

SESSION I SCHEDULES AND ANNOUNCEMENTS
August 27–October 19, 2012

LISTENING/SPEAKING CLASSES All L/S classes meet 8:15 AM to 9:55 AM MTWRF
(Afternoon classes, marked “PM”, meet 2:00 PM to 4:05 PM MTWR)

Class Name	Instructor	Room #	Level
BASIC	Mikie Sarmiento	318 S College Room 109	Pre I
IA	Marriott Nielsen	318 S College Room 101	I
IB	Bailey Schmidt	318 S College Room 108	I
IIA	Jo Gielow	318 S College Room 102	II
IIB	Sean Stellfox/Leslie Criston	ELI 206	II
IIC	Samantha Green	318 S College Room 112	II
IID	Nonie Bell	102 E Main Room 106	II
IIE	Tom Panter	Elkton Corner 101	II
IIF	Amy Estell	318 S. College Room 110	II
IIIA	Jennifer Smith	ELI 205	III
IIIB	Robert Bushong	102 E Main, Room 103	III
IIIC	Ana Kim	108 E Main Room 207	III
IIID	Barbara Morris	ELI 203	III
IIIE	Carrie Neely	102 E Main, Room 101	III
IIIF	Ann Parry	Elkton Corner 102	III
IIIG	Randall Pennington	108 E Main Room 223	III
IIIH	Monica Farling	108 E Main Room 209	III
IIII	Rachel Selway	108 E Main Room 202	III
IV/A	Carolina Correa	102 E Main Room 102	IV
IV/B.PM	Christine Adams	Rodney 032	IV
IV/C.PM	Amy Vazquez	102 E Main Room 104	IV
IV/D	Cindy Klenk	102 E Main Room 105	IV
IV/E	Rachel Lapp	108 E Main Room 203	IV
IV/F	Celeste Calderon	Rodney 030	IV
IV/G	Michael Fields	ELI 204	IV
IV/H.PM	Leslie Connery	Amstel Square 102	IV
OB	Mary Beth Worrilow	ELI 305	IV
NEWSV	Julie Lopez	108 E Main Room 205	IV
AOB/A.PM	Barbara Gillette	102 E Main Room 103	V
AOB/B	Jack Crist	Rodney 032	V
STORIES	Walt Babich	ELI 304	V
EAPV/A	William Wherry	108 E Main Room 225	V
EAPV/B.PM	Wendy Bulkowski	ELI 304	V
EAPV/C.PM	Terri Goode	108 E Main Room 204	V
EAPV/D.PM	Erin Rowe	318 S College Room 101	V
EAPV/E	Erin Bastien Solorzano	102 E Main Room 104	V
ABCS.PM	Dan Murray	Elkton Corner 101	VI
1960s/A	Russ Mason	108 E Main Room 201	VI
1960s/B	Scott Duarte	108 E Main Room 208	VI
EIL/A	Grant Wolf	Amstel Square 101	VI
EIL/B	Mark Smith	Rodney 019	VI
EIL/C	Amanda Brunson	Amstel Square 103	VI
EIL/D	Angela Harnish	Amstel Square 104	VI
DRAMA/A	Nicole Servais	108 E Main Room 224	VI
DRAMA/B.PM	Kathy Bracy	Amstel Square 101	VI
EAPVI/A	Kendra Bradecich	108 E Main Room 206	VI
EAPVI/B	Ken Cranker/Anne Owen	108 E Main Room 217	VI
EAPVI/C	Toni McLaughlin/Nigel Caplan	Amstel Square 102	VI
EAPVI/D.PM	Emily Thayer	108 E Main Room 205	VI
GRADVI	Ken Hyde	108 E Main Room 204	VI
ENTREPRENEURSHIP	Dan Murray	ELI Library	VI

Level I LS Coordinator:	Bailey Schmidt	Level IV LS Coordinators:	Phil Rice
Level II LS Coordinator:	Jo Gielow	Level V LS Coordinator:	Terri Goode
Level III LS Coordinator:	Barbara Morris	Level VI EAP coordinator:	Ken Cranker/Anne Owen
Business ESL Coordinator:	Mary Beth Worrilow	Level VI Coordinator:	Walt Babich

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.

