

SESSION I SCHEDULES AND ANNOUNCEMENTS

September 5 through October 26, 2006

LISTENING/SPEAKING CLASSES*

*All classes meets from 8:30 AM to 10:10 AM Monday, Tuesday, Wednesday, Thursday, Friday

Class Name	Instructor	Room #
I	Kathy Vodvarka	RODNEY 023
IIA	Joe Matterer/Grant Wolf	ELI 201
IIB	Deborah Detzel	ELI 205
IIIA	Barbara Morris	ELI 204
IIIB	Kathy Hankins	ANNEX 004
IIIC	Rebecca Nessenthaler	ANNEX 001
IIID	Jackie Sumner	ANNEX 003
IVA	Janet Louise	ELI 203
IVB	Ken Hyde	RODNEY 021
OB/A	Mary Beth WorriLOW	ELI 304
OB/B	June Quigley	ELI LIBRARY
NEWSIV/A	Wendy Bulkowski	ANNEX 005
NEWSIV/B	Kristen Shrewsbury	ELI 206
NEWSV	Barbara Gillette	RODNEY 019
STORIES	Walt Babich	ANNEX 002
BROADWAY	Sarah Petersen	Mitchell Hall 001 Mon/Fri Purnell 238 Tues; Willard 116 Wed Drake 024 Thurs
EAPV	Susan Coakley	ELI 305
ABC/AOB	Mary Long	Drake 004 Mon/Wed/Fri; (see May 30) Drake 074 Tues/Thurs
1960S	Anne Owen	RODNEY 030
EAPVIA	Ken Cranker	RODNEY 032
EAPVIB	Nonie Bell	Graham 176 Mon/Wed/Thurs; Graham 187 5/10,24 Purnell 234 Tues, McDowell 112 Fri; Allison 202 5/22

READING/WRITING CLASSES *(All classes meet 10:40 AM to 12:25 PM)*

Class Name	Instructor	Room #
I	Kathy Vodvarka	RODNEY 023
IIA	Kathy Hankins	ANNEX 004
IIB	Sarah Petersen	RODNEY 021
IIIA	Barbara Morris	ELI 204
IIIB	Rebecca Nessenthaler	ANNEX 001
IIIC	Anne Owen	ELI 201
IVA	Kristen Shrewsbury	ELI 206
IVB	Janet Louise	ELI 203
IVC	Chris Wolfe	ANNEX 005
V/A	Ken Hyde/Grant Wolf	ELI 205
V/B	Jackie Sumner	ANNEX 003
VI	Walt Babich	ANNEX 002
WB/A	Mary Beth WorriLOW	ELI 304
WB/B	June Quigley	ELI LIBRARY
EAPV/A	Wendy Bulkowski/Susan Coakley	ELI 305
EAPV/B	Kevin Burke	Memorial 125 Mon; Memorial 107 Tues; Smith 341 Wed. Willard 207, Thurs; Gore 318, Friday
EAPVI	Ken Cranker	RODNEY 019
ESSENTIALS	Mary Long	RODNEY 030
RWF	Barbara Gillette	RODNEY 032
SEOULA	Grant Wolf	WILLARD 217 Mon/Wed/Friday OLD COLLEGE 122 Tues; DRAKE 074 Thurs
SEOULB	Nonie Bell	WILLARD 215 Mon/Friday; DRAKE 004, Wed; McDOWELL 104 Tues/Thurs

Our mission is to meet or exceed our students' expectations for developing their linguistic, academic, and professional skills.

Opening Session Announcements

From: Scott & Deb & Joe. Welcome back! PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. As always, please review with your students everything pertaining to them during the opening breakfast, beginning with the section, "What Your Students Need To Know" in this memorandum.

WHAT FACULTY NEED TO KNOW

FACULTY MEETINGS: Please bring attendance and "No-show" records to our Friday student swap meeting. Mentors should meet today with faculty members who are new to their class. Please do some diagnostic activities by Wednesday or Thursday so that you have a better feel for the proficiency levels of those wanting to move. Below are the lead teachers' names for courses identified as having teachers new to the assignment and the meeting times and locations for today's mentoring meetings.

