodney for welcome speech, Testing at 108/102 E. Main, 9 a.m.
<b>Fri., Aug. 23</b>	New Student Intake: Orientation and tours. Orientation 8 a.m. Perkins Rodney and Ewing, Late testers at 108. <b>Academic Transition Intake Testing, 9-12 pm testing 9-12 pm, coordinator Mike Fields.</b> <b>ALEKS Test, Time TBD, 108 E. Main Street, Room TBD</b>

<b>Mon. Aug. 26</b>	<b>New student orientation, 8 a.m., Trabant ABC Opening day meetings, 108 E. Main Street</b>
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## Session VI 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/eli/facbook](http://www.udel.edu/eli/facbook).

### 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 Friday morning.. 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 the 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 except in the cases where the student has opted to attend the CIFYS in Fall 2019 in place of Modules 3 and 4 and has earned a passing grade in CIFYS. 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	5/13/19- 5/12/20	Adil Bentahar-Acting Director, (Kate Copeland on break)	LS & RW
ITA Training	7/16/19-8/16/19	Ken Hyde	none
Panama Bilingue	6/10/19 - 9/28/19	Ana Kim	RW
Brazil PDPI	7/1/19 - 8/9/19	Sarah Petersen	LS
Language Adventure	7/8/19 - 8/2/19	TBD	LS & RW
Keimyung University	7/8/19 - 8/2/19	TBD	LS & RW
Hankuk (HUFS)	7/1/19 - 7/26/19	Tim Kim	LS & 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	Market development
Scott Duarte	AT course and program development
Mikki Washburn	Khbrat Administration support
Jackie Whitney	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, 3-6PM, Room 108/Listening Lab, 318 S. College Ave. Proctors: Jo Gielow, Kathy

Vodvarka, Mikie Sarmiento, **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 students 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 10:35 AM. Afternoon classes begin at 2:15 PM. A reminder to all teachers of the requirement to arrive at the ELI (or 108 E. Main or 318) at least 15 minutes before the start of your first class (even if you teach in another building) for messages, mail, announcements, and last minute copying. In addition, all classroom teachers must be in their classrooms five minutes prior to the start of class to ensure that activities begin promptly at 8:15. The pattern you set for starting class is what students will tend to follow. Morning tutoring will run from 8:15 AM to 12:20 PM and afternoon tutoring will run from 1:00 PM until 6:00 PM every day but Friday.

### Copying.

We strongly recommend that you do your copying in the afternoon before each class. Please save trees and conserve paper. Use technology where practical, or copy back to back. Teachers whose classes or offices are in 102 Main St. or 108 E. Main should do their copying in 108 East Main Street. Faculty in 318 S. College can use the copier there in Room 141. Teachers whose classes or offices are in any other location should do their copying in the 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. Course decisions made in coordinator meetings that do not change learning outcomes 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 Lynn, 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 (out S6)	189 W. Main, 303	x3612	wcbabich@udel.edu
Baird, Sarah	318 S. College		sbaird@udel.edu
Bell, Nonie (out 1st wk)	189 W. Main, 203	x3215	nonieb@udel.edu
Bentahar, Adil	108 E. Main, 204A	x7417	badil@udel.edu
Boyle, Becca	<b>189 W. Main, 109</b>	<b>x2674</b>	beccalee@udel.edu
Bradecich, Kendra (out S6)	108 E Main, 226	x7419	kendra@udel.edu
Bracy, Kathy	318 S. College, 117		khan@udel.edu
Bragaw, Danielle	318 S. College		dbragaw@udel.edu
Brunson, Amanda	108 E. Main, 102	x7541	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 S6)	108 E Main, 226	x7419	nacaplan@udel.edu
Chen, Jack	318 S College, 226	x0394	jackchen@udel.edu
Connery, Leslie	<a href="#">108 E Main, 217A</a>	<a href="#">x7424</a>	gradcapcohort@udel.edu lconnery@udel.edu
Copeland, Kate	318 S. College, 138	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, <b>205A</b>	7417	jacrist@udel.edu
Criston, Leslie	189 W. Main, 206	x3215	greece@udel.edu
Duarte, Scott (out S6)	108 E Main, 224A	x7426	duarte@udel.edu
Elliott, Chris	108 E. Main, 206A	x7420	ceelli@udel.edu
Farling, Monica	108 E Main, 223A	x7426	mfarling@udel.edu
Fenske, Ross	108 E Main, 217A	x7424	rossmf@udel.edu
Fields, Michael (out S6)	108 E. Main, 202A	x7416	mrfields@udel.edu
Gielow, Jo	318 S College, 102A	x7541	jogielow@udel.edu
Goode, Terri (out S6)	108 E Main, 205A	x7417	terrig@udel.edu
Graham, Meghan	318 S College, 221	x0264	mgraham@udel.edu
Grimsley, Lisa (out S6)	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
Kittle, Jon	189 W. Main, 305		jkittle@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="#">capadvisor@udel.edu</a> , for colleagues: <a href="#">bmilbury@udel.edu</a>
Milbury-Steen, John	108 E. Main, 205A	x7417	<a href="#">milsteen@udel.edu</a>
Murray, Dan	318 S. College, 117	302-750-2070	<a href="#">domurray@udel.edu</a>
Panter, Tom	108 E. Main, <b>226</b>	x7185	<a href="#">tpanter@udel.edu</a>