**READING/WRITING CLASSES R/W classes meet 10:25 AM to 12:10
PM MTWRF
(Afternoon classes, marked "PM", meet 2:00 PM to 4:15 PM MTWR)**

Class	Instructor	Room #	Level
BASIC	Mikie Sarmiento	318 S College Room 109	Pre I
IA	Marriott Nielsen	318 S College Room 101	I
IB	Bailey Schmidt	318 S College, Room108	I
IIA	Jo Gielow	318 S College Room 102	II
IIB	Samantha Green	318 S College Room 112	II
IIC	Tom Panter	Elkton Corner 101	II
IID	John Millbury-Steen	ELI 205	II
IIE	Ann Parry	Elkton Corner 102	II
IIF	Amy Estell	318 S College Room 110	II
IIIA	Cindy Klenk	102 E Main Room 105	III
IIIB	Bob Palmer	Rodney 019	III
IIIC	Ana Kim	108 E Main Room 224	III
IIID	Barbara Morris	ELI 203	III
IIIE	Nonie Bell	102 E Main Room 106	III
IIIF	Christine Adams	Amstel Square 103	III
IIIG	Debbie Darrell	ELI 206	III
IIIH	Randall Pennington	102 E Main Room 101	III
IIII	Monica Farling	102 E Main Room 103	III
IIIJ	Toni McLaughlin/Leslie Criston	Amstel Square 102	III
IV/A	Jim Weaver	108 E Main Room 225	IV
IV/B.PM	Amanda Brunson	Amstel Square 103	IV
IV/C	Amy Vazquez	102 E Main Room 104	IV
IV/D	Kathy Bracy	108 E Main Room 202	IV
IV/E.PM	Carolina Correa	102 E. Main 106	IV
IV/F.PM	Meg Zittere	318 S College Room 112	IV
IV/G	Phil Rice	102 E Main Room 102	IV
IV/H	Michael Fields	ELI 204	IV
WB	Mary Beth Worriow	ELI 305	IV
V/A	Russ Mason	108 E Main Room 201	V
V/B.PM	Jennifer Smith	ELI 305	V
V/C	Scott Duarte	108 E Main Room 208	V
V/D	Celeste Calderon	Rodney 030	V
V/E.PM	Celeste Calderon	Rodney 030	V
AWB	Angela Harnish	Amstel Square 104	V
EAPV/A.PM	Mark Smith	Elkton Corner 102	V
EAPV/B	Jack Crist	Rodney 032	V
EAPV/C	Emily Thayer	108 E Main Room 205	V
EAPV/D	Terri Goode	108 E Main Room 204	V
VI/A	Walt Babich	ELI 304	VI
VI/B	Grant Wolf	Amstel Square 101	VI
VI/C.PM	John Millbury-Steen	ELI 205	VI
R/FILMVI	Carrie Neely/Sarah Petersen	108 E Main Room 207	VI
EAPVI/A	Ken Cranker/Anne Owen mentor	108 E Main Room 217	VI
EAPVI/B	Kendra Bradecich	108 E Main Room 206	VI
EAPVI/C	Marcia Halio	108 E Main Room 203	VI
EAPVI/D.PM	Marcia Halio	108 E Main Room 203	VI
EAPVI/E.PM	William Wherry	108 E Main Room 206	VI
GRADVI/A	Robert Bushong/Nigel Caplan	108 E Main Room 223	VI
GRADVI/B	Robert Bushong	108 E. Main Room 209 as of September 24	VI
MEXTCULTURE	Sarah Petersen	108 E Main Room 209	
Level I RW Coordinator:	Bailey Schmidt	Level IV RW Coordinator:	Kathy Bracy
Level II RW Coordinator:	Jo Gielow	Level V RW Coordinator:	Emily Thayer
Level III RW Coordinator:	Debbie Darrell	Level VI RW Coordinator:	Walt Babich
		EAPVI RW Coordinator:	Ken Cranker/Anne Owen

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

Opening Day Announcements

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

WHAT FACULTY NEED TO KNOW

I. FACULTY MEETINGS: Mentors should meet today with faculty members who are new to their class. Below are the names of mentors for courses identified as having teachers new to the assignment. Mentors, I am scheduling **all mentor meetings in 108 E. Main**. I apologize for the inconvenience for some of you, but this will avoid teachers who are new to classes from running across campus to their second mentor meeting.

