

**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 1 19 (UDSIS term 9198) – (August 21, 22, 23) - August 26 to October 18 (8 weeks)
LISTENING/SPEAKING CLASSES meet 8:15 AM to 9:55 AM (MTWRF)
Afternoon classes, marked “PM”, meet 2:15 PM to 4:15 PM (MTWR)

Level	Class	Instructor	Room #	
I	ELILS 101	Mikie Sarmiento	318 S. College 109	I
IIA	ELILS 201	Jo Gielow	318 S. College 135	II
IIB	ELILS 201	Tom Panter	108 E. Main 225	II
IIC	ELILS 201	Lisa Grimsley	318 S. College 102	II
IID	ELILS 201	Deepika Vasudevan	318 S. College 112	II
IIIA	ELILS 301	Robbie Bushong	318 S. College 136	III
IIIB	ELILS 301	Jack Chen	318 S. College 137	III
IIIC	ELILS 301	Meghan Graham	318 S. College 134	III
IIID	ELILS 301	Sarah Petersen	318 S. College 101	III
IIIE	ELILS 301	Amanda Brunson	102 E. Main 105	III
IIIF	ELILS 301	Nonie Bell	ELI 203	III
IIIG	ELILS 301	Mikki Washburn	108 E. Main 207	III
IV/A.PM	ELILS 401	Christine Adams	Elkton Corner 101	IV
IV/B	ELILS 401	Chris Elliot	102 E. Main 106	IV
IV/C	ELILS 401	Mike Fields	108 E. Main 202	IV
IV/D	ELILS 401	Amy Vazquez	318 S. College 133	IV
OB/A	ELILS 411	Ruwida Alkrekshi	Amstel Square 101	IV
OB/B	ELILS 411	Scott Duarte	108 E. Main 204	IV
NEWS4	ELILS 421	Danielle Bragaw	ELI 206	IV
AOB	ELILS 511	Mary Beth Worrilow	ELI 204	V

STORIES	ELILS 521	Walt Babich	ELI 305	V
ALCS/A.PM	ELILS 551	William Wherry	102 E. Main 101	V
ALCS/B.PM	ELILS 551	Jim Weaver	Elkton Corner 102	V
EAPV/A	ELILS 570	Terri Goode	108 E. Main 224	V
EAPV/B	ELILS 570	Carolina Correa	Amstel Square 103	V
PrepEAPVI.PM	ELILS 650	Leslie Connery	102 E. Main 105	VI
EIL-1	ELILS 602	Jack Crist	108 E. Main 201	VI
ENTREP	ELILS 640	Dan Murray	Amstel 102	VI
DRAMA/A	ELILS 605	Nigel Caplan	108 E. Main 223	VI
DRAMA/B	ELILS 605	Kathy Bracy	Amstel Square 104	VI
SONGS	ELILS 620	Randy Pennington	318 S. College 115	VI
MUSIC/A	ELILS 607	Phil Rice	318 S. College 140	VI
MUSIC/B	ELILS 607	Kendra Bradecich	108 E. Main 217	VI
GLAD/A	ELILS 628	Scott Partridge	108 E. Main 203	VI
GLAD/B	ELILS 628	Kate Burke	318 S. College 132	VI
TextDisc	ELILS 673	Kate Tomaskovic	102 E. Main 103	VI
GRAD VI	ELILS 670	Christienne Woods	102 E. Main 101	VI
KMETHODS	ELISP 656	Nicole Servais	318 S. College 108	VI
ELI-ANTH101		Brian Peasnell	MW 108 E. Main 205	AT2/IFS 6:30 - 8:00 pm
ELI-ARTH151		Mark Miller	TR 108 E. Main 207	AT2/IFS 4:30-6:00 pm
ELI-BHAN155/A		Kathy Corbitt	MW 108 E. Main 206	AT2/IFS 4:30-6:00 pm
ELI-BHAN155/B		Stephen Bowman	TR108 E. Main 224	AT2/IFS 2:30-4:00 pm

ELI-BUAD110/A		Pat Carlozzi	TR108 E. Main 225	AT2/IFS 2:15-3:45 pm
ELI-CHEM103		Martha Hollomon	MW 108 E. Main 205 (start date 09/04)	AT2/IFS 4:30-6:00 pm
ELI-CISC106		Matthew Lambert	TR 108 E. Main 205	AT2/IFS 2:15-3:45 pm
ELI-COMM212		Laura White	MW 108 E. Main 201	AT2/IFS 6:30-8:00 pm
ELI ECON101		Kaveh Dalvand	MW 108 E. Main 205	AT2/IFS 8:15-9:45 am
ELI-GEOG120		Lusiana Browning	MW 108 E. Main 207	AT2/IFS 4:30-6:00 pm
ELI-LEAD200		Tony Middlebrooks	MW Graham Hall 185	AT/IFS2 8:15-9:45 am
ELI-MATH115		Paul Canepa	MW 108 E. Main 223	AT2/IFS 4:30-6:00 pm
ELI-MATH241		Paul Canepa	MW 108 E. Main 223	AT2/IFS 2:15-3:45 pm
ELI-MATH 117		Greg Trout	TR 108 E Main 223	AT2/IFS 3:15-4:45 pm
ELI-PHYS207		Ed Nowak	TR 108 E. Main 205	AT2/IFS 8:15-9:45 am
ELI-PHYS207 LAB		Dolan Connor	Monday Sharp 022 (Start date 09/09)	AT2/IFS 6:00-9:00 pm
ELI POSC240		Tobias Lemke	TR 108 E. Main 205	AT2/IFS 4:30-6:00 pm
ELI-SCEN109		Renate Wuersig	TR Fischer Greenhouse Lab (FGL) 102	AT2/IFS 8:15-10:10 am
ELI-CIFYS A		Instructor Lindsay Pennington Mentor Christina Benito	M 108 E. Main 225	AT/IFS 12:20-1:10 pm
ELI-CIFYS B		Instructor Lindsay Pennington Mentor Christina Benito	T 108 E. Main 225	AT/IFS 12:30-1:20 pm
ELI-CIFYS C		Instructor Lindsay Pennington Mentor Sherry Kumar	W 108 E. Main 225	AT/IFS 12:20-1:10 pm
ELI-CIFYS D		Instructor Sharon Mitchell Mentor Sherry Kumar	R 108 E. Main 225	AT/IFS 12:30-1:20 pm

