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

UDSIS #9217 SESSION 6-21 – (7/01, 7/02 & 7/06) July 6 to August 20, 2021 (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)

Class Name	UDSIS	Instructor	Room #	Level
1/2	ELILS 101 ELILS 201	Tom Panter https://udel.zoom.us/j/7859497502	Hybrid Room 201	1/2
3	ELILS 301A	Nonie Bell https://udel.zoom.us/j/2208221054	F2F Room 202	3
3	ELILS 301B	Brandon Jackson https://udel.zoom.us/j/4599959815	Online	3
4	ELILS 401A	Randy Pennington https://udel.zoom.us/j/9533134370	F2F Room 203	4
4	ELILS 401B	Terri Goode https://udel.zoom.us/j/6757954290	Online	4
ALCS	ELILS 551	Leslie Connery https://udel.zoom.us/my/lconnery	F2F Room 205	5
MUSIC	ELILS 607	Kate Copeland https://udel.zoom.us/my/copekd	Online	6
GLAD	ELILS 628	Ken Cranker https://udel.zoom.us/j/4791831045	Online	6
EAP Prep 6	ELI 650	Carolina Correa https://udel.zoom.us/j/6908135819	Online	6
TextDisc	ELILS 673	Phil Rice https://udel.zoom.us/j/5970608865	Hybrid Room 223	6
Eng for Intl Communication	ELISP 250 online	Jim Weaver https://udel.zoom.us/j/4913174412	MW 7:00-8:30 am	Uiwang Special Program
Eng for Global Success/A	ELISP 520/A	Robbie Bushong https://udel.zoom.us/j/4630698873	Online 7/25 to 8/5 Sun-Thurs 8:00-10:00 pm	Sungkonghoe Special Program
Eng for Global Success/B	ELISP 520/B	Wakako Pennington https://udel.zoom.us/j/2371635765	Online 7/25 to 8/5 Sun-Thurs 8:00-10:00 pm	Sungkonghoe Special Program
Eng for Global Success/C	ELISP 520/C	Jennifer Rippon	Online 7/25 to 8/5 Sun-Thurs 8:00-10:00 pm	Sungkonghoe Special Program
Eng for Global Success/D	ELISP 520/D	Scott Partridge https://udel.zoom.us/j/3325018301	Online 7/25 to 8/5 Sun-Thurs 8:00-10:00 pm	Sungkonghoe Special Program

UDSIS #9217 SESSION 6-21 – (7/01, 7/02 & 7/06) July 6 to August 20, 2021 (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)

Class	UDSIS	Instructor	Room #	Level
1	ELIRW 101	Brandon Jackson https://udel.zoom.us/j/4599959815	**F2F** **Room 204**	1
3/A	ELIRW 301/A	Nonie Bell https://udel.zoom.us/j/2208221054	**F2F** **Room 202**	3
3/B	ELIRW 301/B	Jim Weaver https://udel.zoom.us/j/4913174412	Online	3
4/A	ELIRW 401/A	Randy Pennington https://udel.zoom.us/j/9533134370	**F2F** **Room 203**	4
4/B	ELIRW 401/B	Monica Farling https://udel.zoom.us/j/5627551441	Online	4
General 5	ELIRW 501	Leslie Criston https://udel.zoom.us/j/4530366179	**Hybrid** **Room 225**	5
Professional English 6	ELIRW 601	Terri Goode https://udel.zoom.us/j/6757954290	Online	5
EAP Prep 6	ELIRW 650	Leslie Connery https://udel.zoom.us/my/lconnery	**Hybrid** **Room 224**	6
Grad 6	ELIRW 670	Christienne Woods https://udel.zoom.us/j/2030729540	Online	6

Level Coordinators for Reading/Writing		
Level III: Jim Weaver	**General 5 & 6**: Ana Kim	**Course ARSC 150:** Ken Cranker
IV: Monica Farling		**AT E110:** William Wherry

		AT Summer **May 3 - August 20 (16 weeks)**			

ARSC150/A	May 3-Aug 20	Tom Panter https://udel.zoom.us/j/7859497502	10:25 am-12:10pm Online?	AT1 16 weeks
ARSC150/B	May 3-Aug 20	Phil Rice https://udel.zoom.us/j/5970608865	10:25 am-12:10pm **F2F Room 223**	AT1 16 weeks
AT E110-1/A	May 3-Aug 20	Will Wherry (COMBINE with B starting 7/9 PM) https://udel.zoom.us/j/6264657093 https://udel.zoom.us/j/5107000239	MTWR 6-7:40 am ReadLab/Workshop Friday 6:10-7:40 am **ONLINE**	AT2 16 weeks
AT E110-1/B	May 3-Aug 20	Ross Fenske https://udel.zoom.us/j/4160852503	MTWR 6-7:40 am ReadLab/Workshop Friday 6:10-7:40 am **ONLINE**	AT2 16 weeks
AT E110-1/C	May 3-Aug 20	Ken Cranker https://udel.zoom.us/j/4791831045	MTWR 10:40am -12:20 pm ReadLab/Workshop Friday 10:40am-12:10 pm **F2F Room 210**	AT2 16 weeks
AT E110-1/D	May 3-Aug 20	Scott Partridge	MTWR 10:40am -12:20 pm ReadLab/Workshop Friday 10:40am-12:10 pm **F2F/Hybrid Room 201**	AT2 16 weeks
ARSC152/A	May 3-June 4 (class times change June 7	Carolina Correa https://udel.zoom.us/j/6908135819	MTWR 6-7:30 am (5/4-6/4) and MTW 6-7:10 am (6/7-8/20) ONLINE	AT3 16 weeks
ARSC152/B	May 3-June 4 (class times change June 7	Carolina Correa https://udel.zoom.us/j/6908135819	MTWR 10:40 am - 12:10 pm (5/4-6/4) and MTW 10:40-11:50 am (6/7-8/20) ONLINE	AT3 16 weeks

AT and A-UD Summer courses
June 7 - August 20, 2021 (11 weeks)

ELI-ANTH101		Brian Peasnall https://udel.zoom.us/my/bpeasnall	TWR	AT2 and A-UD 8-9:20 PM
ELI-ARTH151		Emily Shartrand https://udel.zoom.us/j/94799755601 PW Myth2021	MTWR	AT2 and A-UD 9:20 -10:20 am
ELI-CHIN204		Jie Cai https://udel.zoom.us/j/3652639412	MTWR	AT2 and A-UD 8-9:00 am
ELI-ECON101		Hellen Seshie Nasser https://udel.zoom.us/j/98225754555 PW econ101	MTWR	AT2 and A-UD 8:00-9:00 am
ELI-MATH010		Paul Canepa https://udel.zoom.us/j/6493375345	MTW	AT2 and A-UD 1:40-3 pm
ELI-MATH/115		Donna McQuillin https://udel.zoom.us/j/99500810557	MW	AT2 and A-UD 8-10 pm
ELI-MATH117		Paul Canepa https://udel.zoom.us/j/6493375345	MWR	AT2 and A-UD 6:20 - 8:00 pm
ELI-MATH241		Amy Tucker https://udel.zoom.us/j/95676296360	MTW	AT2 and A-UD 8:20 - 10 pm
ELI-PHYS207		Kevin Haughey https://udel.zoom.us/j/96997736778	MTWR	AT2 and A-UD 9:20 -10:20 am
ELI-PHYS207 Lab		Michael Richardson https://udel.zoom.us/j/2512734958 passcode: 207	Friday	AT2 and A-UD 8:20-10:20 am
ELI-ANTH101/AD1		Elizabeth O'Connor https://udel.zoom.us/j/8740401012	Monday	AT2 and A-UD 8:00 - 9:20 pm
ELI-ARTH151/AD1		María Carrillo-Marquina https://udel.zoom.us/s/92670833933 Password: Myth2021	Tuesday	AT2/3 7:41-9:00 am
ELI-CHIN204/AD1		Emma Greenberg https://udel.zoom.us/j/98151854508 Password: 442847	Friday	AT2 and A-UD 8-9:20 am