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

<p><u>Listening/Speaking</u> (1:00 PM) II, Jo Gielow, Room 209 III, Barbara Morris, Room 207 IV, Phil Rice, Room 217 EIL, Grant Wolf, Room 206 NEWSV, Barbara Gillette, Room 203 (2:15 PM) AOB, Mary Beth WorriLOW, Room 205 1960s, Russ Mason, Room 201 EAPVI, Ken Cranker, Room 223</p>	<p><u>Reading/Writing</u> (2:15 PM) II, Jo Gielow, Room 209 III, Debbie Darrell, Room 207 IV, Kathy Bracy, Room 217 AWB, Mary Beth WorriLOW, Room 205 V, Russ Mason, Room 201 GRADVI, Angela Harnish, Room 204 (3:15 PM) EAPV, Emily Thayer, Room 204 RFILMVI, Kendra Bradecich, Room 206 EAPVI, Ken Cranker, Room 223</p>
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Faculty Meetings:

All faculty meetings begin at 1:00 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. We encourage faculty members to attend at least two activities. Please see Scott if you can assist. Thank you.*

Calendar of Events, Meetings, and Deadlines

WEEK 1	
Monday, August 27	New Students: Opening day meeting, Trabant Multi-Purpose, B,C 8:00 AM – 11:00 AM Returning Students: Pick up Schedules, Trabant Multi-Purpose A, 9:00 AM to Noon <u>Orientation:</u> **Sign-ups for Intramural sports. Registration is tomorrow.** Testing for new students who arrived over the weekend at 108 E. Main. Student picnic, 1:30 PM, ELI 189 W. Main St. Faculty: Opening Meeting with Scott in SALC, 9:30 Faculty: Level Meetings for LS at 108 Main at 10:00 Faculty: Level Meetings for RW at 108 Main at 11:00 Lunch for faculty at noon, 108 Main Faculty: Course Mentor Meetings: 1:00 PM and 2:15 PM, 108 Main New Cohort Instructor Meeting , Cohorts L-W, 2:30 PM, Room 209, 108 E. Main Returning Cohort Instructor Meeting , Cohorts A-J, 1:00 to 2:30 PM, Room 209, 108 E. Main
Tuesday, August 28	First full day of classes, and labs. Walk-in tutoring available in the afternoon, for students who need help. Scheduled tutoring begins Wednesday. CAP Cohort, Students and New Cohort Instructors, CAP Policies, Kirkbride Hall, Room 004 CAP Cohort Meeting, Returning Cohort students and instructors, Kirkbride Hall, Room 205
Wednesday, August 29	Retesting of students wanting to change classes , 3:00 to 5:00 PM – WHL 006 & 007, Jo Gielow. Kathy Vodvarka is recuperating from surgery, Leslie on vacation: any volunteers to help Jo proctor? Regular tutoring begins at 8:30am.
Thursday, August 30	CAP Cohort L-W Meeting for new instructors and students , 1:00 – 1:45PM, Kirkbride Hall, 004 <u>Orientation:</u> Opening Home Game for UD Football, Kickoff, 7:00 PM. ELI students can get free tickets with ID at Trabant Box Office. For more info: www.gohens.net/index.php
Friday, August 31	New Faculty meet with Julie Lopez, 2:00 PM, ELI 206 (after picnic) <u>Orientation:</u> <i>Meet/Greet Picnic on the Lawn for all faculty and students, 12:45 PM, Kathy B..</i>
WEEK 2	
Monday, September 3	Labor Day Holiday. Classes cancelled; ELI closed. Enjoy the holiday!
Friday, September 7	<u>Student Probation Meeting</u> —all students placed on probation MUST attend. 4:00 PM, Willard 007 <u>Orientation:</u> <i>Sports on the Lawn</i> , 1:30pm–4:00pm, 189 W. Main St. New Cohort Weekend Retreat. Departure 4:00 PM from 189 W. Main. Cohort L-W instructors must attend
Saturday, September 8	Return from New Cohort Retreat