ANTH101 D1		Aaron Turner	TR 108 E. Main 205	AT2/IFS 6:30-7:25 pm
ELI-ARTH151 D1		Olivia DiFilippo	MW 108 E. Main 224	AT2 4:15-5:10 pm
ELI-BHAN155/A D1		Elizabeth O' Connor	TR 108 E. Main 206	AT2 2:15-3:10 pm
ELI-BHAN155/A D2		Elizabeth O' Connor	TR 108 E. Main 206	AT2 4:30-5:25 pm
ELI-BHAN155/B D1		Elizabeth O'Connor	MW 108 E. Main 207	AT2 3:15-4:10 pm
ELI-BUAD110/A D1		Katherine Chaney	MW 108 E. Main 225	AT2 2:15-3:10 pm
ELI-BUAD110/A D2		Katherine Chaney	MW 108 E. Main 225	AT2 3:30-4:25 pm
ELI-CHEM103 D1		Meredith Lindsey	TR 102 E. Main 104	AT2 8:50-9:45 am
ELI-CISC D1		Abdullah Taher	MF 108 E. Main 208	AT2 8:50-9:45 am
ELI-COMM212/ A D1		Jeremy Penna	TR 108 E. Main 223	AT2 6:15-7:10 PM
ELI-ECON101 D1		Han Wang	TR 108 E. Main, 224	AT2 4:30-5:25 pm
GEOG120-D1		Sarah Baird	TR 108 E. Main 217	AT2 3:15-4:10 pm
GEOG120-D2		Sarah Baird	TR 108 E. Main 217	AT2 4:30-5:25 pm
ELI-LEAD200 D1		Lindsay Pennington	TR 108 E. Main 208	AT2 9:00-9:55 am
ELI-MATH-241 D1		Drek Shen	TR 108 E. Main 206	AT2 8:50-9:45 am
ELI-MATH-241 D2		Ali Al Ghafri	TR 108 E. Main 217	AT2 2:15-3:10 am
ELI-MATH 115-D1		Al Mohanad Al Shuali	TR 108 E. Main 203	AT2 3:15-4:10 pm
ELI-MATH 117 D1		Ali Al Ghafri	MW 108 E. Main 203	AT2 1:30-2:25 pm
ELI-PHYS207 D1		Ali Al Ghafi	MW 102 E. Main 104	AT2 9:15-10:10 pm

ELI-POSC240-D 1		Jeremy Penna	MW 108 E. Main 207	AT2 2:15-3:10 pm
ELI-SCEN109 D1		Mike Wilson	MW 108 E. Main 206	AT2 9:00-9:55 am

Level Coordinators for Listening/Speaking:		
II Jo Gielow III: Robbie Bushong IV, News4: Phil Rice	ALCS: Jim Weaver EAPV, PreEAPVI: Terri Goode OB, AOB: Mary Beth WorriLOW	EIL, Songs, Music, Drama, GLAD, TextDisc, 1960s: Walt Babich GRADVI, Entrep.: Christienne Woods

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IIIC	ELIRW 301	Nonie Bell	ELI 203	III
IIID	ELIRW 301	Meghan Graham	318 S. College 134	III
IIIE	ELIRW 301	Jon Kittle	318 S. College 101	III
IIIF	ELIRW 301	Nicole Servais	318 S. College 108	III
IIIG	ELIRW 301	Sarah Baird	318 S. College 112	III
IV/A	ELIRW 401	Christine Adams	Elkton Corner 101	IV
IV/B.PM	ELIRW 401	Monica Farling	102 E. Main 106	IV
IV/C	ELIRW 401	Amy Vazquez	318 S. College 133	IV
IV/D	ELIRW 401	Randy Pennington	318 S. College 115	IV
IV/E	ELIRW 401	Kathy Bracy	Amstel Square 104	IV

IV/F	ELIRW 401	Brandon Jackson	318 S. College 110	IV
IV/G PM	ELIRW 401	Deepika Vasudevan	318 S. College 112	IV
ACULTURE4	ELIRW 421	Monica Farling	ELI 206	IV
WB	ELIRW 431	Ruwida Alkrekshi	Amstel Square 101	IV
V/A.PM	ELIRW 501	Dan Murray	Amstel Square 102	V
V/B.PM	ELIRW 501	Kate Burke	318 S. College 134	V
V/C	ELIRW 501	Danielle Bragaw	ELI 305	V
AWB.PM	ELIRW 515	Chris Pinkerton	102 E. Main 103	V
EAP5/A	ELIRW 570	Carolina Correa	Amstel Square 103	V
EAP5/B	ELIRW 570	Terri Goode	108 E. Main 224	V
PROFENGVI/A	ELIRW 601	Phil Rice	318 S. College 136	VI
MEDIA	ELIRW 611	Walt Babich	ELI 304	VI
CorpX	ELIRW 671	MaryBeth Worrilow	ELI 204	VI
PrepEAPVI	ELIRW 650	Leslie Connery	Amstel Square 102	VI
GRAD VI/A	ELIRW 670	Nigel Caplan	108 E. Main 223	VI
GRAD VI/B	ELIRW 670	Christienne Woods	102 E. Main 101	VI
AMEDV	ELISP 550	Chris Pinkerton	318 S. College 132	V
ARSC 150/A	Cancelled	Christienne Woods	102 E. Main 101	AT1
ARSC 150/B		Mike Fields	108 E. Main 205	AT1
ARSC 150/C		Ross Fenske	108 E. Main 206	AT1
ARSC 150/D		Tom Panter	108 E. Main 225	AT1
ARSC 150/E		William Wherry	102 E. Main 106	AT1
ARSC 150/F		Adil Bentahar/K Cranker	108 E. Main 202	AT1
ARSC 150/G		Kate Tomaskovic	102 E. Main 104	AT1
ARSC152/A		Amanda Brunson	TR 108 E. Main 207	AT3 11-12:40pm
AT E110-1/A		Kendra Bradecich	MWF 108 E. Main 217 TR ReadLab/Workshop	AT2 ARTS
AT E110-1/B		Scott Partridge	MWF 108 E. Main 203 TR ReadLab/Workshop	AT2 STEM
AT E110-1/C		Scott Duarte	MWF 108 E. Main 204 TR ReadLab/Workshop	AT2 BUSINESS

AT E110-1/D		John Milbury Steen	MWF 108 E. Main 208 TR ReadLab/Workshop	AT2 ARTS
AT E110-1/E		Amanda Brunson	MWF 102 E. Main 103 TR ReadLab/Workshop	AT2 STEM
AT E110-1/F		Chris Elliott	MWF 102 E. Main 105 TR ReadLab/Workshop	AT2 BUSINESS
AT E110-1/G		Jack Crist	MWF 108 E. Main 201 TR ReadLab/Workshop	AT2 BUSINESS

Level Coordinators for Reading/Writing		
Level II: Jo Gielow	EAPV: Terri Goode	ARSC 150: Mike Fields
Level III: Jim Weaver	General V: Ana Kim	AT E110: Scott Partridge
IV: Monica Farling	Media, ProfEngl: Walt Babich	WB, AWB, CORPX: Mary Beth Worrilow
PrepEAPVI, Kendra Bradecich		

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

- 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, August 26, 2019.