Mentoring Meetings for Teachers New to Courses (Listed by mentors conducting orientation sessions)

Listening/Speaking (1:00)

Level IV Janet Louise, ELI 203
OB Mary Beth WorriLOW ELI Library
EAPVI Ken Cranker, Rodney 032
1960s, Russ Mason, Rodney 030

Reading/Writing (2:15, unless otherwise noted)

Level III, Barbara Morris, ELI 204
Level IV, Janet Louise, ELI Library
General V, Russ Mason, Rodney 030
EAP V, Susan Coakley, ELI 305
Seoul MOE, Grant Wolf, ELI 301

Faculty meeting on Friday, at 12:45, in ELI Room 203 for no shows and student swaps. Most faculty meetings begin at 12:45 PM. Please make a note of faculty meetings and gatherings in **bold** print that you'll want to be sure to attend. Please keep your students informed about upcoming orientation events. Please note the distinction between ELI sanctioned orientation events and University activities.

Calendar of Events, Meetings, and Deadlines

Week 1

Tuesday, Sept 6

Opening day meeting, Trabant Student Center, Rooms B/C, 9:00 AM

Testing, Campus tour/ID cards for late arriving new students at 9:00 AM

Faculty Mentor meetings for faculty teaching new classes, 1:00/2:15 PM

New Student Orientation Meeting I: 1:30 p.m.; Room 319, Willard

Wednesday, Sept 7

Film: Fall 2005 SCPAB Film Series. "The Hitchhiker's Guide to the Galaxy." Theatre, Trabant University Center, 7:30 PM.

Thursday, Sept 8

Retesting of students wanting to change classes, 2:00 to 4:00 PM Faculty, Lowell Riethmuller and Kathy Vodvarka, proctors

Orientation: "Meet and Greet" beginning of session party for ELI students,

Teachers, language partners, opportunity to join UD clubs 1:30 – 3:30 PM, ELI

Faculty Meeting: student class swap and BYO bag lunch, ELI 203

New Student Orientation Meeting II, 1:30, Room 109, Willard Hall

Friday, Sept 9

Film: Fall Film Series. "Longest Yard," 7:30 PM and "Mr. & Mrs. Smith." 10:00 PM, Theatre, Trabant University Center. Special Event: Viva La Fling! Las Vegas themed first fling. 11 a.m.-3 p.m., Patio, Trabant University Center.

Saturday, Sept 10 Film: Fall 2005 SCPAB Film Series. "Longest Yard," 10:00 PM and "Mr. & Mrs. Smith," 7:30

PM, Theatre, Trabant University Center

Sunday, Sept 11

Theatre: June Groom. 310 Perkins Student Center, 6-10 p.m.

Week 2

Tuesday, Sept 13

Music: 16th Annual Opening Gala concert featuring faculty musicians. Loudis Recital Hall, Amy E. du Pont Music Building, 8 p.m.

Comedy: Fall 2005 Coffeehouse Comedy series. Tony Tone. The Scrounge, Perkins Student Center, 8:30 p.m.
Film: Fall Film Series. "Crash." Theatre, Trabant University Center, 7:30 PM.
Performance: "September Echoes: Reflections of 9/11 and the Asian American Experience." Bacchus Theatre, 5 p.m.
 Wednesday, Sept 14
Music: Fall Series. Stepanian. The Scrounge, Perkins Student Center, 8:30 p.m.
 Thursday, Sept 15

Our mission is to meet the ordinary and extraordinary needs of our students, ensuring that their experience at the ELI is productive and fulfilling

Friday, Sept 16
Orientation: ELI student trip to Washington, DC. Bus leaves 8:00 AM
Faculty and Administrative Staff All Day Retreat, 8:15 AM, ELI.
Film: Fall Film Series. "Madagascar," 7:30 PM; "Dark Water" 10:00 PM, Theatre, Trabant University Center.
 Saturday, Sept 17
Film: Fall Film Series. "Madagascar" 10:00 PM and "Dark Water." 7:30 PM Theatre, Trabant University Center.
Athletics: UD Football vs. West Chester. Delaware Stadium, 7 p.m.