WEEK 3	
Wednesday, September 12	Advisory and Promotion/Peer Review Joint Committee Meeting , 4:30 PM, Scott's Office
Thursday, September 13	Scholarship Applications available for eligible students until 9/19. New Cohorts L-W Scavenger Hunt with Instructors and Mentors, 3:00 to 5:00 PM. Meet 108 E. Main St. Student Lounge
Friday, September 14	New Faculty meet with Julie Lopez, 2:45PM – 3:15PM, 108 E. Main, Faculty Lounge Japanese Culture Ambassadors with MeXT Teachers, 1:00, Room 209, 108 E. Main St., all faculty welcome Faculty Meeting, 1PM – 2PM, WHL 007
Saturday, September 15	<i>Orientation</i> : Beach Trip, 10:00am
Sunday, September 16	<i>Orientation</i> : Newark Community Day, 11AM – 4OM, on the UD Green
WEEK 4	
	Faculty meet with all students to review progress , complete progress form
Tuesday, September 18	<u>Staff meeting in ELI Conference Room: 10:30 AM</u>
Wednesday, September 19	Final day for students to request Scholarship Application
Thursday, September 20	Midsession Cohort Instructor meeting, 4:30 to 5:30 PM, Room 209, 108 E. Main St.
Friday, September 21	<i>Orientation</i> : Free Trip to Washington, DC; 7:00 AM All Day Faculty Retreat for Committee Work, possible Level Meetings <u>Faculty-final day to submit scholarship recommendation forms for students!</u> Please submit these on time – the Committee can't consider the student if the recommendations are not submitted! Midsession engagement scores are due from all Cohort Instructors
WEEK 5	
Monday, September 24	New Faculty Meeting with Joe Matterer, 2:00 PM, ELI 203 Virtual Faculty Course Fair for students all this week. Send them to the ELI website: http://sites.udel.edu/csp/courses/coursefair
Wednesday, Sept. 26	Scholarship Committee Meeting – ELI – 4pm Japanese Culture Ambassadors, Smith 341 2:00 to 4:00 PM
Thursday, Sept. 27	All-Cohort Event , A-W, 3:00 to 5:00 PM, Student Lounge, 108 E. Main St.
Sunday, September 30	<i>Orientation</i> : Baltimore Harbor, 10:00am
WEEK 6	
Monday, October 1	Advisory Committee Meeting , 4:30 PM, in Scott's Office
Wednesday, October 3	Basic and Level I LS teachers meet, 1:00 PM, Mikie's Office, 318 S. College
Thursday, October 4	Instructor/Mentor celebration, TBA
Friday, October 5	Faculty Meeting, 1 – 2PM, WHL 007 Level II LS Teachers meet with Jo Gielow, 2:15 – 3:15 PM, Room 217, 108 Main Level III LS Teachers meet with Barbara Morris, 2:15 – 3:15 PM, Room 223, 108 Main Level IV LS Teachers meet with Phil Rice, 2:15 – 3:15, Room 205, 108 Main Level V LS Teachers meet with Terri Goode, 2:15 – 3:15, Room 204, 108 Main Level VI LS teachers meet with Walt Babich, 2:15 – 3:15, Room 206, 108 Main Business ESL LS teachers meet with Mary Beth Worrilow, 2:15 – 3:15, Room 207, 108 Main EAP VI LS teachers meet with Anne Owen, 2:15 – 3:15, Room 201, 108 Main
Saturday, October 6	<i>Orientation</i> : Lancaster Trip (including Amish Visit)
WEEK 7	
	Faculty meet with all students in danger of retention and complete forms
Monday, October 8	Intramural Basketball registration begins Cohort Group Presentations, Student Lounge, 108 E. Main, 12:30 PM
Tuesday, October 9	New Faculty meet with Julie and Erin, re: End of Session logistics, 1pm, ELI Library Cohort Group Presentations, Student Lounge, 108 E. Main, 12:30 PM
Wednesday, October 10	Cohort Group Presentations, Student Lounge, 108 E. Main, 12:30 PM Basic and Level I RW teachers meet, 1:00 PM, Mikie's Office, 318 S. College Level VI RW teachers meet with Walt Babich, 12:45 to 1:30, Faculty Lounge, 108 E. Main.