Classroom availability: There will be Study Skills class taking place in the afternoon as follows:

AT Study Skills classes will take place on August 26 at 108 E. Main Street, rooms 203, 205, 207, 208, and 223 from **1-2:30 and 3:30-5PM**. and **August 27** from **2:15-5:15 pm** in rooms 203, 205, 207, 208, and 223.

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.

Testing for late arriving students at 10AM., 318 S. College Avenue, rooms TBD. (Proctors Myrna

Zaetta and Kristin Grant, Interviewers: Wakako Pennington, Joe Materer, Mikie Sarmiento. **Level Coordinator Meeting Rooms:**

For LS level meetings: 10-11 AM

Level II 202, Jo Gielow
 Level III 204, Robbie Bushong
 Level IV, News4 217, Phil Rice
 ALCS 206, Jim Weaver
 EAPV/PrepVI 224, Terri Goode
 EIL, Songs, Music, Drama, GLAD, TextDisc:
 223, Walt Babich
 GradVI, ENTRP 225, Christienne Woods
 OB, AOB 201, Mary Beth WorriLOW
 WorriLOW
 Bradecich
 Walt Babich

PM

For RW level Meetings: 11AM to 12

Level II 202, Jo Gielow
 Level III 206, Jim Weaver
 Level IV 217 Monica Farling
 EAPV, 224, Terri Goode
 Gen V 204, Ana Kim
 ARSC 150, 225, Mike Fields

 E110, 102/103, Scott Partridge
 WB/AWB/Cx 201, Mary Beth
 PrepEAPVI, 224, Kendra
 ProfEngl, Media, 223

Mentor Meetings

Listening/Speaking 1:00 PM	Reading/Writing 2:15 PM
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II, Jo Gielow, 102/101
 III, Robbie Bushong, 102/106
 IV, Phil Rice, 102/103
 ALCS, Jim Weaver, 102/104
 EAPV, Terri Goode, 108/204
 GLAD, Ross Fenske, 108/206
 MUSIC, Kendra Bradecich, 102/105

II, Jo Gielow, 102/101
 III, Jim Weaver, Room 102/106
 IV, Monica Farling, 102/103
 V, Ana Kim, Room 102/104
 EAPV, Terri Goode, Room 204
 E110, Scott Partridge, 108/217
 Tuesday, 10:30
 ARSC150, Mike Fields, 206

Faculty Meetings:

All faculty meetings begin at **1:00 PM** this session, due to afternoon classes. 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.

New Student Intake for Session 1 19

Wednesday, August 21	Registration at Perkins - Rodney/Ewing, 8-12pm. Check in - Admissions, OISS, Student Health
Thursday, August 22	Testing for NEW students - 8 am to 2 pm in 108 and 102 East Main Street Pay your bill and housing/homestay.
Friday, August 23	Orientation Presentation & Campus Tours for NEW students 8am-12pm, at Perkins Rodney Breakfast in Rodney Testing for late new students, 10am at 108 E. Main Street ALEKS Testing 2- 5 SALC-NEW AT2 Students, Lead Proctor: Greg Trout. Proctors Kat Britton and Aura Draper. AT Testing, 108 E. Main, Room 201, 2-5 p.m. Proctor: Tom Gething. Essays Mike Fields, Scott Partridge, Kendra Bradecich.

WEEK 1

Monday, August 26	<p>OPENING DAY NEW students. 8am-11AM, Trabant A & B CONTINUING students pick up schedules, 9-11am, Trabant C.</p> <p>Testing for Late Students and for Japanese Groups (Nakamura, TUFS), 10 AM, 318 S. College Avenue, Room 108</p> <p>Faculty Opening Day Meeting, 9AM, 108 E. Main, SALC, room 210 UD E110 Faculty Fall Composition Summit-Memorial Hall 127, 1-4 p.m., (ELI faculty to attend: Scott Partridge, Scott Duarte, Kendra Bradecich, John Milbury-Steen, Chris Elliott, Amanda Brunson,)</p> <p>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, 108 E. Main St., Room 217, 2:30-3:30 pm Undergrad AT Cohort Mentor Meeting, 318 S. College, Room TBD, 11-12 pm Grad CAP Cohort Instructor/Mentor Meeting, 4:45-5:45 PM, 102 E. Main St, Rm 105 1:00 Faculty Meetings with mentors for teachers who are new to their LS classes 2:15 Faculty Meetings with mentors for teachers who are new to their RW classes</p> <p>UD Involvement Fair: 1:00 to 4:00 PM, The Green. All ELI students are urged to attend AT2 Study Skills Instructor Orientation, 102 E. Main St, Room 105, 11:15-12:15 AT2 Study Skills Classes: 108 E. Main Street, Rooms 203, 205, 207, 208, and 223. 1-2:30 and 4:00 - 5PM.</p> <p>MATESL Orientation Meeting, 108 E. Main St, Room 201 1:30-3:30 PM</p>
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	<p>Khbrat Phase 3 Check-in & Orientation, 9AM -3PM Gore Hall 208</p> <p>Tutoring Center Meeting, 2 PM, 318 S. College Ave. Room 108</p>
<p>Tuesday, August 27</p>	<p>First full day of classes, tutoring and labs start 8:15AM at 318 S. College.</p> <p>Testing for late new students, 9:00AM, 318 S. College</p> <p>Tutoring: Cluster Faire: 1PM to 2:30PM, 318 S. College, room 136 & 137</p> <p><u>AT New and Returning Faculty and Instructor Assistant Orientation, 108 E. Main St. 201 1:00 - 4:00 PM AT Overview with ELI AT faculty UD content-area instructors (BUAD, MATH, PoliSci, COMM, etc.) and Instructional Assistants, Room 201 **See schedule on page 42 for agenda and facilitator information.</u></p> <p>Grad CAP Cohort Orientation: 1-2 PM, 102, room 105</p> <p><u>AT New Student Orientation*, 10:15 - 1:00 PM Perkins-Rodney (lunch provided) AT students DO attend their LS and CIFYS classes this day.</u> (*Includes rising AT1, new AT1 and new AT2 students)</p> <p>ALL CIFYS Classes start today</p> <p>AT Study Skills Classes: 108 E. Main, Room 203, 205, 207, 208 and 223, 2:15-5:15 pm</p> <p>Tutoring: Requests for tutoring schedule changes start. Students can make appointments online to see Ken Hyde between 1pm and 6pm at 318 S. College and request tutoring changes.</p> <p>Drop off 3 minivans by 5PM Matt Mattered, Brady Smith and Richard Herring.</p>
<p>Wednesday, August 28</p>	<p>First day AT classes</p> <p>ALL Undergrad AT Cohort ½ Monday/Wednesday Modules start today 1 - 2 PM.</p> <p>All Grad Classes begin for MW cohorts, 4:45-6:00</p> <p>Retesting for New Students wanting to change class, 3:30 pm to 6:30 pm - ALL students to meet in Willard 007 proctors: Kate Copeland, Nonie Bell, Mikie Sarmiento, and Kendra Bradecich. Secondary room Willard 109</p> <p>SALC Orientation 1:15-4:30 PM</p> <p>Class changes form closes at 11:59 PM EST</p> <p><u>Khbrat PD Workshops: 1:00-3:00</u></p>
<p>Thursday, August 29</p>	<p>Grad CAP Cohort Orientation: 1-2 PM, 102, room 105</p> <p>ALL Undergrad AT Cohort ½ Tuesday/Thursday Modules start today 1 - 2 PM.</p> <p>All Grad Classes begin for TR cohorts, 4:45-6:00</p> <p><u>A&E: UD Football vs. Delaware State, 7:00 PM Delaware Stadium (Free with student ID)</u> (point person: Tim Kim)</p> <p>UD Football collaboration with ELI/IGS/ “The Barn Goes Global” - International Tailgate 4:30 PM-7:00; UD Student Tailgate area behind football stadium; Kickoff against Del State 7:00 PM.</p> <p>Hunan Normal University placement testing - SALC Lab 108 E. Main St, 9am. Coordinator Ana Kim.</p>
<p>Friday, August 30</p>	<p>Last day for students to withdraw without owing Session I18 tuition</p> <p>International Coffee Hour Kickoff Event: 4-6 PM Trabant Student Center</p> <p>Hunan Normal University begins classes</p>