ELI-ECON101/AD1		Thomas Goetz https://udel.zoom.us/my/tgoetzudel	Thursday	AT2/3 9:10-10:30 AM
ELI-MATH010/AD1		Alex Beyer https://udel.zoom.us/j/2895505770	Thursday	AT2 and AUD 1:40-3 pm
ELI-MATH/115AD1		Thomas Goetz https://udel.zoom.us/my/tgoetzudel	Tuesday	AT2 and AUD 8:10 - 9:30 pm
ELI-MATH117/AD1		Alex Beyer https://udel.zoom.us/j/2895505770	Tuesday	AT2 and AUD 7 - 8:00 pm
ELI-MATH241/AD1		Muyi Liu https://udel.zoom.us/j/4417859856	Thursday	AT2 and AUD 8:40 -9:40 pm
ELI-PHYS207/AD1		Alex Beyer https://udel.zoom.us/j/2895505770	Thursday	AT2 and A-UD 8-9 am
ELI-UNIV101/A		Monica Farling https://udel.zoom.us/j/7806753804 Olivia Harriman, FYS Peer Mentor https://udel.zoom.us/j/9440368249	Thursday	AT2 and A-UD 7:30 am-9 am
ELI-UNIV101/B		Sharon Mitchell https://udel.zoom.us/j/7806753804 Olivia Harriman, FYS Peer Mentor https://udel.zoom.us/j/9440368249	Thursday	AT2 and A-UD 10:40 AM-12:10 PM

ITA Training Program Summer courses
July 21 - August 20, 2021 (4.5 weeks)

UNIV554-910	CP (lec)	Christienne Woods	1:30pm-3:00pm	ITA 4.5 wks
UNIV554-011	CP (lec)	Mary Beth Worrilow	1:30pm-3:00pm	ITA 4.5 wks
UNIV554-012	CP (lec)	Leslie Criston	1:30pm-3:00pm	ITA 4.5 wks
UNIV554-013	CP (lec)	Toni McLaughlan	1:30pm-3:00pm	ITA 4.5 wks
UNIV554-014	CP (lec)	Elisabeth Mercante	1:30pm-3:00pm	ITA 4.5 wks
UNIV554-015	CP (lec)	CarolAnn Buzzard	1:30pm-3:00pm	ITA 4.5 wks
UNIV554-016	CP (lec)	Monica Farling	1:30pm-3:00pm	ITA 4.5 wks
UNIV554-017	CP (rec)	Ken Hyde	10:30am-12:00pm	ITA 4.5 wks
UNIV554-018	CP (rec)	Elisabeth Mercante	10:30am-12:00pm	ITA 4.5 wks
UNIV554-019	CP (rec)	CarolAnn Buzzard	10:30am-12:00pm	ITA 4.5 wks
UNIV554-020	CP (rec)	Toni McLaughlan	10:30am-12:00pm	ITA 4.5 wks
UNIV554-021	OI	Ken Hyde	3:30pm-5:00pm	ITA 4.5 wks

UNIV554-022	OI	Jennifer Rippon	3:30pm-5:00pm	ITA 4.5 wks
UNIV554-023	AP	CarolAnn Buzzard	8:30am-10:00am	ITA 4.5 wks
UNIV554-024	EU	Toni McLaughlan	3:30pm-5:00pm	ITA 4.5 wks
UNIV554-025	CP (lec)	Staff	1:30pm-3:00pm	ITA 4.5 wks

Opening Day Announcements

From: Scott 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

Mentoring Meetings for Teachers New to Courses (Listed by mentors conducting orientation sessions) for Tuesday, July 6, 2021. Mentors, please reach out to the colleague you are mentoring to set a time to meet. A few of you may have taught the course previously, but not in its current Canvas Online format, so please take advantage of the mentoring available to you.

Text Discussion: Tom Panter: https://udel.zoom.us/j/9592343314 mentoring Phil Rice

Level 3 LS Robbie Bushong https://udel.zoom.us/j/4630698873 mentoring Brandon Jackson

Level 4 LS   Randy Pennington https://udel.zoom.us/j/9533134370 mentoring Terri Goode

MUSIC Ross Fenske https://udel.zoom.us/j/4160852503 mentoring Kate Copeland

EAP Prep 6 Leslie Connery https://udel.zoom.us/my/lconnery mentoring Carolina Correa

Level 1 RW Tom Panter https://udel.zoom.us/j/7859497502 mentoring Brandon Jackson

Level 4 RW Monica Farling https://udel.zoom.us/j/5627551441 mentoring Randy Pennington

General 5 RW Ana Kim https://udel.zoom.us/j/7882934149 mentoring Leslie Criston

ARSC150 Amy Vazquez https://udel.zoom.us/j/5970608865 mentoring Phil Rice

Level Coordinator Meeting: Coordinators will schedule meetings for either today or Wednesday. Look for an email from your coordinator.

ZOOM and CANVAS Resources and Links:

- Teaching Online at ELI Canvas site
- DesignPLUS Template Help and Demo site
- Faculty Commons
- For additional support and trouble-shooting this session, please contact Jim Weaver (jwweaver@udel.edu)

TEXTBOOKS:
IEP Book List
AT Book List

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

Calendar of Events, Meetings, and Deadlines

Break Week between Sessions 5 and 6 2021	
Thursday July 1	8 a.m. - 10:30 a.m. Online Orientation (Required for all students) Prepare for your virtual academic session with an online orientation and simulated classroom with Student Life Coordinator, Rebecca Boyle and ELI faculty. Zoom conference link: https://udel.zoom.us/j/95247398546
Friday July 2	2 p.m. - 5 p.m. In-Person Orientation (Required for students at the Newark campus)•Campus tour. Wear comfortable shoes and dress for the weather. •Obtain your student ID (photo will be taken). •Introduction to campus resources. •Assistance with connecting to UD WiFi.

IEP week 1F AT week 5 Summer	<mark>**UDSIS code for Faculty Session 6'21: 9217**</mark>
Monday **July 5**	**Independence Day Holiday observed: No classes, UD offices are CLOSED.**

Tuesday
 	
July 6
	ELI Session 6 '21 opening day.
	