Thursday, October 11	Level IV RW teachers: deadline for sending your list of students who qualify to take the EAP grammar exam to Michael Fields and Grant Wolf . Students must bring picture ID to exam. Cohort Group Presentations, Student Lounge, 108 E. Main, 12:30 PM End of Session CAP Instructors Meeting, Room 209, 108E. Main St, 4:30 to 5:30
Friday, October 12	TOEFL Test 1:30-4:30 PM, Proctors: Walt Babich, Mikie Sarmiento Grammar Qualifying Exam for EAPV, 4:45PM – 6:30 PM, Willard 109, Proctors: Grant Wolf, Michael Fields proctors Level II RW Teachers meet with Jo Gielow, 2:15 – 3:15 PM, Room 217, 108 Main Level III RW Teachers meet with Debbie Darrell, 2:15 – 3:15 PM, Room 223, 108 Main Level IV RW Teachers meet with Kathy Bracy, 2:15 – 3:15, Room 205, 108 Main Level V RW Teachers meet with Emily Thayer, 2:15 – 3:15, Room 204, 108 Main Business ESL RW teachers meet with Mary Beth Worriow, 2:15 – 3:15, Room 207, 108 Main EAP VI RW teachers meet with Anne Owen, 2:15 – 3:15, Room 201, 108 Main
WEEK 8	
	Faculty must administer course evaluations by week’s end; please coordinate with another teacher. Faculty must also complete final oral assessments by end of week Faculty administer grammar and writing finals by Wednesday
Monday, Oct 15	End of Session Faculty Meeting , 1:00 PM, Sharp Lab 131 Compass Testing begins for Listening
Tuesday, October 16	Compass Testing continues; Reading exam in RW class
Wednesday, Oct. 17	Faculty Meeting on Student Retention and Attendance , 12:45 PM, ELI 204 All Cohort final engagement scores are due from Cohort instructors
Thursday, Oct 18	Last day of classes. Abbreviated class schedule as follows: LS class 8:15 to 9:30; RW 10:00 to 11:15; Afternoon classes: 1:00 to 2:30. Faculty administer program evaluation in L/S classes. Interviewing new students: Jo Gielow, Kathy Vodvarka, Kendra Bradecich, and Barbara Morris All final grades for graduating students must be entered by 5:00 PM.
Friday, Oct 19	Graduation , Smith 120, 3:30 PM. Ana Kim and Mikie Sarmiento, coordinators. Interviewing new students: Jo Gielow, Kathy Vodvarka, Kendra Bradecich, and Barbara Morris

Curriculum

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

Review of recently adopted procedures

I. RETENTION PROCEDURES

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

1. Week 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 Lowell Riethmuller. The teacher asks the student to meet with him or her during week 6 to learn of the final decision. Please note: you should meet with ALL students in week 6 to review progress, not just those in danger of failing.
2. 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. **If your student is receiving a failing grade in one skill area, you must attend this meeting..**
3. 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 Assistant 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.

II. PROCEDURES IN LIEU OF STUDENT SWAP MEETING:

All faculty must provide the following information by the deadlines indicated:

1. Joe Matterer will send to teachers the results of student retesting on Thursday evening. By Friday, May 11, 5:00 PM, email Joe (if one of your students appears on the list) as to whether or not you recommend promotion.
2. By Saturday, May 12th, Erin Cole Goertz will send teachers their finalized rosters and instructions for reporting. You must report to Erin by 5:00 pm Monday, May 14 regarding any no-shows, i.e., students who appear on your roster who have not shown up to

class. This last is a requirement of SEVP and, thus, if we don't get overwhelming faculty compliance to this request, we will have to return to meeting as a group.

3. Related to ongoing communication, we are requiring all current faculty to have and use udel accounts by week two of this session.