WEEK 2

Monday, September 2	CLOSED - LABOR DAY
Tuesday, September 3	Testing for Nagasaki Students, Perkins Student Center, Williamson and Ewing, 8:30am-2:00pm. <u>Faculty</u> : Report no-shows to Sue Walton by 5PM via Slate Form https://apply.udel.edu/register/noshow Tutoring : Start of all tutoring clusters. First Tuesday Khbrat PD Workshops: 1:00-3:00
Wednesday, September 4	Tutoring : schedule changes end; students cannot request changes to their tutoring schedule. Orientation & Faculty : Consider organizing an intramural team for Battleship Tourney, Tennis, Basketball, Indoor volleyball, Video games, and Outdoor Soccer. See Tim Kim. More details: https://rec.bluehens.com/documents/2019/8/19/Fall_2019_IM_Schedule.pdf
Thursday, September 5	Faculty : Address Update Form DUE by 4:30 PM First Thursday Khbrat PD Workshops: 1:00-3:00
Friday, September 6	Student Probation Meeting -all students placed on probation for the first time MUST attend. 3-5:00PM, 318 S. College, Room 108. Robbie Bushong, Ross Fenske, Joe Matterer A&E : Karaoke Coffee Hour Collaboration with OISS; 4:00-6:00 PM; Trabant Food Court; Point Person: Tim Kim

WEEK 3

Monday, September 9	Tech Workshop, Phil Rice, 12:30 -1:30 (brown bag) at 318 S. College Room - Room 115 (for those teachers wanting to get into Electronic Village at Denver TESOL 2020).
Tuesday, September 10	
Wednesday, September 11	Advisory Committee Meeting ; Scott's office, 3:00PM (May be re-scheduled) Intramurals : Deadline for 6v6 dodgeball league; contact Tim Kim or Anne-Claire
Thursday,	Scholarship Applications available for eligible students in 189 W. Main.

September 12	Grad Cohort: morris Orientation 12:45--1:45, 116a
Friday, September 13	<p>Faculty Meeting, 1:00-3:00 PM, Willard Rm. 007</p> <p>AT Cohort Retreat: For Module 1/2 and some CIFYS, departs 318 S College at 5 PM A&E: ELI Dance Party; Perkins Bacchus Room; 7:00-9:00 PM; (Point Person: Tim Kim)</p> <p>Level II LS Teachers meet with Jo Gielow, 2:15 - 3:15 PM, Rm 102, 318 S. College Level III LS Teachers meet with Robbie Bushong, 2:15-3:15 PM, Rm 101 318 S. College Level IV LS Teachers meet with Phil Rice, 2:15-3:15, Rm 108, 318 S. College ALCS V LS Teachers meet with Jim Weaver, 2:15-3:15, Rm 134, 318 S. College Level VI LS Elective teachers meet with Walt Babich, 2:15-3:15, Rm 112, 318 S. College Level EAP, PreEAPVI LS teachers meet with Terri Goode, 2:15-3:15, Rm 110, 318 S. College Business LS teachers meet with Mary Beth WorriLOW, 2:15-3:15, Room 135, 318 S. College Entrepreneurship and GRADVI teachers meet with Christienne Woods, 2:15 to 3:15, 140, S. College</p>
Saturday, September 14	<p>AT Cohort Retreat: For Module 1 and some and some CIFYS,, return to 318 S College at 4:45 PM <i>UD Football vs North Dakota State</i> Time:1:00 PM</p>
Sunday, September 15	<p>Newark Community Day: 11 AM. - 4 PM; UD Green from Memorial Hall to Main (rain date Sept. 23). Please encourage your students to attend.</p>

WEEK 4

Monday, September 16	Faculty meet with students to review progress, complete progress form
Tuesday, September 17	
Wednesday, September 18	<p>Intention Forms (including Housing Intention) go live online: <i>website:</i> http://eli.udel.edu/login.asp due September 27</p> <p>Final day for students to request a Scholarship Application.</p> <p>Faculty: Mid-session grades due for all students, by midnight.</p> <p>Intramurals: Deadline for 3v3 basketball league; contact Tim Kim or Anne-Claire</p>
Thursday, September 19	<p>STAFF MEETING: 2:30 - 4:00 pm - Gore 102</p> <p>Faculty Scholarship Recommendation forms for students. Please submit these on time – the Committee can’t consider the student if the recommendations are not submitted.</p>

Friday, September 20	<p>Students Scholarship Applications Due. NO CLASS DUE TO FACULTY RETREAT Quarterly AT grades due in UDSIS <i>Submit grades and attendance through ELI UDSIS</i> All Faculty: Committee Working Retreat, with faculty meeting, 108 E. Main, 8:30AM -4PM. International Coffee Hour- <i>Sponsored by KHB RAT</i>: 4-6 PM Trabant</p>
Saturday, September 21	<p>A&E: Free Trip to Washington, DC; Buses pick up at Retreat at 7:30 then leave 318 S. College at 8:00 AM, departs DC at 5:30pm [Point Person Adil Bentahar]</p>
Sunday, September 22	<p><u>Orientation</u>: Rain date for Newark Community Day, 11AM – 4PM, on the UD Green</p>