Week 3

Tuesday, Sept 20
Comedy: . Joe Matarese. The Scrounge, Perkins Student Center, 8:30 p.m.
 Wednesday, Sept 21
Film: Fall Film Series. "High Tension." 7:30 PM Theatre, Trabant Center
 Thursday, Sept 22
Faculty Meeting, joint meeting with tutors, Rodney 032
Special Event: Comida Latina--Latin Food Festival. All campus dining halls.
 Friday, Sept 23
Film: Fall 2005 Film Series. "Bewitched" 7:30 PM and "Sisterhood of the Traveling Pants." 10:00 PM Theatre, Trabant University Center.
 Saturday, Sept 24
Film: Fall 2005 Film Series. "Bewitched" 10:00 PM and "Sisterhood of the Traveling Pants." 7:30 PM Theatre, Trabant University Center
Athletics: UD Football vs. Holy Cross. Delaware Stadium, 7 p.m.

Week 4

Tuesday, Sept 27
Comedy: Fall 2005 Coffeehouse Comedy series. Jeremy Schachter/Lamar Williams. The Scrounge, Perkins Student Center, 8:30 p.m.
 Wednesday, Sept 28
Film: Fall 2005 SCPAB Film Series. "Rock School." 7:30 PM Theatre, Trabant
 Friday, Sept 30
Orientation: ELI student adventure hike. White Clay Creek Park, 2:00 – 4:00
Film: Fall Film Series. "Batman Begins." 7:30 PM Theatre, Trabant
 Saturday, Oct 1
Film: Fall Film Series. "Batman Begins." 7:30 PM Theatre, Trabant

Week 5

Sunday, Oct 2
Exhibition: "Quilt Voices," quilt exhibit. Old College.
 Tuesday, Oct 4
Comedy: Fall 2005 Coffeehouse Comedy series. Josh Wade. The Scrounge, Perkins Student Center, 8:30 p.m.
 Wednesday, Oct 5
Faculty course fair for students, 2nd floor, ELI Main Building, 2:00 PM
Film: Fall Film Series. "Howl's Moving Castle." 7:30 PM Theatre, Trabant
 Friday, Oct 7
Film: Fall Film Series. Viewer's Choice, 7:30 PM and 10:00 PM Trabant
Music: Master Players! Master Pieces! This concert will feature some world-famous musicians, Mitchell Hall, 8 p.m..
 Saturday, Oct 8
Athletics: UD Football vs. Hofstra. Delaware Stadium, 12 noon.

Week 6

Tuesday, Oct 11
Music: Still Breathing, UD's contemporary music ensemble. Loudis Recital Hall, Amy E. du Pont Music Building, 8 p.m.
Comedy: Fall 2005 Coffeehouse Comedy series. Eric O'Shea. The Scrounge, Perkins Student Center, 8:30 p.m.
 Wednesday, Oct 12
TOIEC Test, 1:30 ELI
Film: Fall Film Series. "Mad Hot Ballroom." 7:30 PM Theatre, Trabant
 Thursday, Oct 13
Faculty Meeting, 12:45, ELI Library. Update on reaccreditation
Music: Jazz chamber ensemble, director Vernon James. Loudis Recital Hall, Amy E. du Pont Music Building, 8 p.m.

Friday, Oct 14 *Music: Fall. Battle of the Bands. Scrounge, Perkins Student Center, 8:30 p.m*
Orientation: ELI Hayride and Apple Orchard visit, 1:30 – 4:30 PM.
Film: Fall 2005 Film Series. "Star Wars Episode III: Revenge of the Sith." 7:30 PM Theatre, Trabant University Center
Special Event: Salsa Magic Dance Party/Fiesta, Multipurpose Room, Trabant University Center, 8 p.m.

Our mission is to contribute to international understanding by engaging students in meaningful inter-cultural exploration.

Saturday, Oct 15 ***Special Event: Salsa Magic Dance Party/Fiesta, Multipurpose Room, Trabant University Center, 8 p.m.***
Athletics: UD Football vs. Richmond. Delaware Stadium, 3 p.m.

Week 7:

***Faculty meet with all students in danger of retention and complete forms
 Faculty must administer course evaluations by week's end***

Tuesday, Oct 18 ***Comedy: Fall 2005 Coffeehouse Comedy series. Michael Sommerville. The Scrounge, Perkins Student Center, 8:30 p.m.***

Wednesday, Oct 19 ***Film: Fall Film Series. "Rize." 7:30 PM Theatre, Trabant University Center.***

Friday, Oct 21 ***ELI TOEFL Test 1:00PM, 109 Willard, to be confirmed***

Film: Fall Film Series. "The Island" 7:30 PM and "Fantastic Four." 10:00 PM Theatre, Trabant University Center

Saturday, August 20 ***Film: Fall Film Series. "The Island" 10:00 PM and "Fantastic Four." 7:30 PM Theatre, Trabant University Center***

Athletics: UD Football vs. James Madison. Delaware Stadium, 1 p.m.