III. TEACHER RESPONSIBILITIES

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

1. Using the approved grading scale and +/- system—see facbook.
2. Reminding students that final grades of **C (73%)** or higher is required to earn a certificate or be promoted.
3. Not promoting any student with a grade of **D+ (69%) or lower** in any skill area. Students in Level IV wishing to take a qualifying grammar exam for EAPV, must have a grades of B in all RW skill areas before being admitted for testing.
4. Knowing that students in either EAPV LS or EAPV RW must earn B's in order to be promoted to EAPVI LS or RW
5. Knowing that Graduate-bound students may no longer take EAPVI to meet CAP or non-CAP requirements. They must, instead take GRADVI. To enter GRADVI, graduate-bound students must complete EAPV with B average or pass GeneralVI. PreMBA students only may enter GRADVI after completing General V RW or AWB RW with no skill grade below B and a 6 on the final essay, as judged by two raters. See facbook for policies on qualifying for GMAT/GRE preparation, Oral Business Case Studies, and Entrepreneurship.
6. Listing your method for determining grades on your syllabi
7. Using at least three scores to arrive at grades for *each* skill area. **Providing timely and regular graded feedback on student work.**
8. Basing final listening grades on vocabulary and listening test or assessment results; basing speaking grades on the average of speaking, oral grammar, and pronunciation scores. 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.
9. Factoring the Compass Test, Grammar test, final essay, reading test, and oral rating sheet into each student's final average as 20% of the listening grade. (Courses using Azar Grammar books must use the approved grammar exam based on the Azar series.)
10. Basing letter grades primarily on proficiency and meeting course outcomes. Effort will be indicated through the following supplemental numerical grades: 1= outstanding effort; 2= satisfactory effort; and 3= unsatisfactory effort. Effort grades are to be given for each course and have no bearing on determining whether a student may be promoted. However, an unsatisfactory effort grade can prevent a CAP student from matriculating. New: Faculty must specifically state on every course syllabus the criteria for determining the effort grade for that course, including: attendance, completion of assignments, class participation, and use of English in the classroom. Such criteria should be reviewed with Level Coordinators for levels III-VI. Expectations are to be stated as clearly and defensibly as possible.
11. 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 or names. Teachers should make plans to meet with all students in danger of failing the class during week six.
12. Administering the same writing test to all sections of a given level; instructors of electives may offer different prompts as long as they reflect the curriculum learning outcomes for that level. The allotted testing time is to be one hour, no more. Students are to be informed of the topic on the day of the testing, not before. Thus students may not bring notes/outlines and may not use a dictionary. Prompts for all Level VI writing exams must be approved by the Testing Committee, which will coordinate the rating of each CAP student essays by two raters, neither of whom may be the student's instructor of record.
13. Faculty may give students a grade of "I" for Incomplete if the student is in danger of failing the course (D or F) but has earned an effort grade of 1 or 2 and maintained strong attendance. Students who are failing and who have not had strong effort or attendance may not be given incompletes. **Students must have a "B" average to be promoted from EAPV LS or RW to EAPVI classes.**
14. New: Students whose course average falls below 70% will be retained and placed on academic probation. Failure to earn a GPA of 2.0 in the next session will result in dismissal, unless the student's effort is 1.
15. New: All CAP and sponsored students must register for and attend tutoring. Attendance is mandatory and is calculated into the overall attendance required for students to maintain their F1 or J1 visa status.
16. Multiple Repeater Policy:
"A student has two sessions to pass* at any given level.** A student who fails or is retained at the end of the 2nd session will take the placement test and be considered for replacement at a lower level (subject to administrative discretion in exceptional cases). If the placement test does not indicate replacement, the student may 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 EAP VI for CAP students is defined as meeting the university requirement (i.e. B grades in each skill and **a 6.5 or 7.0 on the final essay and an effort score of 1 or 2**). A "pass" for Graduate-CAP and MBA-CAP students in Grad VI and all pre-MBA classes is defined as meeting the university requirement for graduate students (i.e. B+ grades in all skills **and a 6.5 or 7.0 on the final essay and effort score of 1 or 2**). Students who do not meet their requirements in two sessions of EAP VI RW or Grad VI RW and are retested at level VI may take ACRW once prior to retaking EAP VI/Grad VI RW for the third and final time.