WEEK 5

Monday, September 23	<p>Virtual Faculty Course Fair for students all this week. Send them to the ELI website: http://sites.udel.edu/csp/courses/coursefair Khbrat Approved Absence: Saudi National Holiday</p>
Tuesday, September 24	<p>Student Conduct and Attendance Committee Mid-Session Mtg, 3:00PM, 318 S. College Ave., Room 228</p>
Wednesday, September 25	<p>Online Intention Form & Housing Intention Form due by 11:59 PM EST. Scholarship Committee Meeting – 189 – 3PM Khbrat TOEFL Prep Class: 1:00-2:30 Smith 140 - Pinkerton <u>Intramurals</u>: Deadline for ultimate frisbee; contact Tim Kim or Anne-Claire</p>
Friday, September 27	<p>Level II RW Teachers meet with Jo Gielow, 2:15 - 3:15 PM, Rm 102, 318 S. College Level III RW Teachers meet with Jim Weaver, 2:15-3:15 PM, Rm 101 318 S. College Level IV RW Teachers meet with Monica Farling, 2:15-3:15, Rm 108, 318 S. College Level EAPV RW teachers meet with Terri Goode, 2:15-3:15, Rm 110, 318 S. College Business RW teachers meet with Mary Beth Worrilow, 2:15-3:15, Room 135, 318 S. College V RW Teachers meet with Ana Kim, 2:15-3:15, Room 133, S. College ProfEnglish/Media teachers meet with Walt Babich, 2:15-3:15, Room 140, S. College PrepEAPVI RW teachers meet with Kendra Bradecich, 2:15-3:15, Room 137, S. College E110 and ARSC150 teachers meet Tuesdays. <u>Orientation</u>: <i>International Coffee Hour: 4-6 PM- Trabant</i></p>

Saturday, September 28	
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WEEK 6

Monday, September 30	Khbrat TOEFL Prep Class 1:00-2:30 Smith 140- Pinkerton
Tuesday, October 1	<u>Khbrat PD Workshop: 1:00-3:00 Perkins Rodney Room</u>
Wednesday, October 2	Advisory Committee Meeting, 3:00 PM, in Scott's Office <u>Khbrat PD Workshop: 1:00-3:00 Perkins Rodney Room</u>
Thursday, October 3	Management Meeting, 10:15am-12pm, 189 W. Main St., Conference Room
Friday, October 4	Faculty Mtg., 1:00-3:00pm, SALC - 108 E. Main St. Grad Cohort: Grad Retreat to Philly: Depart 318 S. College 2:45 ; Returning Sat. at 5PM
Saturday, October 5	Grad Cohort: Return from Philadelphia at 5pm at 318 S. College

WEEK 7

Monday, October 7	Faculty meet with all students in danger of retention and complete forms TOEFL TEST, 2:00-5:30 PM, (WITH KHBRAT) ALISON HALL 131 , Proctors: Mary Beth W., Walt Babich, & Adil Bentahar
Tuesday, October 8	<u>Khbrat PD Workshop: 1:00-3:00 Perkins Rodney Room</u>
Wednesday, October 9	
Thursday, October 10	All Grad Cohort Final Presentations, 5:00--7:00 PM, SALC ALEKS Testing 2 PM 108 E. Main Street, SALC

Friday, October 11	<p>Pilot new Listening test. All students take Listening finals in the SALC and 318 from 8:00AM - 4:00PM - Aura Draper.</p> <p>L/S Classes administer final Speaking Exam. All faculty must enter predicted grades by 5:00 PM</p> <p><i>Orientation:</i> International Coffee Hour: 4:00-6:00 PM- Trabant</p>
Saturday, October 12	

WEEK 8

	<p>Faculty must administer course evaluations by week's end. Faculty must also complete final oral assessments by end of week.</p>
Monday, October 14	<p>Final Essay administered in all classes End of Session Faculty Meeting, 1:00–3:00PM, SALC - 108 E. Main St. Grad cohort: last M/W class</p>
Tuesday, October 15	<p>Final Reading Test administered in all classes Grad cohort: last T/Th class</p>
Wednesday, October 16	<p>Give Michigan along with Graded oral assessment administered in all Listening/Speaking classes Final Grammar Test administered in all classes Faculty Meeting for Students with Special Support Needs, please contact Blythe Milbury Steen if you would like to meet. AT Cohort, UG: All Coh Grad Cohort final scores entered by 3:00 PM Grad CAP Appeals due to Dr. Stevens by 5:00 PM https://apply.udel.edu/register/elicapappeal Tutoring: Last day of tutoring: Tutoring for Session I19 ends at 6:00pm. Intramurals: Deadline for 6v6 volleyball league; contact Tim Kim or Anne-Claire</p>
Thursday, October 17	<p>Last day of classes. Abbreviated class schedule as follows: LS class 8:15 to 9:30; RW 10:00 to 11:15; Afternoon classes: 1:00 to 2:30. Program evaluations emailed to students. Final grades level V and VI CAP students must be entered by 8:00 AM Final grades for graduating students, multiple repeaters, and students on probation due by 8:00 AM for all teachers.</p>

Friday, October 18	Student Conduct & Attendance Committee Mtg., 8AM, Room 228, 318 S.College CAP Infobration, 10:45 AM – 2:15 PM, SALC (only grad students expected to graduate) Grades for all continuing, non-probationary students due by NOON. AT Mid-Terms Grades Due, submit grades and attendance through ELI UDSIS GRADUATION, 3:30-6:30 PM., Smith 130. Nicole Servais & Scott Partridge
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NEW STUDENT INTAKE FOR SESSION 2 19

Oct. 21-25	<u>BREAK WEEK</u> <u>Khbrat K-12 Immersion Orientation Week 8:15 -3:00 Daily</u>
Thursday, October 24	New Student Intake duties. CT Faculty assigned: Jo Gielow, Lisa Grimsley, Ken Cranker, Nigel Caplan, Scott Duarte, Scott Partridge, Mike Fields, Carolina Correa, Adil Batahar, Nicole Servais. Testing at 318 S. College
Friday, October 25	New Student Intake: Orientation and Tour duties—Tim Kim will provide a googledoc url.

Session I 2019 Deadlines

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.

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, the Registrar will send teachers their rosters and instructions for reporting. You must report to Registrar 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 (3rd) session (either at the same or lower level), the student will be dismissed, except by special permission of the Director or Associate Directors in extraordinary circumstances.”

*A “pass” in AT students is defined as meeting the university requirement (i.e. C+ grades for ARSC 150, ARSC 151, ARSC152, 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.** Please kindly redirect the student to someone who can assist them with their schedule.