Week 8

Monday, Oct 24 ***Faculty Meeting, 12:45, ELI Library***

Tuesday, Oct 25 ***Comedy: Fall 2005 Coffeehouse Comedy series. Christian Finnegan (from VH1's Best Week Ever). The Scrounge, Perkins Student Center, 8:30 p.m.***

Wednesday, Oct 26 ***Film: Fall Film Series. "Hustle & Flow." 7:30 PM Theatre, Trabant Center***

Thursday, Oct 27 ***ELI Graduation, 5:00 PM, Smith Hall, Room 120 Last day of classes. Please note that classes are to be held Thursday morning.***

BETWEEN SESSIONS

Thursday, June 29 ***Interviewing of new students: Lowell Riethmuller, _____, and _____***

Friday, June 30 ***Interviewing for new students: Lowell Riethmuller, _____, and _____***

II. Reminder of NEW POLICIES AND PROCEDURES

Please see ELI's virtual Faculty Handbook for all policies: www.udel.edu/eli/facbook.

Retention Procedures

The faculty-approved guidelines for grading and placement required that procedures be developed for retaining students. The following procedures should now be followed by all faculty who believe they will have to retain or not award a certificate to a student:

- a. Week 7: 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 a retention form and submit this to the Associate Director. The teacher asks the student to meet with him or her during week 8 to learn of the final decision.
- b. Week 8, Wednesday: instructor of record meets with the Committee on Student Attendance and Conduct, providing evidence (i.e., grades, attendance, sample work) for the student to be retained or conditionally promoted or not awarded a certificate). The committee and teacher will make a decision about the student's placement/certificate at that time. The teacher informs the student of the decision.
- c. Week 1, next session: student receives schedule, along with a letter explaining that he or she has been retained or conditionally promoted. The student may appeal the decision by writing a letter to the Associate Director, who will, in turn, meet with the instructor of record to determine whether the case should be referred back to the Committee on Student Attendance and Conduct. If the committee reviews the case, their decision will be final. The student may choose to meet with the Director for further clarification.

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

1. Using the approved grading scale and +/- system
2. Reminding students that C- or higher is required to earn a certificate
3. Listing your method for determining grades on your syllabi
4. Using at least **three** scores to arrive at grades for each skill area.
5. 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. Reading grades must be based on reading and vocabulary scores; writing grades are to be based on an average of writing scores only. **Grammar is now a separate, final grade.**

Our mission is to enrich the University of Delaware and the local community, fostering cross-cultural communication and interaction

6. Factoring the Michigan Aural Test into each student's final average as 20% of the listening grade
7. Basing letter grades primarily on proficiency. 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 skill area.
8. Using the Azar Grammar tests as the final exit test in all Reading/Writing classes for which the Azar series is assigned.
9. Posting grades and final test scores on your classroom door by the final class of the session, with students' grades listed by a code you provide your students. According to UD policy, Instructors **may not** post according to students' ID numbers. Teachers should make plans to meet with all students in danger of failing the class.
10. 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 objectives 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 or outlines of any kind. They may, however, use a dictionary approved by the instructor.
11. Basing promotions on final grades. However, students scoring at or near C- will have their promotion determined by final session testing.
12. Following the retention procedures as outlined above.

Please consult your handout on "Implementation of Task Force recommendations" for further details.

III. **Rosters.** Please find your class or lab rosters for this session. **PLEASE MAKE NO CLASS CHANGES UNTIL FRIDAY.** Send students who need tutoring to see Ken Cranker, 032 Rodney Annex. **Students may see Joe today, Tuesday, Wednesday, Thursday of this week from 12:30 to 1:30 PM about schedule problems. Returning students who have not paid their bills must settle their accounts before they will be given schedules.**

IV. **Special Programs.** We have some special programs that will be integrated fully or partially into our intensive English Program. I have noted all the programs we will have, along with the academic coordinators so that you might obtain more background information:

Program	Dates of Attendance	Coordinators	Integration/levels
Seoul Metropolitan Office of Education	May 8 – May 31	Grant Wolf	Listening/Speaking
Jordanian/Syrian Teacher Training	June 17 – July 29	Brett Tomeshek, Baerbel Schumacher	none