	AT classes resume (with the exception of ARSC151)
	
	Open Hours for student questions and concerns 8 AM to 10 AM in zoom room: https://udel.zoom.us/j/95247398546
	
	AT Faculty
	==**AT Content and Discussion courses, ARSC 150, ARSC152 and ENGL110 meet today, Tuesday, at their regularly scheduled times. Cohorts run as scheduled**==
	
	A-UD Faculty
	Courses run as scheduled
	
	Faculty Opening Day Meeting, 9-10:45 AM ZOOM LINK: HTTPS://UDEL.ZOOM.US/J/5177230377
	
	Online Meetings:
	 I.Scott: announcements and review of ODM *(9-9:45 am)*
	    A. Rubric update, Mike Fields, Testing Committee Chair (5)
	    B. A&E for session 6: Callie Zimmerman
	 II.Jim will demonstrate Google Assignments (NOTE: TurnItIn should not be used for any new classes and will end on July 14 for ongoing AT classes)
	III.Tech Drop in Hours. 1-2 PM every Wednesday with Jim:
	   https://udel.zoom.us/j/4913174412
	IV.Course coordinators and course developers to meet with instructors new to class.
	Online help today: please email or send a Zoom chat message to Jim Weaver.
	
	Tutoring Center: Beginning of Session Meeting, 2pm-3pm, Location: https://udel.zoom.us/j/92032242531
	
	Online class changes will be open from Tuesday, July 6 until Thursday, July 8, 11:59 pm Newark time.

Wednesday **July 7**	==First day of session-long classes (IEP, pre-AT and ARSC151).== **NO AT Administrative Meeting** **Scott's open door office hour: 4-5 PM** https://udel.zoom.us/j/92740181908 *Tutoring*: Regular tutoring begins at 6:00am (EDT). All tutoring will be on Zoom.

	See: https://sites.udel.edu/csp/tutoring/tutoring-zoom-directory/ to click to Tutoring Zoom directory. *Requests for tutoring schedule changes can be made by email (kenny@udel.edu). Students can also make appointments online to see Ken Hyde between 1pm and 6pm and request tutoring changes.*
Friday **July 9**	**Faculty meeting (to be confirmed) at 1:30 PM** **AHPP Launch-** with ELI Student Life and IGS; 7-8:30 p.m., AT Circle Event. ELI Virtual Game Night, 8-9:30 pm. https://udel.zoom.us/j/93003268600
IEP Week 2 **AT Week 6 summer**	
Monday **July 12**	Last day for **non-AT** students to withdraw without owing Session 6-21 tuition.
Tuesday **July 13**	Faculty: Report attendance issues to Registrar by 5 PM via Slate Attendance Reporting form. https://apply.udel.edu/register/Attendance *Tutoring*: Start of all tutoring clusters.
Wednesday **July 14**	**Scheduled AT Meeting**, 10:30 AM for AT Administration. Zoom link: https://udel.zoom.us/j/610965156 **Midterm grades due for 11-week content courses in UDSIS (saved and approved) by 5 PM** *Tutoring*: schedule changes end; students cannot change tutors. **Blue Hen Leadership Program Workshop- "Networking Across Cultures"** by Matt Creasy and Susan Luchey of BHLP. AT Cohort and ELI Academic Advising. Time: 10:40 - 12:20 p.m. and 12:40-2:10 p.m.. Zoom Room TBA Passport Activity for UNIV/ AT2 Cohort - students attend one of the times. **Scott's open door office hour: 4-5 PM https://udel.zoom.us/j/92740181908**
Thursday **July 15**	**Virtual Cooking- Korean vs American Pancakes, 7-8:00 am** **https://udel.zoom.us/j/94674221141** **Movies on the Green: Mulan (2020) 8-9pm @ North Green. Capacity limited. Students need UDID and daily health check.**

	https://events.udel.edu/event/summer_movie_series_raya_and_the_last_dragon#.YNDM0WhKiyI
Friday **July 16**	Student Probation Meeting-all students placed on probation for the first time MUST attend. 1:00 PM and Zoom https://udel.zoom.us/j/97876004721. Robbie Bushong and Ross Fenske. **"Developing Social Justice Awareness" Workshop** by Adam Foley of Office of Equity and Inclusion, AT Cohort and Academic Advising, 8:30- 9:30 am Zoom Room TBA-UNIV101/ AT2 Cohort Required Passport Activity
IEP Week 3 **AT Week 7 Summer**	
Monday **July 19**	
Wednesday **July 21**	**ITA Summer Session begins (through August 20)** **Scheduled AT Administrative Meeting**, 10:30 AM Zoom: https://udel.zoom.us/j/610965156 **Scott's open door office hour: CANCELLED**
Thursday **July 22**	**Advisory Committee Meeting - 3 pm, Zoom link: https://udel.zoom.us/j/93993510165**
Friday **July 23**	**Faculty Meeting - 1:30 pm to 3:30 pm,** Zoom link: https://udel.zoom.us/j/92102135386 **Olympics Watch Party, July 23 (7:30-9pm), 108 E Main St.** We will be doing some sports trivia, and students are encouraged to bring a favorite snack from their country to share (ideally pre-packaged).
IEP Week 4 **AT Week 8 Summer**	
Monday **July 26**	**Faculty meet with students to review progress, complete progress form**
Tuesday	A&E: Tasty Tuesday; 2:00 PM; Zoom Link: https://udel.zoom.us/j/93770656993

July 27	
Wednesday **July 28**	**Scheduled AT Meeting**, 10:30 AM for AT Administration. Zoom: https://udel.zoom.us/j/610965156 **Scott's open door office hour: 4-5 PM https://udel.zoom.us/j/92740181908** ==AT Faculty== **Mid-session grades** for IEP and ARSC151 classes AND **Quarterly grades** for ARSC150, ARSC152, ENGL110 and ELICO classes due in UDSIS (saved and approved) by 5 PM. **Intention form links sent to students.**
Thursday **July 29**	**Scholarship Applications available via slate: email directly to students that are eligible.** **RW Level Meetings to check progress on meeting LO's, aligning courses, comparing notes and level norming** Level 3 RW: Jim Weaver 4913174412 Level 4 RW: Monica Farling 5627551441 GRAD5 Terri Goode 6757954290 General 5, Professional 6: Ana Kim 7882934149 PrepEAP6, ARSC150: Ken Cranker 4791831045 E110: William Wherry 5107000239 **Staff Meeting, 2:15-4pm, Zoom link: https://udel.zoom.us/j/92882965787** **CGPS Ice Cream Social, 4-6pm @ Elliot Hall**
Friday **July 30**	**AT2 & AT3 Required Pre-Graduation Advising Meeting,** 9:30-11 am (*please do not schedule class activities during this time*) *https://udel.zoom.us/my/capadvisor* **(Note from Sharon: This is a required Passport Activity for UNIV101/ AT2 Cohort)** **Grad CAP Pre-Graduation Advising Meeting 2 pm (virtual)** ==Summer Hangout, 3-5pm @ 189 W Main St. (Smores, soccer/volleyball/badminton, and crafts==
IEP Week 5 **AT Week 9 Summer**	
Monday **August 2**	ALEKS Test Time TBD, Matt Matterer Coordinator