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	Kate Copeland, Adil Bentahar	LS & RW 3, 4,5,6
Panama Bilingue	6/10/19 - 9/27/19	Ana Kim	RW
Nakamura	8/26 - 9/13	Wakako Pennington	LS & RW - 2,3
TUFS	8/26 - 9/20	Wakako Pennington	LS & RW - 4,5
Nagasaki	9/3 - 9/20	Wakako Pennington	LS & RW - 2,3
Hunan Normal University	8/28 - 12/20 Beginning classes 8/30	Ana Kim	LS & RW - 3,4,5

Instructors with Administrative Assignments	
Aura Draper	SALC Coordinator
Phil Rice	Listening Lab Coordinator
Sharon Mitchell	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
Wakako Pennington	Market development
Nicole Servais	Khbrat TEFL seminar leader
Mikki Washburn	Khbrat Administration support
Sarah Petersen	Newsletter preparation
Jackie Whitney	Khbrat Administration support

Class Change Procedures. *****

New students wishing to move up in **BOTH listening/speaking and reading/writing classes:** 3:30-6:30PM, Willard 007 (all students) and Willard 109 (secondary room). Proctors: Kate Copeland, Nonie Bell, Mikie Sarmiento, Kendra Bradecich. **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 the link, s/he 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	189 W. Main, 303	x3612	wcbabich@udel.edu
Baird, Sarah	318 S. College, 131	x7185	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	N/A	khan@udel.edu
Bragaw, Danielle	189 W. Main. 206	x2674	dbragaw@udel.edu
Brunson, Amanda	108 E. Main, 203A	x7416	brunson@udel.edu
Burke, Kate	318 S. College, 103	x7542	kateuae@udel.edu
Bushong, Robbie	318 S. College, 227	x0389	rbushong@udel.edu
Canepa, Paul	108 E. Main Street 209A	x0595	canepa@udel.edu
Caplan, Nigel	108 E Main, 226	x7419	nacaplan@udel.edu
Chen, Jack	318 S College, 226	x0394	jackchen@udel.edu
Connery, Leslie	102 E Main, 102	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 (out S1)	108 E Main, 202A	x7416	kcranker@udel.edu
Crist, Jack	102 E. Main 102	x4695	jacrist@udel.edu
Criston, Leslie (out S1)	189 W. Main, 206	x3215	greece@udel.edu
Duarte, Scott	108 E Main, 224A	x7426	duarte@udel.edu
Elliott, Chris	108 E. Main, 206A	x7420	ceelli@udel.edu
Farling, Monica	108 E Main, 223A	x7426	mfarling@udel.edu
Fenske, Ross	108 E Main, 217A	x8955	rossmf@udel.edu
Fields, Michael	108 E. Main, 202A	x7416	mrfields@udel.edu
Gielow, Jo	318 S College, 102A	x7541	jogielow@udel.edu
Goode, Terri	108 E Main, 205A	x7417	terrig@udel.edu
Graham, Meghan	318 S College, 221	x0264	mgraham@udel.edu
Grimsley, Lisa	318 S College, 102A	x7541	grimsley@udel.edu
Hyde, Ken	318 S. College, 113	x2567	kenny@udel.edu
Jackson, Brandon	318 S. College. 142	N/A	vinnyjax@udel.edu
Mitchell, Sharon	108 E. Main, 209	x7421	slmitch@udel.edu
Kim, Ana	108 E Main, 209A	x0595	anaeun@udel.edu
Kittle, Jon	189 W. Main, 305 (PM)	x2674	jkittle@udel.edu
Lapp, Rachel (out S1)	318 S. College, 221	x0264	rlapp@udel.edu
Lopez, Julie	102 E Main, 102	N/A	julo@udel.edu
Milbury-Steen, Blythe	108 E. Main Street, 207A	x7420	For students: capadvisor@udel.edu , for colleagues: bmilbury@udel.edu
Milbury-Steen, John	108 E. Main	x7421	milsteen@udel.edu
Murray, Dan	318 S. College, 117	N/A	domurray@udel.edu
Panter, Tom	108 E. Main 204A	x7417	tpanter@udel.edu
Partridge, Scott	108 E. Main, 224A	x7426	rspartri@udel.edu
Pennington, Randall	318 S College, 130	x7184	ranpen@udel.edu
Pennington, Wakako	318 S. College, 130	x7184	wakapen@udel.edu
Petersen, Sarah	108 E Main, 223A	x7426	ssp@udel.edu
Pinkerton, Chris	108 E. Main 202A (S1 only)	x7419	mrchris@udel.edu
Rice, Phil	318 S College, 139	x7184	philrice@udel.edu
Sarmiento, Mikie	318 S College, 103	x7542	mikie@udel.edu
Servais, Nicole	318 S College, 139	x7184	nservais@udel.edu
Tomaskovic, Kate	102 E. Main, 102	N/A	kdt@udel.edu
Trout, Greg	102 E. Main St, 102	x4695	trout@udel.edu
Vasudevan, Deepika	318 S. College, 221	x0264	deepika@udel.edu
Vazquez, Amy	318 S College, 138	x7185	avazquez@udel.edu

Vodvarka, Kathy (out S1)	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	x7416	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/elifacebook/course-evaluations/>) and send to Tanya Kang by week 5: tkang@udel.edu.

ELI Address List

Please make sure to give your home address, phone, email address, ELI office, and ELI extension to the ELI, 189 Office Coordinator, Lynn Robinson, (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) 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, August 26, 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.
9:00 AM	Nakamura, TUFS (15 students) Intake Testing at 318 S. College Ave.
10:00 AM	LS level meetings, 108 E. Main
10:30 AM	UG AT Cohort Mentor Meeting, 10:30 - 12:00, 102 E. Main, Room 101
2:30 PM	UG AT Cohort Instructor Meeting, 2:30-3:30 PM, 108 E. Main Street, Room 217
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
4:45PM	Grad CAP Cohort Instructor/Mentor Meeting PM, 102 E. Main St, Rm 105

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, August 26, 2019

8:00 AM	New Student Opening Day starts at Trabant MPR ABC with beverages. Testing for Late Students and for Japanese Groups (Nakamura, TUFS), 10 AM, 318 S. College Avenue, Room 108
8:15 AM	Students will meet ELI staff and will receive Fire/safety orientation, will learn immigration information from OISS, and will be given a thorough understanding of their schedules, including careful instructions to their classrooms (as well as photo pictures of their classroom buildings)
9:00 AM	Returning Students check in at Trabant MPR, from 9-11 AM. They will be able to view their schedules online approx. 15 minutes after checking in. Returning students arriving after 11 AM will have to wait until 2 PM to check in at the Finance window at 189 W. Main St., and they will not have an opportunity to change classes.
10:00 AM	Scott Stevens: presentation to new students (How to succeed at ELI) in Trabant.