V. **CLASS CHANGE PROCEDURES.** Class change retesting: Thursday of this week at 2:00 PM or 3:00 PM. Bring results to Friday's meeting, when final changes to student schedules will be made. Students wishing to change laterally (for example, Level IV L/S to Oral Business) need not take an examination (See note above). Students who are requesting a transfer to another class must not write in their books and should keep their receipts. After the class change is official, send the student to Joe for a bookstore return form. **The bookstore will only permit returns if books are to be exchanged for other texts.**

VI. **Late Arrivals.** We are expecting new students to enter the program throughout the first week, so please be prepared for new arrivals. Reserve some time at the end of each class to introduce the course to late arrivals, so that you don't take class time from those already here.

VII. 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. Probationary students must maintain 90% attendance and a "B" average, or they are subject to dismissal. So if your probationary students miss two of your classes, talk to them immediately to get them back on track. *Your attendance should now be entered directly on either of the two computers on the main floor of the ELI main building.*

VIII. Start times. All classes will meet in the mornings this session. Tutoring will run from 1:00 PM until 6:00 PM every day but Friday. A reminder that all classroom teachers must be in their classrooms five minutes prior to the start of class to ensure that activities begin promptly at 8:30. The pattern you set for starting class is what students will follow.

IX. Copying. We strongly recommend that you copy the afternoon before each class. Consider asking yourself: Do I need these copies? Will a transparency work instead? Am I copying back to back? Will half pages work?

X. Coordination of multiple sections. Our curriculum requires that all essential objectives 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!*

XI. 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 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.

ELI FACULTY OFFICE ASSIGNMENTS

	<u>Location</u>	<u>Phone</u>	<u>email addresses</u>
BARBARA MORRIS	ELI 204	x3215	bmorris@UDeL.Edu
WENDY BULKOWSKI	ELI 203	x3215	delwindo@yahoo.com
JO GIELOW	ELI 307	x1472	47065@UDeL.Edu
JUNE QUIGLEY	ELI Library	x2674	junerq@netzero.net
WALT BABICH	ELI 303	x3612	wcbabich@udel.edu
LISA GRIMSLEY	ELI 305	x1472	grimsley@UDeL.Edu
JANET LOUISE	ELI 203	x3215	louise_janet@hotmail.com
BARBARA GILLETTE	ELI 305	x1472	gillette@UDeL.Edu
LESLIE CRISTON	ELI 206	x3215	greece@UDeL.Edu
LOWELL RIETHMULLER	Rodney 030	x0595	lowell@udel.edu
RUSS MASON	Rodney 030	x0595	rmason@udel.edu
KATHY VODVARKA	ELI 205	x4503	chessie@UDeL.Edu
MARY BETH WORRILOW	ELI 303	x3612	worriLOW@UDeL.Edu
SUSAN COAKLEY	ELI 305	x1472	scoakley@udel.edu
REBECCA NESSENTHALER	ELI 201	x3215	rebeccaness@yahoo.com
JACKIE SUMNER	ELI 205	x4503	summerjackie@hotmail.com
NONIE BELL	ELI 304	x1472	noniebell@mail-me.com
CHRIS WOLFE	ELI 307	x6291	40133@UDeL.Edu
DEBORAH DETZEL	ELI 108	x3180	debdtzl@udel.edu
KEN CRANKER	Rodney 032	x4864	kjcranker@yahoo.com
KATHY HANKINS	ELI 201	x3215	chewie1097@juno.com
SARAH PETERSEN	ELI 204	x3215	gerald.petersen@verizon.net
MARY LONG	ELI 206	x4503	mblong@udel.edu
ANNE OWEN	Rodney 030	x0595	anneoowen@aol.com
KRISTEN SHREWSBURY	ELI 304	x1472	shrewskm@hotmail.com
KEN HYDE	46 E. Delaware Ave.	x4660	Kenny@udel.edu

Please let Scott know if you are using a different office or telephone extension.

Tutor Contact Information

To foster better communication among tutors and teachers regarding student needs, we are including tutor/teacher emails this session. Emails for tutors can be found on page 8.