Partridge, Scott (out S6)	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, <b>226</b>	x7419	mrchris@udel.edu
Rice, Phil (out S6)	318 S College, 139	x7184	philrice@udel.edu
Rippon, Jennifer	108 E. Main, 224A	x7426	jlj@udel.edu
Sarmiento, Mikie	318 S College, 103	x7542	mikie@udel.edu
Servais, Nicole	108 E Main, 209A	x0595	nservais@udel.edu
Strickland, Amanda	318 S. College, 139	x7185	astrick@udel.edu
Thayer, Emily	108 E. Main 204A	x0595	ethayer@udel.edu
Tomaskovic, Kate	<b>102 E. Main, 102</b>	x7419	kdt@udel.edu
Trout, Greg	108 E. Main St		trout@udel.edu
Vazquez, Amy (out S6)	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	318 S. College, 221	x0264	whitneyj@udel.edu
Woods, Christienne	108 E Main, 203A	x7415	cwoods@udel.edu
WorriLOW, Mary Beth (out S6)	189 W. Main, 204	x3612	worriLOW@udel.edu
ZeZima, Brittany	318 S College, 142	x7541	bzeZima@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, Lynn Robinson, ([clrobins@udel.edu](mailto:clrobins@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, July 1, 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	Brazil group (40 students) Intake Testing at 318 S. College Ave.
10:00 AM	LS level meetings, 108 E. Main
9:30 AM	UG AT Cohort Instructor Meeting, 9:30 - 11:00, 102 E. Main, Room 105
1:00 PM	UG AT Cohort Mentor Meeting, 1-2 PM, 102 E. Main Street, Room 105
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, July 1, 2019**

8:00 AM	<b>New Student Opening Day starts at Perkins Ewing</b> 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) <b>MW AT Content Courses run</b>
9:00 AM	<b>Returning Students check in at Perkins Rodney, 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 Perkins Ewing.

### **Tuesday, July 2, 2019**

9:00AM	<b>Testing for Late Students, 9am, Room 228, 318 S. College Avenue</b>
L/S 8:15 – 10:05 & 2:15-4:35 PM R/W 10:35-12:35 & 2:15-4:35 PM	<b>7-Week Class Session Schedule. Regular classes begin for LS and RW classes start.</b>
1:00 - 2:00 PM	<b>AT Cohort Module 1 students attend AT Cohort Policy Meeting, 1-2 pm, 108 E. Main Street, Room 225</b> Tutoring Center Cluster Faire starts at 1:00pm at 318 S. College in rm 132.
1:00–6:00 PM	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 make appointments.
1:00-5:00 PM	Listening Labs begin