Tuesday, August 27, 2019

9:00AM	Testing for Late Students, 9am, Room 228, 318 S. College Avenue
L/S 8:15 – 9:55 AM & 2:15-4:30 PM R/W 10:25-12:10 & 2:15-4:30 PM	8-Week Class Session Schedule. Regular classes begin for LS and RW.
1:00 - 2:00 PM	Grad CAP Cohort Orientation: 1-2 PM, 102, room 105 AT New Student Orientation*, 10:15 - 1:00 PM Perkins-Rodney (lunch provided) AT 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, August 28, 2019

L/S 8:15 – 9:55 AM & 2:15-4:30 PM R/W 10:25-12:10 & 2:15-4:30 PM	8 Week Class Session Schedule AT Content and ARSC150 and E110 classes start.
1:00-6:00 PM	Regular Tutoring
1:00 - 2:00 PM	ALL UG AT Cohort MW Modules begin classes today
3 or 3:30 - 6:30 PM	New Student Retest - ALL students to meet in Willard 007 proctors: Kate Copeland, Nonie Bell, Mikie Sarmiento, and Kendra Bradecich. Secondary room Willard 109 SALC Orientation 1:15-4:30 PM
8:00AM – 6:00PM	SALC Open for regular hours
1:00 – 5:00 PM	Listening Laboratory
4:45 - 6:00 PM	Grad Cohort /Class Begin
11:59pm	Deadline to change classes

Thursday, August 29, 2019

L/S 8:15 – 9:55 AM & 2:15-4:30 PM R/W 10:25-12:10 & 2:15-4:30 PM	8 Week Class Session Schedule
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 - 2:00 PM	Grad CAP Cohort Orientation: 1-2 PM, 102, room 105
1:00 – 5:00 PM	Listening Laboratory
4:45--6:00	Grad Cohort T/Th classes begin

Friday, August 31, 2018

L/S 8:15 – 9:55 AM & 2:15-4:30 PM R/W 10:25-12:10 & 2:15-4:30 PM	8 Week Class Session Schedule
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Monday, September 2, 2019

CLOSED	HOLIDAY - LABOR DAY
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FOR your first day of class, Tuesday, August 27, 2019, please take time at the start of class to:

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

Afternoon Tutors for Session 1 19

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

Initial	PM Room	Name	Email
DB	TBA	Diana Bandak	dbandak@udel.edu
SW	TBA	Sarah Whitsel	swhitnun@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
GT	SC 133	George Thompson	crabby@udel.edu
JE	SC 136	James Eliason	jeliason@udel.edu
JF	SC 133	Joan French	jy french@udel.edu
JK	SC 110	JooYoung Kim	kimjy@udel.edu
JM	SC 135	Jill McCracken	jmcreate@udel.edu
JP	SC 136	Jeremy Penna	jpenna@udel.edu
JS	SC 110	Julie Stanton Nichols	jtsn@udel.edu
JT	SC 136	Janice Thompson	jpt@udel.edu
KE	SC 135	Karen Eliason	keliason@udel.edu
KG	MS 208	Kristin Grant	kbeahmg@udel.edu
KS	SC 133	Katherine Sheedy	ksheedy@udel.edu
LF	SC 137	Lori Fisher	lofisher@udel.edu
LH	SC 110	Lee Horzempa	leemary@udel.edu
MB	SC 135	Michael Brook	brookm@udel.edu
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	tnhartel@udel.edu

Morning Tutoring for Session 1 2019

To be determined

Cluster Tutoring for Session 1 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
Kitchen	XCa	Turner Corner	Nancy Turner	M 1:00
Kitchen	XCb	Turner Corner	Nancy Turner	M 3:00
Kitchen	XCc	Turner Corner	Nancy Turner	M 5:00
Kitchen	XCd	Turner Corner	Nancy Turner	T 1:00
Kitchen	XCe	Turner Corner	Nancy Turner	T 3:00
Kitchen	XCf	Turner Corner	Nancy Turner	T 5:00
Kitchen	XCg	Turner Corner	Nancy Turner	W 1:00
Kitchen	XCh	Turner Corner	Nancy Turner	W 3:00
Kitchen	XCi	Turner Corner	Nancy Turner	W 5:00
Kitchen	XCk	Turner Corner	Nancy Turner	R 1:00
Kitchen	XCm	Turner Corner	Nancy Turner	R 5:00
IELTS	XI1	SC 101	Brady Smith	TR 1:00
Idioms	XI4	SC 109	Cyndi Funk	MW 2:00
Reading Horizons	XR1	SC 101	Janice Thompson	TR 2:00
Reading Horizons	XR2	SC 109	Janice Thompson	TR 4:00
Reading Horizons	XR3	SC 109	Janice Thompson	MW 2:00
Reading Horizons	XR5	SC 101	Janice Thompson	MW 4:00
Driving Skills	XS2	SC 132	Brady Smith	TR 3:00
Academic Vocab.	XV2	SC 134	Kate Burke	MW 1:00

S3 Clusters for Session 1 2019

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

Cluster	Instructor	Location	Day & Time
Success Coaching/A	Meghan Graham	TBD by coach and student	30 minutes/week TBD by coach and student
Success Coaching/B	Jack Chen	TBD by coach and student	30 minutes/week TBD by coach and student
Success Coaching/C	Amy Vazquez	TBD by coach and student	30 minutes/week TBD by coach and student

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

L/S class	Listening Lab Room	Lab Time	Instructor
III & IV	Room 108	MTWR 1:00	Brandon Jackson
I & IIA	Room 108	MW 2:00	Brandon Jackson
IIB, IIC	Room 108	TR 2:00	Brandon Jackson
IID	Room 108	MR 3:00	Brandon Jackson
III & IV	Room 108	MTWR 3:00	Brandon Jackson
III & IV	Room 108	MTWR 4:00	Matt Matterer

5. Self-Access Learning Center: Students from any level WHO ARE EITHER FULL INTENSIVE OR NO LABS (Limited program students are not eligible to use the SALC) may come to the Center, in E. 108, Room 210, at the following times:

SALC Hours of operation*		
Monday: 8:00 AM to 6:00 PM	Tuesday: 8:00 AM to 6:00 PM	Friday, 10:00 AM to 4:00 PM
Wednesday: 8:00 AM to 6:00 PM	Thursday: 8:00 AM to 6:00 PM	

Help your students identify areas for growth so that they might come to the SALC to ask Aura Draper, SALC coordinator, for texts, software, or DVDs that focus on specific skills. Below is this week's scheduled orientation for students according to their **Listening/Speaking** level. Please make sure your students attend, and we invite you to attend with them. After week one, the open access library schedule listed above will be put into effect.

SALC Orientation Schedule:

Time	Levels
1:15 PM Tuesday	I, II all sections
2:15 PM Tuesday	III, IV all sections
3:15 PM Tuesday	V, VI all sections
4:30 PM Tuesday	All Students with PM L/S classes

6. Please announce the **SPECIAL FIRST WEEK SCHEDULE**: Tutoring begins Tuesday for regularly scheduled tutoring hours. Listening Laboratory classes also begin Tuesday.