XII. Syllabi. Be sure to review syllabi carefully with your students. Keep your *syllabi up-to-date*; remember that your syllabus is your commitment and the ELI's contract with our students. **By University policy, you are required to**

provide each of your students with a course syllabus. Please do so no later than Wednesday of this first week. Honoring this promise includes meeting *all* core objectives and completing identified assignments. *Any proposed changes to the syllabus must be approved by Joe or Scott in consultation with the Curriculum committee.* Be sure to include on the syllabus your office hours, your email address, your grading system, ELI attendance policy, and required textbooks.

XIII. Final Essays and Oral Rating Sheets. Please turn over all final essays and oral rating sheets from the previous session to the ELI office for placement in student files.

XIV. Class evaluations will now be administered on the Thursday of week 8. Program evaluations will be administered the end of the seventh week of the session. Please administer according to established procedures.

Our mission is to provide our students with the support and services they require to make the transition from their own countries to life in the United States

XV. ELI Address List. Please make sure to give your home address, phone, email address, ELI office, and ELI extension to Alice.

XVII. Absence Policy. Please check the absence policy in the teachers' handbook for procedures to follow if you have to miss classes due to illness or emergency.

WHAT YOUR STUDENTS NEED TO KNOW - This Morning's Logistics

Procedures for the opening meeting. We will meet this morning in the Trabant University Center, MPR B for both an opening breakfast and schedule review. Please help escort new students to the room by 9:15.

Today's schedule is as follows:

9:30 am	Students gather to collect schedules and/or show evidence of paid tuition bills.
*9:45 am	General Announcements by Scott.
9:50 am	Late arriving new students proceed to ELI for testing.*
9:55 am	Scott introduces the L/S teachers. Students will be asked to meet with the instructor whose name appears on their schedule. L/S teachers are to review students' complete schedules with them and introduce them to the class and explain course objectives.
10:20 am	Students meet their R/W teachers, who will provide a brief introduction to the class and further clarify schedule questions.
10:35 am	R/W teachers take their students to the bookstore to purchase their textbooks for all classes. No labs or tutoring this afternoon. Those who need to schedule tutoring may see Ken Hyde this afternoon, beginning at 1:30 PM. Those who want to change tutoring hours should wait until tomorrow afternoon.
1:30 pm	New Student Orientation Meeting I; 1:30 PM; Willard 007. Students should report to the ELI main building by 1:00 PM to be walked over to Smith.

***Please note: new and returning students must pay their UD bills prior to receiving class schedules. Do not admit to your table any student who does not have a schedule.**

Tuesday/Wednesday

8:30 - 12:25	Regular class schedule
1:00 - 6:00	Tutoring begins for the session
1:15 - 5:00	SALC orientation for new students
4:00 - 6:00	Listening Laboratories begin for session
5:00 - 6:00	SALC open for continuing students only

Thursday

8:30 - 12:25	Regular class schedule
1:00 - 6:00	Afternoon listening labs and tutoring
1:15 - 5:00	SALC orientation
1:00 - 2:00	Listening Lab for Level I begins in SALC

5:00 – 6:00	SALC open only for continuing students and new students who have completed their SALC orientation
2:00 & 3:00 PM	Afternoon testing for students wanting to change classes
Friday	
8:30 - 12:25	Regular class schedule
1:30 – 3:00 PM	Orientation, Part II for all new students, Willard Hall 319
1:00 - 6:00	Afternoon listening labs and tutoring
1:00 - 5:00	SALC open for all FP continuing students and new students who have completed their SALC orientation

Our mission is to assume personal responsibility for solving problems, value each other as highly as we do our clients, and support each other in our work.

Monday, Week Two

8:30 - 12:25	Regular class schedule
1:00 – 6:00	SALC open for all qualified students

FOR TODAY, Monday, May 1, 9:00 AM

During this time, the L/S teacher should do the following:

- A. 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. Give out maps as needed. Explain all abbreviations for tutors, buildings, etc., using this memorandum for reference.
Note: if during the first week, a student’s orientation to the computer lab or SALC conflicts with a tutoring hour, she should go to the orientation. L/S Faculty members are reminded to accompany their students to orientation for the Multi-media center and the SALC.
- B. Provide a general introduction to the class and review your requirements.
- C. Review books that are pre-printed on students’ schedules and which they’ll need to buy this morning at the bookstore.
- D. Remind students of the requirement for medical insurance. All ELI students are automatically billed for HTH insurance. Students may avoid this charge **only** by showing Dru Arban proof of a valid alternate insurance this week.
- E. **Important Tutoring and Laboratory Information.** Cluster hours appear on student schedules. If a student in Level IV (L/S) or above has selected a cluster, he/she will only need to schedule 8 hours of individual tutoring for the session. Please note the following abbreviations on your rosters and your students' schedules:
FP= full intensive program.
LP = limited intensive program (no tutoring or labs). .
NL = classes + tutoring, but **no** labs.