Tuesday **August 3**	Student Conduct & Attendance Committee Mtg., 3PM, Zoom Room https://udel.zoom.us/j/98427895427
Wednesday **August 4**	**Intention Forms due** by midnight from all students. Form will no longer be accessible online after midnight. **Scheduled AT Meeting**, 10:30 AM for AT Administration. Zoom: https://udel.zoom.us/j/610965156 **Quarterly grades due for 11-week content courses in UDSIS by 5 PM** **Scott's open door office hour: CANCELLED** **Final day for students to request a Scholarship Application.** Faculty Scholarship Recommendation forms for students, please submit these on time – the Committee can't consider the student if the recommendations are not submitted.
Thursday **August 5**	**Management Meeting, 10:15-12pm, Zoom Link**: https://udel.zoom.us/j/91012767155 **IA Semester Wrap-up Meeting,** 2-3 PM with Julie: https://udel.zoom.us/j/20406150
Friday **August 6**	**AT1:** Required What to Expect in AT2 Advising Meeting, 12:30-1:30 pm, *(Please do not schedule class activities during this time) https://udel.zoom.us/my/capadvisor* **(Note from Sharon: This is a major mandatory activity for AT1 students in AT1 Cohort)** **Career Readiness Workshop for UNIV101- Navigating Internships/ Externships** by Travis Pocta of OISS Career Services, and Steven Caulfield of Lerner Career Services; AT Cohort and Academic Advising, 8-9:30 a.m. Zoom **https://udel.zoom.us/j/97973335884** Required Passport Activity for UNIV101/ AT2 Cohort, Academic Advising will invite AT2 and AT3 students who are not in UNIV101/ AT2 Cohort) **Final day for submissions and recommendations for Student Scholarships.**
IEP Week 6	
Monday **August 9**	Faculty meet with all students in danger of retention and complete forms. **Potential Testing date for Session 1 '21**
Tuesday **August 10**	**AT Instructor and IA Picnic** with Tobias and Julie 5PM, Location TBD **Potential Testing date for Session 1 '21**

Wednesday **August 11**	**Scheduled AT Meeting**, 10:30 AM for AT Administration. Zoom: https://udel.zoom.us/j/610965156 **Potential Testing date for Session 1 '21** **Scott's open door office hour: 4-5 PM https://udel.zoom.us/j/92740181908** **Scholarship Committee will receive information from Lynn Robinson via email.**
Thursday **August 12**	Tentative: ALEKS MATH Placement. Coordinator TBD **Advisory Committee Meeting - 3 pm, Zoom link: https://udel.zoom.us/j/93006796558** **Final presentations for UNIV101 during class time,** Make-up presentations scheduled as needed **AT Faculty** **Predicted grades for all classes (AT and IEP) due in ELI UDSIS by 5:00 PM.**
Friday **August 13**	**Hike & Bike: White Clay, 3-5pm** Meet in front of Lil Bob gym
IEP Week 7 **AT Week 11 Summer (Portfolios and Student Meetings)**	
	Faculty must administer course evaluations by week's end Faculty must also complete an oral rating sheet by the end of week. **AT** **Exams, Portfolios, Student Meetings** **Final presentations for AT2 Cohort,** Make-up presentations scheduled as needed
Monday **August 16**	**End of Session Faculty Meeting, 1:30–3:30 pm - Zoom link:** **https://udel.zoom.us/j/94736622562**

Tuesday **August 17**	Reading/Writing Finals Reading Test:40 minutes Writing Test: 60 Minutes Transition and break: 20 minutes **AT Faculty** UG AT Cohort TR last day of class **Last day of Listening Lab** **Final presentations Make up time for UNIV101/ AT2 Cohort,** scheduled as needed
Wednesday **August 18**	<mark>**NO READING/WRITING CLASSES TODAY**</mark> **Listening/Speaking Finals** Grad CAP Appeals due by 8:00 AM: https://apply.udel.edu/register/elicapappeal **Cohort grades due 3 PM** **Scott's open door office hour: 4-5 PM** **https://udel.zoom.us/j/92740181908** *Tutoring*: Last day of tutoring: Tutoring for Session 2 21 ends at 6:00pm. **No AT Meeting**
Thursday **August 19**	**All (AT and IEP) final grades** due in UDSIS (saved and approved) by 8 AM. Last day of AT and IEP classes. **Abbreviated IEP class schedule as follows:** LS class 8:15 to 9:30; RW 10:00 to 11:15. <mark>Program evaluations emailed to students.</mark> Student Conduct & Attendance Committee Mtg., 3PM, Zoom Room https://udel.zoom.us/j/98427895427
Friday **August 20**	**GRADUATION 11 AM, Zoom link: https://udel.zoom.us/j/92266136077** ITA Summer session ends. **CAP/AT Infobration,** <mark>**8:30-10:30 am, https://udel.zoom.us/my/capadvisor**</mark>

BREAK BETWEEN SESSIONS 6'21 AND 1'21 08/23-08/28, ORIENTATION FOR SESSION 1'21

<mark>**ORIENTATION SCHEDULE SUBJECT TO CHANGE - STILL COORDINATING W UD**</mark>

Wednesday, August 25	New Student Intake, Registration, OISS and Student Health check-in. 8 a.m. Ewing - TBD **OR** "Welcome" Housing move-in. **OR** Academic Orientation, 8-11am - **Zoom link:**<u>https://udel.zoom.us/j/92572385543</u>
Thursday, August 26	New Student Intake: All CT & ADS Faculty, please report for testing. - TBD Testing at 108 E. Main - TBD **A-UD Orientation (accessing and reading schedules/My UDSIS/Using canvas, etc.) with Blythe, time TBD** **OR** Academic Orientation, 8-11am - **Zoom link:** <u>https://udel.zoom.us/j/92572385543</u>
Friday, August 27	New Student Intake: Orientation and tours - morning / afternoon? - TBD Orientation 8 a.m./ 2pm? - Ewing Room - TBD **OR** New Student Intake for Session 1'21 **OISS presentation - in person** **Meet advisors - in person** **UD - 1743 Welcome Days August 28-30.** **UD International Student Orientation**
Monday, August 30	New student orientation, 8 a.m., Ewing Room - TBD Academic Orientation, 8-11am - **Zoom link:** <u>https://udel.zoom.us/j/92572385543</u> **OR In Person Orientation at 108 E. Main** Opening day meetings **UD Academic Orientations**
Tuesday, August 31	**UD Classes begin.** **AT1 Orientation (after LS class)** **AT2 Orientation (am)**

Session 6-21 Policy Overview

Curriculum

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

Review of recently adopted procedures

Retention Procedures

1. The following procedures should be followed by all faculty who believe they will have to retain or not award a certificate to a student:
2. 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 remediation form by 8:00 a.m. Thursday of Week 7 in a 7-week session, or Thursday in week 8 of an 8 week session. The teacher should recommend what form of student support the student should receive, and can make additional comments (such as whether they believe the student should be demoted or retained at the current level) in a free-text field if desired. The teacher can also submit the names of students with special needs whom he or she would like to discuss with administrators.