The **SELF-ACCESS LEARNING CENTER** will be available Wednesday as of 8:00 AM for all continuing full time students.

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

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

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

Homestay (Housing Option) ELI students may choose to live with a local family while studying at the ELI. Students can apply for Homestay through the ELI Housing Website (<http://sites.udel.edu/eli/housing/>) or by contacting the current Homestay Coordinator, Stacey Leonard at eli-homestay@udel.edu. Questions or concerns about Homestay? Contact Stacey Leonard, Homestay Coordinator. Stacey holds Office hours every Wednesday from 12:30 - 2:00 PM in 108 E Main St.

Absence Policy and Substitutes. If you have an **emergency**, try to contact Joe Matterer or Tanya Kang by phone or by email if you do not reach one of them by phone. Call Joe at these numbers: 302-738-7810 (H) or 302-383-5966 (C) and Tanya at 302-831-7544. Ideally, if you believe you will not be able to teach the next day, contact Joe or Tanya the night before. If you are suddenly unwell in the morning, contact Joe or Tanya no later than 6:45 AM. Once you have made contact with one of them, your other responsibility, if possible, is to send lesson plans to Joe jwm@udel.edu and Tanya, tkang@udel.edu, they will see that subs are arranged. For **non-emergency** subbing needs, keep in mind that for some absences ELI will pay for the subbing and for others it is the teacher's

responsibility. You should check with Wendy when you are in doubt. Also, remember that CT and ADS faculty sub as a professional courtesy, but others are paid. For situations that the ELI will need to pay for, CT and ADS faculty should be contacted first. If none of them are available, the following people, who would be paid, should be contacted for this session:

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

Subs for this session are:

Tutors and Teachers	Availability	Contact Information	
Sarah Baird	LS AM classes	302-561-0810	sbaird@udel.edu
Rosana Dempsey	RW AM classes	610-613-8189	rdem@udel.edu
Brandon Jackson	LS AM classes	302-981-7330	vinnyjax@udel.edu
Myrna Zaetta	Both AM classes	302-234-4633	zaetta@udel.edu

The HR policy regarding subbing is: **Any CT or ADS teacher who provides substitution for a peer, must do this out of professional courtesy. However, we do not expect this to be unlimited. Therefore, once a CT or ADS teacher performs 2 substitutions in one session, any subsequent substitutions in that same session will be paid.** We are asking all instructors to take 10 minutes before leaving each day to prepare a basic lesson plan left in a folder on your desk for easy access by a sub. All fiscal 12 month faculty and ADS's must submit a web form reporting the sick day. Supervisors of ADS (Joe and Karen) need also to be informed of the absence. **Finally, you must inform HR by going to the ELI's HR & Payroll website, <https://sites.udel.edu/elihr/>, and click on the Substitution Notification Form and complete this form's required fields.**

Who to see in the administration:

ELI Registrar and scheduling office	Sue Walton Bridget Casterline Alexis Carr	swalton@udel.edu bridgetc@udel.edu arcarr@udel.edu	x4738 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	ud-eli@udel.edu beccalee@udel.edu	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	capadvisor@udel.edu (for students); bmilbury@udel.edu	x7420
UG AT Cohort	Sharon Mitchell	slmitch@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, IA Coordinator	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	x2457
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)	nservais@udel.edu domurray@udel.edu philrice@udel.edu jwweaver@udel.edu	X0595 X7184 x7492
Academic Support Coordinator and appointments with Associate Director Karen Asenavage. Administrative	Jeanne Cannavò, Office Coordinator	jcannavo@udel.edu	x7421

Assistant for ELI 108/102 E. Main			
108/102 E. Main Street supplies, building issues and front desk assistance	Aigner Scott Evening assistant Burgundy Goodwin	ayscott@udel.edu burgoode@gmail.com	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	clrobins@udel.edu llmorris@udel.edu	x7066 or x2674
Course Evaluations, Supplies and building issues at 318 S. College	Tanya Kang Administrative Assistant for Joe Matterer	tkang@udel.edu or Kathy Shea kmshea@udel.edu	x7544
IEP, Tutoring Center, SALC, Listening Lab, ADS & adjunct faculty	Joe Matterer, Associate Director for ELI, Director intensive programs	jwm@udel.edu	x0369
AT and CAP Academics, Cohort, AT Faculty, ADS and Adjunct, ITA	Karen Asenavage, Associate Director for ELI, Director Academic Programs	kasen@udel.edu	x7418
Policies, authorizations, emergencies, MA TESL Program	Scott Stevens, Director, ELI's chief executive officer	sstevens@udel.edu	x8224

Committee chairs:

Curriculum	Nicole Servais	nservais@udel.edu	x7419
Testing	Mike Fields	mrfields@udel.edu	x7416
Technology	Phil Rice	philrice@udel.edu	x7426
Newsletter	Sarah Petersen	ssp@udel.edu	x7426
Professional Development	Kendra Bradecich	kendra@udel.edu	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 I-19

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

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

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

UG AT Cohort I-19									
Cohort	Last Name	First	Email-Instructor	Mentor	Email-Mentor	Bldg	Room	Days	Times
E1	Wilson	Mike	wmichael@udel.edu	Nora O'Brien	neobrien@udel.edu	108	223	MW	1-2 PM
F1	Britton	Kat	kbritton@udel.edu	Sean O'Connor	seanconn@udel.edu	108	223	TR	1-2 PM
G1	Shreve	Charlotte	cshreve@udel.edu	Shannon Finch	sfinch@udel.edu	108	224	MW	1-2 PM
H1	Jentsch	Tracy	jentsch@udel.edu	Maria Chudzik	chudzikm@udel.edu	108	224	TR	1-2 PM
Grad Cohort 1 19									
HH	Celestin	Abdallah	abdallah@udel.edu	Xudong Xue	xudong@udel.edu	108	203	MW	4:45-6PM
II	Connery	Leslie	lconnery@udel.edu	Xudong Xue	xudong@udel.edu	102	105	TR	4:45-6PM

**English Language Institute
Academic Transitions Faculty and
Orientation and Meetings
108 E. Main Street**

Tuesday, August 27

Time	Session	Location
1:00-2:00	AT Overview & Orientation	Room 201

	<i>New instructors only</i>	
2:00-2:30	Semester Review & Looking Ahead <i>New & returning instructors</i>	Room 201
2:30-2:45	<i>Break</i>	
2:45-3:15	Teaching Digital Natives: Interactive Technology in the ESL Classroom <i>New & returning instructors</i>	Room 201
3:15-4:00	Bringing English Back In: Teaching and Assessing English Proficiency for Student Presentations <i>New & returning instructors</i>	Room 201