TUTORS FOR SESSION V06
TUTORS’ E-MAIL ADDRESSES AND ROOM NUMBERS

NA	NICHOLAS ANDREA	unityofopposites@yahoo.com	021
RB	RUTH BAILIS	рабо@comcast.net	030
EB	EVELYN BRINDLE		019
KB	KEVIN BURKE	kburke@english.udel.edu	021
JB	JIM BURNS	jmburns@udel.edu	019
DC	DAVID CASSLING	thelucky7@comcast.net	030
DAC	DAVID CESARANO	godemperorleto@hotmail.com	021
GC	GLORIA COUSINS	gcousins@enter.net	023
MD	MELORA DAVIS	melorad@UDeI.Edu	019

AD	AMANDA DORAN	acdoran@UDel.Edu	019
AMD	AURA DRAPER	radraper9@comcast.net	021
RD	RICK DRESSLER	sanghaia@aol.com	030
MLD	MARTIN DUNCAN	martinduncan1971@hotmail.com	030
SF	SUSAN FOY	foy31@juno.com	030
LH	LEE HORZEMPA	lhorzempa@can-connect.org	030/024 (W)
KH	KEN HYDE	kenny@udel.edu	021
JL	JASON LILLEY	jason.lilley@yahoo.com	021
DL	DOROTHY LEHMAN	dwlehman@udel.edu	030
ML	MARY LONG	elephan1t@hotmail.com	030
JM	JAMES MATTERER		021
DM	DARREL MCCORMICK	darell_w_m@yahoo.com	021
NM	NELSON MCMILLAN	n.k.mcmillan@juno.com	030
JO	JAN OWENS	janowens@gmail.com	030
KS	KRISTEN SHREWSBURY	shrewskm@udel.edu	021
JS	JAIMY STEM	jstem@eastern.edu	021
JuS	JULIANA SHAYEB	ju.shayeb@gmail.com	019
ET	EMILY THAYER	emily.thayer@gmail.com	021
JT	JAMES THOMAS	jlthomas@udel.edu	019
NU	NOAH ULLMANN	UllmannN@udel.edu	019
EV	ERIC VAN LUVANEE	koteiheika@yahoo.com	030
IW	ISABEL WHITAKER	isabelwh@delaware.net	024
PNW	PETER WILLIAMS	peternw@comcast.net	019
OY	OLIVE YAZID	olive@udel.edu	025
JY	JANET YODER	JanetYoder@verizon.net	030

CLUSTERS this session are listed below. They appear on the students' schedules as initials (e.g., "XP"), and both days as well as times of the cluster are listed. Clusters will meet in Room 023

GRAMMAR CLUSTER	DOROTHY LEHMAN	T&R	3:00 ROOM 023
PRONUNCIATION CLUSTER (XP)	RUTH BAILIS	M&W	2:00 ROOM 023
PRONUNCIATION CLUSTER (XP2)	KEN HYDE	M&W	2:00 ELI 201
VOCABULARY CLUSTER (XV)	NELSON MCMILLAN	T&R	2:00 ROOM 023
VOCABULARY CLUSTER (XV2)	NELSON MCMILLAN	M&W	3:00 ROOM 023

LISTENING LABORATORY: Class assignments and schedules for the Listening Laboratory in Smith Hall, Room 210. The laboratory coordinator is Lowell Riethmuller. . **Please note that Level I Listening Lab meets in the SALC.** The lab times are listed below:

Listening class	Listening Lab Label	Listening Lab Room	Lab One Time	Lab Two Time
1960S	See lab instructor	-	-	-
ABC/AOB	See lab instructor	-	-	-
EAPV	See lab instructor	-	-	-
EAPVIA/B	See lab instructor	-	-	-
Broadway	See lab instructor	-	-	-
Stories	See lab instructor	-	-	-
NewsV	See lab instructor	-	-	-
I	Listening Laboratory	ELI 205	T, 1:30pm	R, 1:30pm
IIA/B	Listening Laboratory	Smith 210	M, 3:00pm	R, 4:00pm
IIIA/B	Listening Laboratory	Smith 210	W, 4:00pm	R, 3:00PM
IIIC/D	Listening Laboratory	Smith 210	W, 4:00pm	R, 3:00PM
IVA	Listening Laboratory	Smith 210	M, 4:00pm	T, 4:00pm
IVB	Listening Laboratory	Smith 210	M, 4:00pm	T, 4:00pm
OBA/B	Listening Laboratory	Smith 210	W, 3:00pm	T, 3:00pm
NEWSIVA/B	Listening Laboratory	Smith 210	W, 3:00pm	T, 3:00pm

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 at the following times:

SALC Hours of operation

Monday: 1:00 PM to 6:00 PM

Tuesday: 1:00 to 6:00 PM

Wednesday: 1:00 PM to 6:00 PM

Thursday: 1:00 to 6:00 PM

Friday, 1:00 PM to 5:00 PM

Help your students identify areas for growth so that they might come to the SALC to ask Ken Cranker, SALC coordinator, for texts, software, or video tapes 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 effect. We have set aside 5:00 PM to 6:00 PM Wednesday and Thursday during this first week of the session exclusively for continuing students and new students who have completed their SALC orientation.

<u>ORIENTATION TIMES</u>	<u>LOCATION</u>	<u>LEVELS</u>
1:15 PM Tuesday	Rodney 032	I
2:15 PM Tuesday	Rodney 032	IIA
3:15 PM Tuesday	Rodney 032	1960s, ABC/AOB, Broadway
4:15 PM Tuesday	Rodney 032	OBA, OBB
1:15 PM Wednesday	Rodney 032	IIB
2:15 PM Wednesday	Rodney 032	IIIA, IIIB
3:15 PM Wednesday	Rodney 032	IIIC, IIID
4:15 PM Wednesday	Rodney 032	NEWSIVA, NEWSIVB
1:15 PM Thursday	Rodney 032	Stories, NEWSV
2:15 PM, Thursday	Rodney 032	EAPVA, EAPVIA, EAPVIB
3:15 PM Thursday	Rodney 032	IVA, IVB

Please announce the **SPECIAL FIRST WEEK SCHEDULE:** No tutoring will be held today. Listening Laboratory classes will begin on Tuesday. **The SELF-ACCESS LEARNING CENTER** hours will begin Tuesday, though note the times set aside strictly for **orientation**.

F. **ATTENDANCE:** Students can miss a total of 8 classes (e.g., combination of 4 R/W and 4 L/S classes) before being in danger of not earning honors (i.e., meeting requirement for overall 90% attendance rate and "A" average during stay). Students cannot miss more than 12 total classes without endangering their graduation (85% attendance requirement for graduation). Students missing more than 16 total classes in a session have violated the terms of their student visa and will be subject to dismissal. Students will receive letters at each of these three stages. **Please make sure students are aware of the requirements for graduation.** Please be sure to enter your attendance on one of the faculty computers each Friday, using only our standardized abbreviations for markings:

L = 5 to 15 minutes late

A = absent or more than 15 minutes late

REMAND STUDENTS THAT THEY MUST MAINTAIN A "C-" AVERAGE OR HIGHER TO EARN A CERTIFICATE. The number of absences permitted for students attending a partial session is to be prorated. ELI ATTENDANCE POLICY IS NOW LISTED ON THE BACK OF STUDENTS' SCHEDULES. Note that there are no excused absences, with the exception of students needing to return to their home countries.

G. Remind your students that they can come to the ELI office to see Deb Detzel for information about Language Partners. **Note: As we move into the summer months, language partners become quite scarce. Please make your students aware of this reality and encourage them to make other connections with the community via host families, joining local volunteer organizations, or attending the houses of worship of their faith.** note that our host and homestay family coordinator, Nancy Purcell, can best be reached by email: rtp3@aol.com.

H. **VERY IMPORTANT!** By the end of the first week of class, you will be given an address list of students. Please review this list with your students and mark any changes. This list must, by law and UD policy, be returned to Alice by Monday of the second week of classes. It is now an Immigration Law and University policy requirement that this information be collected immediately upon our students' arrival.

Have a great session!

Our mission is to manage our resources, attaining financial viability without compromising the outstanding value of an ELI education.