**Wednesday, July 3, 2019**

L/S 8:15 – 10:05 & 2:15-4:35 PM	<b>7 Week Class Session Schedule</b> <b>ARSC150 classes start.</b>
R/W 10:35-12:35 & 2:15-4:35 PM	
1:00-6:00 PM	Regular Tutoring
1:00 - 2:00 PM	ALL UG AT Cohort MW Modules begin classes today
3:00-5:30 PM	New Student Retesting: Willard 319 & 323. Proctors: Jo Gielow, Mikie Sarmiento, Carolina Correa
8:00AM – 6:00PM	SALC Open for regular hours
1:00 – 5:00 PM	Listening Laboratory
11:59pm	Deadline to change classes

**Thursday, July 4, 2019 - University Holiday**

**Friday, 8, 2019**

L/S 8:15 – 10:05 & 2:15-4:35 PM	7 Week Class Session Schedule
R/W 10:35-12:35 & 2:15-4:35 PM	
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

**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 6 2019

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
<b>AB</b>	SC 135	Annie Baum	arbaum@udel.edu
<b>AT</b>	SC 110	Aaron Turner	abturner@udel.edu
<b>BS</b>	SC 137	Brady Smith	bradyvt@udel.edu
<b>CC</b>	MS 208	Catherine Ciferni	cciferni@udel.edu
<b>CF</b>	SC 135	Cynthia Funk	cfunk@udel.edu
<b>CJ</b>	SC 137	Constance Johnson	carpedie@udel.edu
<b>CL</b>	SC 136	Charles Lutz	clutz@udel.edu
<b>DR</b>	SC 133	David Robertson	davidr@udel.edu
<b>EH</b>	SC 137	Elaine Heyden	ehheyden@udel.edu
<b>EW</b>	SC 133	Elaine Weeks-Trueblood	mktewt@udel.edu
<b>GT</b>	SC 133	George Thompson	crabby@udel.edu
<b>JE</b>	SC 136	James Eliason	jeliason@udel.edu
<b>JF</b>	SC 133	Joan French	jy french@udel.edu
<b>JM</b>	SC 135	Jill McCracken	jmcreate@udel.edu
<b>JP</b>	SC 136	Jeremy Penna	jpenna@udel.edu
<b>JS</b>	SC 110	Julie Stanton Nichols	jtsn@udel.edu
<b>JT</b>	SC 136	Janice Thompson	jpt@udel.edu
<b>KE</b>	SC 135	Karen Eliason	keliason@udel.edu
<b>KG</b>	MS 208	Kristin Grant	kbeahmg@udel.edu
<b>LF</b>	SC 137	Lori Fisher	lofisher@udel.edu
<b>LH</b>	SC 110	Lee Horzempa	leemary@udel.edu

<b>MB</b>	SC 135	Michael Brook	brookm@udel.edu
<b>MZ</b>	SC 137	Myrna Zaetta	zaetta@udel.edu
<b>NB</b>	SC 110	Nancy Blevins	nblevins@udel.edu
<b>NL</b>	SC 133	Nina Leech	nileech@udel.edu
<b>NM</b>	SC 135	Nelson McMillan	kendrick@udel.edu
<b>RD</b>	SC 136	Rosana Dempsey	rdem@udel.edu
<b>RH</b>	SC 133	Richard Herring	rherring@udel.edu
<b>SF</b>	SC 110	Susan Foy	sfoy@udel.edu
<b>SP</b>	MS 208	Susan Peters	speters@udel.edu
<b>TG</b>	MS 208	Thomas Gething	gething@udel.edu
<b>TH</b>	MS 208	Theresa Hartel	tnhartel@udel.edu

### Morning Tutoring for Session 6 2019

There is no Morning Tutoring this session..

### Cluster Tutoring for Session 6 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 building on the corner of Main St. and Hillside/Cleveland Ave.