Procedures for placement of retested new students:

No retest for Session 6, 2021. If teachers have concerns about new students, please contact Robbie Bushong for IEP students and Karen Asenavage for AT students.

Teacher Responsibilities

Faculty approved policies now require the following of all teachers for every session:

1. Using a single final reported grade for each course, with required use of Canvas to provide students detailed feedback on individual skills.
2. Using the approved grading scale and +/- system—see facbook.
3. Reminding students that final grades of **C (Average 73%)** or higher are 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. Knowing that PreAT students who begin at Level 4 will need three sessions to enter AT, unless they earn at least a B in both skills at level 5 **in the same session**, or else a B in a level 5 course and a C in PrepEAP6 in the other skill area **in the same session**, in which case they can skip PrepEAP6 and go directly to AT1. This option also extends to students who begin at level 5. However, should these students qualify for AT1 in an odd-numbered session, they will be strongly encouraged by advisors to take PrepEAP6 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 GRAD6. To enter GRAD6, graduate-bound students must complete GRAD5 in that skill area with at least a C average or pass another level 6 course in that skill area. Students who are already in a level 6 course when they join the CAP program do not have to return to GRAD5 before entering GRAD6.
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. **Final Exams (except the grammar final) Resume:**: Factoring the final: Reading tests, 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 (excluding AT content courses) 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 or punishments, but rather a reflection of students' progress in mastering the outcomes of the class.

12. 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.**

13. **Suspended for this session only:** Administering the same final 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 6 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.

14. 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 **90%** attendance. Students who are failing and who have not had strong effort or attendance may not be given incompletes. Graduating students and AT students may not receive an "I" grade.

    Students placed on academic probation must earn a GPA of 2.0 or risk dismissal, unless the student's effort is 1. **Only students with combined LS and RW percentage averages below 70% may be placed on academic probation. This does <u>not</u> 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.

15. All <u>CAP</u> and <u>sponsored</u> students must register for and attend tutoring. Attendance is mandatory for these students.

16. 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 requirements (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 ARSC150 to move on to AT2; students must pass ELIENGL 110 and have accumulated at least 16 credits (10 for those starting in AT2) to matriculate (for Lerner majors, 15 credits or 9 for those starting in AT2). **Suspended for this session only**: 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 Grad6 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).

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

Online Etiquette Policy faculty are encouraged but not required to include on their syllabi:

Zoom Etiquette:
a. Choose a quiet space, if possible, where you can focus on the lesson.
b. Dress appropriately. For any part of you visible to the camera, please wear clothes that you would normally wear in an in-person class.
c. Choose an appropriate background. Be aware of wall space that will be visible to your instructor and classmates. Choose backgrounds with sensitivity to all class members.
d. Display the name you want your teacher and classmates to call you by. Example: Xudong or Ali M. (first name and family name initial). You do not need to include your full name, if you do not wish.
e. Unless directed otherwise by your teacher, please mute your microphone when you are not speaking to minimize distractions such as background noise.
f. We strongly encourage you to use your camera. You are also encouraged to discuss with your teachers your reasons for not turning on your camera.

Online Attendance Policy

Asynchronous

Asynchronous instruction may replace some Zoom classes, or parts of Zoom classes, and it may include videos, discussion boards, quizzes, group meetings, individual conferences, or other online activities done outside regular class hours. Students "attend" these asynchronous classes by completing all the tasks and participating in group and/or individual meetings.

- Attendance should be addressed for asynchronous days based on the timely completion of assigned activities. The number of absences should be determined by the percentage of asynchronous instruction in a given week. For example:
  - 80/20 blended classes: 1 absence for missed activity deadlines
  - 60/40 blended classes: up to 2 absences for missed activity deadlines
  - Faculty will use their own best judgment to determine whether activities should be recorded as Late or Absent.
  - If the asynchronous activity is a portion of the same day as the synchronous class, then the synchronous attendance suffices.

The linguistically accessible version to be used on all syllabi is as follows:

Student course policies should be linked from your syllabus page:
http://www1.udel.edu/eli/courses/ClassPolicies.pdf

ELI Online Attendance and Absence Policies

 Synchronous

Synchronous instruction refers to "live" Zoom classes that take place during regular class hours.

The ELI uses the following rules for synchronous online classes:

- You are absent if you do not attend the online class for any reason.
- The class starts on time. If you join the online class after it starts for any reason, your teacher will mark you late. A late arrival counts as 1/3 of an absence.
- If you join the class more than 15 minutes late for any reason, your teacher will mark you absent.
- If you take a break, leave early, disconnect, or do not respond to the teacher for more than 15 minutes, you will be marked absent.
- In online learning, you are present if you participate, speak, complete activities, or type in the chat. If you are not present in these ways, your teacher will mark you absent at the end of the class.

Asynchronous

Asynchronous instruction may replace some Zoom classes or parts of Zoom classes. It may include videos, discussion boards, quizzes, group meetings, individual conferences, or other online activities outside regular class hours. The ELI uses the following rules for asynchronous learning:

·   You "attend" asynchronous classes by completing all the tasks and participating in group and/or individual meetings.

·   If your class has one asynchronous day per week and you miss activity deadlines, your teacher will mark you absent for one class.

·   If your class has two asynchronous days per week and you miss activity deadlines, your teacher will mark you absent for one or two classes.

·   If you have synchronous and asynchronous parts to the same lesson, you will be marked present for the synchronous (Zoom) part.

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 ensure (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 refer students who need tutoring to Ken Hyde at kenny@udel.edu. 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
Omani students AT/ESAM	01/04/21-8/21	MariaJosé Riera	RW and LS/ Content
HUFS	7/6/21-7/30/21	Ana Kim	IEP
Dankook	7/6/21-7/30/21	Ana Kim	IEP
Kyonggi	7/6/21-7/30/21	Ana Kim	IEP
Uiwang (EIC)	7/6/21-8/19/21	Ana Kim	English for International Communication
Sungkonghoe	7/25/21-8/5/21	Ana Kim	English for Global Success
ITA	7/21/21-8/20/21	Ken Hyde	None

Instructors with Administrative Assignments	
Jim Weaver	Acting Online Program Manager

Brandon Jackson	Listening Lab Coordinator
Sharon Mitchell	UG AT Cohort Coordinator
Terri Goode	Graduate CAP Cohort Advisor
Leslie Connery	Grad Cohort Coordinator
Robbie Bushong Ross Fenske Blythe Milbury-Steen	IEP Advisement and Program Support AT Advisement and Orientations CAP/AT/A-UD academic advising

Class Change Procedures. **

We are planning for as few changes as possible.

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 Wednesday of week 1, the ELI Student Life coordinator will send a link to an electronic Address Form to new and continuing students via Slate to students' UD email. **Students who are studying from their home country are still asked to fill out their address in their home country.**
By Tuesday of week 2, Rebecca Boyle, will begin to personally contact students and their teachers who have yet to fill out the form. *Teachers should remind students in class and explain the importance of the form*. If a student doesn't have their link, they should contact Rebecca at eli-housing@udel.edu. 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.