** For the purposes of this policy, general V and EAP V are considered two levels, and general VI and EAP/Grad VI are considered two levels. Further, the two pre-MBA LS courses (OBCS and Entrepreneurship) will also be considered two levels.

IV. ROSTERS.

Please find your class or lab rosters for this session. **Faculty may not approve any class changes, as students will be using the class change form. Update your rosters as you receive notifications from eli-registrar@udel.edu of changes.** Update your rosters as you receive notifications from Erin Goertz. Please send students who need tutoring to see Ken Hyde at 108 Main Street, Rm. 225A. 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 does not have a schedule or a note from the administration.

V. SCHEDULES.

Please note that the proficiency level of every student is printed on his or her schedule and on your roster. **Please record these levels in your grade book to be used for promotion/graduation recommendations.**

VI. 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
KAUST Program	Aug. 27 – June 12, 2013	Rachel Lapp	FP, both
MeXT (Japanese Teachers)	July 26 – Jan. 2013	Sarah Petersen	LS only
Kobe Shoin	Aug 27 – Dec 14	Baerbel Schumacher	LP, Both

Faculty on other Administrative Assignments	
Erin Bastien Solorzano/Julie Lopez	CAP Student Advisor
Sean Stellfox	Orientation Coordinator
Bob Palmer	Listening Lab Coordinator
Rachel Lapp	Cohort administrative assistant

VII. CLASS CHANGE PROCEDURES.

If a new student wishes to move up or down in a listening speaking class, he or she must retake the Michigan AURAL this Thursday at 3:00 PM or 4:00 PM, in rooms WHL 006 or WHL 007. Students must fall within the appropriate Michigan Score Range to qualify for a level change. Students wishing to change reading/writing classes must sit for the reading test, also Thursday, 3:00 PM or 4:00 PM. Note: teachers of classes meeting in the afternoon will need to let students out a little early to take the 4:00 PM exam. **Level IV students trying to retest for EAPV must take the EAPV Grammar exam AND the Reading exam.** You should also tell new students that most student levels do NOT change as a result of re-testing, that the initial assessment process is quite accurate. Be sure to administer and grade a diagnostic essay by Friday. Students wishing to change laterally, need not take an examination. They can simply use the web-based class change form. Students who are requesting a transfer to another class must not write in their books and should keep their receipts. After the class change is official, the teacher can give the student the bookstore exchange form. **The bookstore will only permit returns if books are to be exchanged for other texts.**

VIII. 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.

IX. ATTENDANCE/PROBATION.

If the Committee on Student Attendance and Conduct has placed students on probation, their names will either be marked on your student roster, or you will receive a letter later in the week. Students on probation for attendance violations must maintain 90% attendance and, in most cases, a "B" average, or they are subject to dismissal. [That is, they cannot miss more than 4 L/S and 4 R/W classes in the session.] So if your probationary students miss two of your classes, talk to them immediately to get them back on track. *Your attendance must be entered into the data base at the end of every week. Students on probation for academic failure must maintain 90% attendance, an effort of 1, and a passing grade of C- or higher.* **Important change: We are asking all faculty to enter mid-session grades and attendance for all students by Wednesday of Week 4.** This will help us act on students who have violated their probation.

X. START TIMES.

L/S classes start promptly at **8:15 AM; R/W at 10:25**. A reminder to all teachers of the requirement to arrive at the ELI (or 108 E. Main) at least 15 minutes before the start of your first class (even if you teach in another building) for messages, mail, announcements, and last minute copying. In addition, all classroom teachers must be in their classrooms five minutes prior to the start of class to ensure that activities begin promptly at 8:15. The pattern you set for starting class is what students will tend to follow. Morning tutoring will run from 8:15 AM to 12:15 PM and afternoon tutoring will run from 1:00 PM until 6:00 PM every day but Friday.

XI. COPYING.

We strongly recommend that you do your copying in the afternoon before each class. Please save trees and conserve paper. Use technology where practical, or copy back to back. Teachers whose classes or offices are in 102 Main St. or 108 E. Main should do their copying in 108 East Main Street. Faculty in 318 S. College can use the copier there in Room 111. Teachers whose classes or offices are in any other location should do their copying in the main ELI building.