Name	Abbreviation	Room	Tutor	Day/Time
<b>Driving Skills</b>	<b>XS2</b>	SC 101	Brady Smith	TR 4:00
<b>Reading Horizons</b>	<b>XR1</b>	SC 101	Janice Thompson	MW 2:00
<b>TOEFL</b>	<b>XT1</b>	SC 101	TBA	MW 1:00
<b>Vocabulary (Low)</b>	<b>XV1</b>	SC 101	George Thompson	TR 2:00
<b>Academic Vocab</b>	<b>XV1</b>	TBA	Kate Burke	TR 1:00
<b>Academic Writing</b>	<b>XW1</b>	TBA	Christienne Woods	MW 1:00
<b>American Idioms</b>	<b>XI1</b>	SC 101	Cyndi Funk	TBA
<b>Grammar</b>	<b>XG1</b>	SC 101	Rosana Dempsey	TBA
<b>Presentation Skills</b>	<b>XS1</b>	SC 101	Kat Britton	TBA

### S3 Clusters for Session 6 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
<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>	TBD	TBD by coach and student	30 minutes/week TBD by coach and student
<b>Advanced Grammar in Writing</b>	Ken Cranker	<b>TBD</b>	M/W 1-2 pm

**Listening Laboratory:** Class assignments and schedules for the Listening Laboratory. The laboratory instructors and technician 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
<b>III &amp; IV</b>	Room 108	MTWR 1:00	Christine Adams
<b>I &amp; II</b>	Room 108	TR 2:00	Sarah Baird
<b>III &amp; IV</b>	Room 108	MTWR 3:00	Sarah Baird
<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:

<b>SALC Hours of operation*</b>			
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
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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. Notes on their availability are below them. If you have difficulty arranging a sub, please contact Joe.**

**Subs for this session are:**

<b>Tutors and Teachers</b>	<b>Availability</b>	<b>Contact Information</b>	
<i>Sarah Baird</i>	Both AM classes (LS classes T, R, F only)	302-561-0810	<a href="mailto:sbaird@udel.edu">sbaird@udel.edu</a>
<i>Kathy Bracy</i>	RW classes	302-593-0709	<a href="mailto:khan@udel.edu">khan@udel.edu</a>
<i>Rosana Dempsey</i>	RW AM classes	610-613-8189	<a href="mailto:rdem@udel.edu">rdem@udel.edu</a>
<i>Jon Kittle</i>	LS classes	302-379-8752	<a href="mailto:jkittle@udel.edu">jkittle@udel.edu</a>
<i>Dan Murray</i>	LS classes (starting week 3)	302-750-2070	<a href="mailto:domurray@udel.edu">domurray@udel.edu</a>
<i>Carrie Neely</i>	RW classes (T-F) (out 7/7-20)	484-571-8377	<a href="mailto:cneely@udel.edu">cneely@udel.edu</a>
<i>Myrna Zaetta</i>	Both AM classes	302-234-4633	<a href="mailto:zaetta@udel.edu">zaetta@udel.edu</a>
<i>Brittany Zezima</i>	LS classes	516-673-6308	<a href="mailto:brittanyzezima@gmail.com">brittanyzezima@gmail.com</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 Alexis Carr	swalton@udel.edu scr@udel.edu bridgetc@udel.edu arcarr@udel.edu	x4738 x0920 X8865 x1809
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	<a href="mailto:ud-eli@udel.edu">ud-eli@udel.edu</a> <a href="mailto:beccalee@udel.edu">beccalee@udel.edu</a>	x0651
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	<a href="mailto:capadvisor@udel.edu">capadvisor@udel.edu</a> (for students); <a href="mailto:bmilbury@udel.edu">bmilbury@udel.edu</a>	x7420
UG AT Cohort	Sarah Jayne	<a href="mailto:sjayne@udel.edu">sjayne@udel.edu</a>	
Grad Cohort	Leslie Connery	<a href="mailto:lconnery@udel.edu">lconnery@udel.edu</a> ; <a href="mailto:gradcapcohort@udel.edu">gradcapcohort@udel.edu</a>	x7424
IEP academic advising, S3 Coordination	Robbie Bushong	<a href="mailto:rbushong@udel.edu">rbushong@udel.edu</a>	x0389
Instructional Assistant Coordination	Julie Lopez, IA Coordinator	<a href="mailto:julo@udel.edu">julo@udel.edu</a>	
Student orientation, campus integration, student health insurance and counseling, Activities & Events	Tim Kim, Assistant Director for ELI Student Life	<a href="mailto:tkim@udel.edu">tkim@udel.edu</a> 302-388-8956 (mobile)	x1174
Housing for Students	Anne-Claire Frank-Seisay, ELI Housing Coordinator	<a href="mailto:eli-housing@udel.edu">eli-housing@udel.edu</a> <a href="mailto:acfrank@udel.edu">acfrank@udel.edu</a>	x7493
Homestay	Stacey Leonard, Homestay Coordinator	<a href="mailto:eli-homestay@udel.edu">eli-homestay@udel.edu</a>	330-338-8518
HR, payroll, contract questions	Wendy Clark Chimwala English, Assistant	<a href="mailto:wclark@udel.edu">wclark@udel.edu</a>	x7241
Student Billing/faculty travel reimbursement	Dru Arban, Business Manager	<a href="mailto:druarb@udel.edu">druarb@udel.edu</a>	x4501
International Projects	Baerbel Schumacher, Assistant Director	<a href="mailto:baerbel@udel.edu">baerbel@udel.edu</a>	x4036
International Projects Admin. support	Lin McDowell, Admin Asst.	<a href="mailto:linmcd@udel.edu">linmcd@udel.edu</a>	x4036