Students on probation for attendance violations must maintain **75%** attendance, 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.] **Your attendance must be entered into UDSIS by the end of every week. Please enter attendance DAILY during week one**. This will help us identify and work with students who have violated their probation.

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 by 5:00 PM on Thursday of Week 6 and final grades by Thursday 8:00 AM of Week 7**.**

Start times.

L/S classes start promptly at 8:15 AM; R/W at 10:35 AM. Afternoon classes begin at 2:15 PM. 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.

==**Copying. (when we return to campus. . ., for now: NA for most teachers)**==

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 any other location should do their copying in the 189 W Main ELI building or 108 E Main.

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. Please follow the 8 week timeline for your course to stay on track in meeting the learning outcomes for the class.

Note: Level Coordinators are, in fact, level <u>supervisors</u>. Decisions made in coordinator meetings must be followed/implemented by all affected teachers at that level.

Office Hours

Remember, faculty must have a minimum of three scheduled **ZOOM** 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.

Instructor Contact Information

<u>Please let Lynn or Laura know if you are using a different office or telephone extension</u>

Name	Location	Phone	Email	Zoom
Alkrekshi, Ruwida	189 W Main, 301		dounya@udel.edu	https://udel.zoom.us/j/5725953406
Bell, Nonie	189 W Main, 203	~~x3215~~	nonieb@udel.edu	hthttps://udel.zoom.us/j/2208221054
Bentahar, Adil	108 E Main, 204A	~~x7417~~	badil@udel.edu	https://udel.zoom.us/j/6291185945
Bradecich, Kendra	108 E Main, 226	~~x7419~~	kendra@udel.edu	https://udel.zoom.us/j/6264657093
Bushong, Robbie	108 E Main, 217A		rbushong@udel.edu	https://udel.zoom.us/j/4630698873
Caplan, Nigel	108 E Main, 226	~~x7419~~	nacaplan@udel.edu	https://udel.zoom.us/j/4189629274
Connery, Leslie	108 E Main, 203A	~~x7424~~	gradcapcohort@udel.edu lconnery@udel.edu	https://udel.zoom.us/my/lconnery
Copeland, Kate	189 W Main, 204	~~x0393~~	copekd@udel.edu	https://udel.zoom.us/my/copekd
Correa, Carolina	Amstel Square 103	~~x7491~~	ccorrea@udel.edu	https://udel.zoom.us/j/6908135819
Cranker, Ken	108 E Main, 202A	~~x7416~~	kcranker@udel.edu	https://udel.zoom.us/j/4791831045

Criston, Leslie	189 W Main, 206	x3215	greece@udel.edu	https://udel.zoom.us/j/4530366179
Duarte, Scott	108 E Main, 224A	x7426	duarte@udel.edu	https://udel.zoom.us/j/7769550305
Farling, Monica	108 E Main, 223A	x7426	mfarling@udel.edu	https://udel.zoom.us/j/5627551441
Fenske, Ross	108 E Main, 217A	x8955	rossmf@udel.edu	https://udel.zoom.us/j/4160852503
Fields, Michael	108 E Main, 202A	x7416	mrfields@udel.edu	https://udel.zoom.us/j/6138789169
Goode, Terri			terrig@udel.edu	https://udel.zoom.us/j/6757954290
Grimsley, Lisa	189 W Main, 303		grimsley@udel.edu	https://udel.zoom.us/j/3035499686
Hyde, Ken	108 E Main, 208A		kenny@udel.edu	https://udel.zoom.us/j/2632201020
Jackson, Brandon	108 E Main, 210		vinnyjax@udel.edu	https://udel.zoom.us/j/4599959815
Mitchell, Sharon	108 E Main, 209		slmitch@udel.edu	https://udel.zoom.us/j/7375920088
Kim, Ana			anaeun@udel.edu	https://udel.zoom.us/j/7882934149
Lopez, Julie			julo@udel.edu	https://udel.zoom.us/j/2040615090
Milbury-Steen, Blythe	108 E Main Street, 207A	x7420	For students: capadvisor@udel.edu, for colleagues: bmilbury@udel.edu	https://udel.zoom.us/j/5719813359
Panter, Tom	108 E Main, 204A	x7417	tpanter@udel.edu	https://udel.zoom.us/j/9592343314
Partridge, Scott	108 E Main, 224A	x7426	rspartri@udel.edu	https://udel.zoom.us/j/3325018301
Pennington, Randall	108 E Main, 206A		ranpen@udel.edu	https://udel.zoom.us/j/9533134370
Pennington, Wakako	189 W Main, 301		wakapen@udel.edu	https://udel.zoom.us/j/2371635765
Petersen, Sarah	108 E Main, 223A	x7426	ssp@udel.edu	https://udel.zoom.us/j/2078467617
Rice, Phil	108 E Main, 205A		philrice@udel.edu	https://udel.zoom.us/j/4026071495
Servais, Nicole	108 E Main, 205A		nservais@udel.edu	https://udel.zoom.us/j/6558826009
Vazquez, Amy	Amstel Square 102		avazquez@udel.edu	https://udel.zoom.us/j/5970608865
Weaver, James	Amstel Square 104		jwweaver@udel.edu	https://udel.zoom.us/j/4913174412
Wherry, William	108 E Main, 206A	x7416	wherry@udel.edu	https://udel.zoom.us/j/5107000239
Whitney, Jackie	189 W Main, 303		whitneyj@udel.edu	https://udel.zoom.us/j/7859497502
Woods, Christienne	108 E Main, 203A	x7415	cwoods@udel.edu	https://udel.zoom.us/j/2030729540

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 29.**

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**, Wednesday for session 6'21. Keep your *syllabi up-to-date;* remember that your syllabus is your commitment and the ELI's contract with our students. Honoring this promise includes meeting *all* core learning outcomes and completing identified assignments*. No individual teacher can change any learning outcomes listed on their syllabus. All outcomes are approved by the Curriculum Committee and the faculty as a whole. Please follow the seven-week timeline for your class.* Be sure to include on the syllabus your office hours, your email address, ELI's grading system, ELI attendance policy, and required textbooks.

Canvas Homepage

Please use the ELI templated homepage, which should be included in your coursepack. Contact the Zoom help squad if not. Your home page should include:
- Your contact information
- Zoom Meeting ID
- Office Hours (all on Zoom, even for classes with limited in-person meetings)
- Links to required textbooks/ebooks
- Links to other platforms such as GoogleDocs.
- Listening Lab, for relevant levels https://sites.udel.edu/eli/online-classes/#ListeningLab
- Links to advising, tutoring, and the front desk (already built in at the bottom of the template)

Final Essays and Oral Rating Sheets

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

Evaluations

Requests for learning outcome changes should be sent by week 6 to eli-registrars@udel.edu.

Alexis Carr will email you the unique URL for your course online evaluation during week 5. Please administer the evaluation in class on Monday, Tuesday, or Wednesday during week 6.
*If you are teaching a new course, please create your course evaluation with learning outcomes (http://sites.udel.edu/elifacbook/course-evaluations/) and send to eli-registrars@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

This policy will not be in effect until we return to campus. However, emergency closures may result from your power going out, for example. In this case, please share your zoom room with a substitute for class coverage. **Please establish a text or email or Canvas announcement 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. 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.

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:

WHAT YOUR STUDENTS NEED TO KNOW

* Please note:
  New and returning students <u>must</u> pay their UD bills prior to receiving class schedules.
  <u>Do not</u> admit to your classes any student who does not have a schedule.

 **Note: UD/ELI is closed on Monday, July 5, 2021 in observance of Independence Day.

<u>**Tuesday, July 6, 2021**</u>

9:00 AM	**Faculty Opening Day Meeting**, Zoom - https://udel.zoom.us/j/93755395555 See Schedule **ARSC 150 and AT E110 classes resume**

<u>**Wednesday, July 7, 2021**</u>

8:15-12:35 PM	**First Day of On-line Classes**
L/S 8:15 – 10:05AM & 2:15-4:35 PM R/W 10:35-12:35 & 2:15-4:35 PM	**7 Week Class Session Schedule** Regular classes begin for LS and RW.
6:00am-12:00pm (EDT)	Morning Tutoring begins.
1:00–6:00 PM	Afternoon Tutoring begins. Requests to change tutoring schedules can be made by appointment in Zoom.
12:00am-12:00 PM	Listening Labs begin.

<u>**Thursday, July 8, 2020**</u>

L/S 8:15 – 10:05AM & 2:15-4:35 PM R/W 10:35-12:35 & 2:15-4:35 PM	**7 Week Class Session Schedule**
1:00-6:00 PM	Regular Tutoring
12:00am-12:00 PM	Listening Lab

<u>**Friday, July 9, 2020**</u>

L/S 8:15 – 10:05AM R/W 10:35-12:35	**7 Week Class Session Schedule**
1:00-6:00 PM	Regular Tutoring
12:00am-12:00 PM	Listening Lab

FOR your first day of class, Wednesday, July 7, 2021, please take time at the start of class to:

1. Review the schedules of the new and returning students. **Please be sure students know what ZOOM rooms they need to go to and when 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 lab information..
3. Share 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.

Afternoon Tutors for Session 6, 2021

All tutoring is being offered online via Zoom. To meet with a tutor, the student should use the listed Zoom PMI number to join the tutor's meeting at their assigned tutoring time. Students may also request extra tutoring by contacting a tutor by email or Zoom and asking if the tutor is available.

Initial	Zoom PMI	Name	Email
AD	362-843-7486	Aura Draper	amdraper@udel.edu
CC	430-139-8914	Catherine Ciferni	cciferni@udel.edu
CF	892-844-4453	Cynthia Funk	cfunk@udel.edu
JM	548-268-6261	Jill McCracken	jmcreate@udel.edu
JP	610-734-7626	Jeremy Penna	jpenna@udel.edu
JS	669-810-6281	Julie Stanton Nichols	jtsn@udel.edu
JT	367-390-8632	Janice Thompson	jpt@udel.edu
KE	762-165-3868	Karen Eliason	keliason@udel.edu
KG	778-092-8975	Kristin Grant	kbeahmg@udel.edu
LF	293-769-4720	Lori Fisher	lofisher@udel.edu
LH	801-353-1180	Lee Horzempa	leemary@udel.edu
MZ	584-331-0900	Myrna Zaetta	zaetta@udel.edu

NL	530-230-1301	Nina Leech	nileech@udel.edu
NM	646-807-8268	Nelson McMillan	kendrick@udel.edu
RD	448-969-5311	Rosana Dempsey	rdem@udel.edu
RH	808-362-3243	Richard Herring	rherring@udel.edu
SF	272-129-6782	Susan Foy	sfoy@udel.edu
TG	309-306-0677	Thomas Gething	gething@udel.edu
TH	848-707-2719	Theresa Hartel	tnhartel@udel.edu

Morning Tutoring for Session 6 2021

Tutoring is available at 6:00am to 12:00pm. Students who are in a location where these times would be more convenient should contact Ken Hyde at kenny@udel.edu or message him in Zoom for help changing their schedule.

Proactive Advising for At-Risk Students for Session 6 2021

Advisors reach out to at-risk students to request an appointment and to offer ongoing support. "At-risk" includes students on probation, with failing grades, and/or with excessive absences. Teacher referrals are also encouraged. If you have concerns about a CAP/AT student, please email Blythe Milbury-Steen/Ross Fenske (CAPAdvisor@udel.edu) and if you have concerns about an IEP student, please email Robbie Bushong (rbushong@udel.edu).

Listening Laboratory

Class assignments and schedules for the Listening Laboratory. The laboratory instructor is Brandon Jackson. Students in levels 5 and 6 are not assigned listening laboratory hours. * **While the lab is being offered remotely, there are open lab times from Monday 12:00 am to Friday 12:00 pm**

L/S class	Listening Lab Room	Lab Time	Instructor
Levels 1/2, 3 & 4	Remote	M12:00 am-F12:00 pm	Brandon Jackson

Self-Access Learning Center

The SALC is not offered while the ELI is instructing remotely in Session 6.

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

ATTENDANCE: Students may miss no more than 8 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 may miss no more than 14 classes to earn a certificate for the session (80% attendance requirement for graduation). Students missing more than 14 total classes in a session have violated the terms of their student visa and are subject to dismissal. Students will receive letters at each of these three stages. Remind CAP and sponsored students that their tutoring attendance is now included in their total attendance. Please be sure to enter your attendance on one of the faculty computers each Friday, using only our standardized abbreviations for markings: **.33 = up to 15 minutes late; 1 = absent or 15+ minutes late. Remind students that every absence from tutoring counts as ½ class absence.**

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

American Host Program – Friendship/Language Exchange Program. ELI students are encouraged to sign up to be partnered with an American Host. American Hosts are current UD undergrad/graduate students interested in welcoming and including international students in campus and community events. Students sign up, are partnered, and encouraged to meet up at least three times over the course of the semester. 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 Callie Zimmerman (czimmerm@udel.edu) for more info. Check your email and look for posts online (Instagram, Facebook, and the ELI Website) 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/). Questions or concerns about Homestay? Contact Rebecca Boyle, ELI Student Life, at eli-housing@udel.edu or Stacey Leonard, Homestay Coordinator, at eli-homestay@udel.edu.

Absence Policy and Substitutes. If you have an **emergency**, try to contact Dr. Stevens cell 302-584-5710 or Lynn Robinson by phone 302-831-2674 or by email sstevens@udel.edu and clrobins@udel.edu . Ideally, if you believe you will not be able to teach the next day, contact Dr. Stevens or Lynn the night before. If you are suddenly unwell in the morning, contact Dr. Stevens or Lynn 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 Dr. Stevens at sstevens@udel.edu and Lynn, clrobins@udel.edu. They will see that subs are arranged. For **non-emergency** subbing needs, keep in mind that all substitutions must be done out of professional courtesy.

The HR policy regarding subbing is: **Any CT or ADS teacher who provides substitution for a peer, must do this out of professional courtesy. Due to the hiring freeze and freeze on spending, all substitutions for the unforeseen future will need to be provided out of professional courtesy for your peers.** 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 (Scott and Karen) also need to be informed of the absence. **Finally, you must inform HR of your absence 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.**

If you have difficulty arranging a sub, please contact Scott or Lynn.