SABIC/AFAQ/Indonesian Students/Proyecta	MariaJosé Riera, Special Programs Coordinator	<a href="mailto:mjriera@udel.edu">mjriera@udel.edu</a>	x4695
Listening Lab	Phil Rice	<a href="mailto:philrice@udel.edu">philrice@udel.edu</a>	
SALC	Aura Draper, SALC Coordinator	<a href="mailto:amdraper@udel.edu">amdraper@udel.edu</a>	x4864
Tutoring, ITA	Ken Hyde, TC Manager	<a href="mailto:kenny@udel.edu">kenny@udel.edu</a>	x2567
Student Conduct & Attendance	Sue Walton, ELI Registration Officer	<a href="mailto:swalton@udel.edu">swalton@udel.edu</a>	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. Administrative Assistant for ELI 108/102 E. Main	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 Renee Rose	<a href="mailto:ayscott@udel.edu">ayscott@udel.edu</a> <a href="mailto:renee@udel.edu">renee@udel.edu</a>	x7421
Administrative issues and appointments for Dr. Stevens, supplies and building issues for Amstel Square, Elkton Corner, and 189 W. Main	Lynn Robinson, Executive Secretary for Dr. Stevens Linda Morris	<a href="mailto:clrobins@udel.edu">clrobins@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:ssstevens@udel.edu">sstevens@udel.edu</a>	x8224

**Committee chairs:**

Curriculum	Nicole Servais	<a href="mailto:nservais@udel.edu">nservais@udel.edu</a>	x7419
Testing	Mike Fields	<a href="mailto:mrfields@udel.edu">mrfields@udel.edu</a>	x7416
Technology	Phil Rice	<a href="mailto:philrice@udel.edu">philrice@udel.edu</a>	x7426
Newsletter	Sarah Petersen	<a href="mailto:ssp@udel.edu">ssp@udel.edu</a>	x7426
Professional Development	Kendra Bradecich	<a href="mailto:kendra@udel.edu">kendra@udel.edu</a>	x7419

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	grimsley@udel.edu	x7541
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	nonieb@udel.edu	x3215
University Faculty Senator	Ken Cranker	kcranker@udel.edu	x7416

### AT AND CAP COHORT S6-19

**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-Mtr	Bldg	Rm	Days	Time
D2	Shreve, Charlotte	cshreve@udel.edu	Kennedy, Nicole	kennedyn@udel.edu	108	206	TR	1-2 PM
Y4	Mitchell, Sharon	slmitch@udel.edu	Reynolds, Gavin	greyno@udel.edu	108	<b>223</b>	TR	1-2 PM
Z4	Pennington, Lindsay	lpenn@udel.edu	Finch, Shannon	sfinch@udel.edu	108	223	MW	1-2 PM
AT Circle Pilot 07/16 to 08/09	Coordinator: Sarah Jayne	sjayne@udel.edu	Kumar, Sherry/Akerfeldt-Howard, Eli	sherryk@udel.edu u/eliah@udel.edu	108	<b>201</b>	T	1 - 2:30 PM