Subs for this session:

Name	Availability	Email/Phone	Zoom PMI
Kate Copeland	RW	copekd@udel.edu	https://udel.zoom.us/my/copekd
Ross Fenske	LS & RW	rossmf@udel.edu, 814-571-1096	https://udel.zoom.us/j/4160852503
Ana Kim	LS & RW	anaeun@udel.edu	https://udel.zoom.us/j/7882934149
Wakako Pennington	LS & RW	wakapen@udel.edu	https://udel.zoom.us/j/2371635765

Who to see in the administration:

ELI Registrar and scheduling office	Sue Walton Alexis Carr Bridget Casterline	swalton@udel.edu arcarr@udel.edu bridgetc@udel.edu	~~x4738~~ ~~x1809~~ ~~610-431-9380~~
Recruitment or Communications Questions	Emily Liu, Interim Advising Administrator for Marketing, Recruitment, and Communications	eli-ormc@udel.edu emilyliu@udel.edu	~~x7132~~
Admissions Administrator	Kirsten Brown, Assistant Director for Admissions	kjbrown@udel.edu	x7614
Undergraduate and Graduate CAP or AT admissions questions	Jeanine Feltner, Admissions CAP Coordinator	capadmissions@udel.edu 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 Advisor	Terri Goode	terrig@udel.edu	
Grad Cohort Coordinator	Leslie Connery	gradcapcohort@udel.edu (for students); lconnery@udel.edu	
IEP academic advising	Robbie Bushong https://udel.zoom.us/j/4630698873	rbushong@udel.edu	~~x0389~~

Instructional Assistant Coordination	Julie Lopez, IA training/advising	julo@udel.edu	
Student orientation, campus integration, student health insurance and counseling.	Rebecca Boyle ELI Student Life Coordinator	ELI-housing@udel.edu beccalee@udel.edu (any urgent needs) (302) 598-5704 (mobile - faculty/staff only) (302) 722-6634 (mobile - anyone)	x1174
Housing for Students	Rebecca Boyle ELI Housing Coordinator Matthew Matterer (tech support) https://udel.zoom.us/j/3671563984	ELI-housing@udel.edu (general housing / arrivals) beccalee@udel.edu (any urgent needs) (302) 598-5704 (mobile - faculty/staff only) (302) 722-6634 (mobile - anyone)	X7493
Student engagement, activities and events.	Callie Zimmerman ELI Student engagement coordinator	czimmerz@udel.edu	
Homestay	Stacey Leonard, Homestay Coordinator	eli-homestay@udel.edu	330-338-8518
HR, payroll, contract questions	Wendy Clark Lin McDowell	wclark@udel.edu or eli-payroll@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
SABIC/AFAQ/Indonesian Students/Proyecta	MariaJosé Riera, Special Programs Coordinator	mjriera@udel.edu	x4695
Listening Lab	Brandon Jackson	vinnyjax@udel.edu	
Tutoring, ITA	Ken Hyde, TC Manager	kenny@udel.edu	x2567
Student Conduct & Attendance	Sue Walton, ELI Registration Officer	swalton@udel.edu	X4738
Online Teaching Support	Nigel Caplan, Online Program Manager	nacaplan@udel.edu	

Academic Support Coordinator and appointments with Associate Director Karen Asenavage.	Laura White	lauwhite@udel.edu	
108 E. Main Street building issues.	Lynn Robinson	clrobins@udel.edu	x2674
Administrative issues and appointments for Dr. Stevens, supplies and building issues for Amstel Square and 189 W. Main	Lynn Robinson, Executive Secretary for Dr. Stevens	clrobins@udel.edu	x2674
Course Evaluations, IEP Textbooks, Intake Testing, IEP Admissions	Tanya Kang, Academic Support Coordinator	tkang@udel.edu	~~x7544~~
IEP Administrative Support	Robbie Bushong	rbushong@udel.edu	
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	~~x7184~~
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	Nonie Bell	nonieb@udel.edu	~~x3215~~
Library	Leslie Criston	greece@udel.edu	~~x3215~~
Activities and Events	Callie Zimmerman	czimmerz@udel.edu	
Promotion and Peer Review	Lisa Grimsley	grimsley@udel.edu	~~x7541~~
Faculty Representatives to Advisory Committee	Nonie Bell	nonieb@udel.edu	~~x3215~~
	Ken Cranker	kcranker@udel.edu	*
	Kate Copeland	copekd@udel.edu	*
	Ross Fenke (ad hoc)	rossmf@udel.edu	*
	Robbie Bushong (ad hoc)	rbushong@udel.edu	*
Scholarship	Lisa Grimsley	greece@udel.edu	~~x3215~~
AAUP Representative	Nicole Servais	nservais@udel.edu	
College Senator	Nonie Bell	nonieb@udel.edu	~~x3215~~
University Senator	Scott Partridge	rspartri@udel.edu	
AT Committee Chair	Scott Duarte	duarte@udel.edul	
Online Taskforce	Nigel Caplan	nacaplan@udel.edu	
Graduate CAP Taskforcce	Nigel Caplan	nacaplan@udel.edu	

AT COHORT 6 21 and Special Programs Circles
Graduate CAP Cohort: 1:00-2:15 PM *class times may vary slightly by instructor and content.

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

	UG AT Cohort SU-21							
Cohort	Last Name	First	Email-Instructor	Mentor	Email-Mentor	Dates	Days	Times
AT1- A	Zimmerman	Callie	czimmerz@udel.edu https://udel.zoom.us/j/9062492499	Jiekun (Ross) Zhang	jiekunz@udel.edu	16 wks	TR	12:30-1:30 PM
AT2 for BUAD-A	Mitchell	Sharon	slmitch@udel.edu	Tajai' (TJ) Cox	tajcox@udel.edu	11 wks	F	9:50-11:20 AM

Circle	Last Name	First	Email-mentor	Instructor/ Supervisor	Instructor Email	Days	Times	Dates
A - HUF/Dankook/ Kyonggi	Lafferty	Lexi	alexlaff@udel.edu	Callie Zimmerman	czimmerm @udel.edu	M-Tues	6:30-7:30 AM	July 6-30
B - HUF/Dankook/ Kyonggi	Lafferty	Lexi	alexlaff@udel.edu	Callie Zimmerman	czimmerm @udel.edu	Thur-Fri	6:30-7:30 AM	July 6-30
C- ? Korean youth program	Harriman	Olivia (Liv)	oliviamh@udel.edu	Abigail Steen	abbstein@udel.edu	TBA	TBA	TBA
D- Sunggunghoe	Lafferty	Lexi	alexlaff@udel.edu	Callie Zimmerman	czimmerm @udel.edu	Su-R	10-11 PM	July 25- Aug 6
Book Club	**Last Name**	**First**	**Email-Instructor**	**Book**		**Days**	**Times**	
	Stein	Abigail	abbstein@udel.edu	Dear America		F	10:30-11:20 AM	