XII. COORDINATION OF MULTIPLE SECTIONS.

Our curriculum requires that all essential learning outcomes be covered in every section of a given level. Please take a team approach with all classes having multiple sections, and *please share your materials!* New teachers should work closely with their course mentors and level coordinators to ensure they are keeping pace and addressing all required learning outcomes.

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

XIII. OFFICE HOURS.

Remember, faculty must have a minimum of three scheduled office hours set aside to meet with their students each week. Please use the office hours to discuss student progress, provide academic advisement, recommend what skill areas students should address through the Self-Access Learning Center or Tutoring Center—and to help them select courses for the next session. Plan to meet with all of your students at least twice a session to review their progress on stated objectives.

Name:	Location	Phone	email addresses
Christine Adams	108 E. Main, 206A	x7420	cdadams@udel.edu
Walt Babich	ELI, 303	x3612	wcbabich@udel.edu
Erin Bastien Solorzano	108 E Main, 217A	x7424	ebas@udel.edu
Nonie Bell	108 E Main, 207A	x7420	nonieb@udel.edu
Kathy Bracy	108 E Main, 223A	x7426	khan@udel.edu
Kendra Bradecich	108 E Main, 224A	x7426	Kendra@udel.edu
Amanda Brunson	Amstel Square, 103	x7491	abrunson@udel.edu
Wendy Bulkowski	108 E Main, 204A	x7417	wbulkows@udel.edu
Celeste Calderon	Rodney F, 026	383-9123	ccaldero@udel.edu
Robbie Bushong	108 E Main, 202A	x7416	rwbushong@yahoo.com
Nigel Caplan	108 E Main, 207A	x7420	nacaplan@udel.edu
Leslie Connery	Amstel Square 102	x7490	words4leslie@gmail.com
Kate Copeland	W. Park, 108 E Main	x7424	copekd@udel.edu
Carolina Correa	108 E Main, 206A	x7420	ccorrea@udel.edu
Ken Cranker	108 E Main, 202A	x7416	kcranker@udel.edu
Leslie Criston	ELI, 206	x3215	greece@udel.edu
Jack Crist	Rodney F, 026	x7491	jacrist@udel.edu
Debbie Darrell	ELI, 301	x2704	ddarrell@udel.edu
Scott Duarte	108 E Main, 224A	x7426	duarte@udel.edu
Monica Farling	108 E Main, 223A	x7420	mfarling@gmail.com
Michael Fields	ELI, 204	x3215	mrfields@udel.edu
Jo Gielow	318 S College, 102A	x7541	jogielow@udel.edu
Barbara Gillette	102 E Main, 102	x7424	gillette@udel.edu
Terri Goode	108 E Main, 205A	x7491	terrig@udel.edu
Samantha Green	318 S College, 102A	x7541	skgreen@udel.edu
Marcia Halio	108 E Main, 203A	x7416	mhalio@udel.edu
Angela Harnish	Amstel Square, 104	x7491	aharnish@udel.edu
Lisa Held	West Park		lheld@udel.edu
Ken Hyde	108 E Main, 225A	x2567	kenny@udel.edu
Ana Kim	108 E Main, 209A	x0595	anaeun@udel.edu
Cindy Klenk	102 E Main, 105	x4693	CindyKay@udel.edu
Rachel Lapp	108 E Main, 226	x7419	rlapp@udel.edu
Julie Lopez	108 E Main, 217A	x7424	julo@udel.edu
Russ Mason	108 E Main, 226	x7419	rmason@udel.edu
Toni McLaughlin	Amstel Square, 103	x7491	tonimac@udel.edu
John Milbury-Steen	ELI, 205	x4693	milsteen@udel.edu

Barbara Morris	ELI, 203	x3215	bmorris@udel.edu
Dan Murray	108 E Main, 203A	x7416	domurray@udel.edu
Carrie Neely	108 E Main, 204A	x7417	cneely@udel.edu
Marriott Nielsen	318 S College, 103	x4694	marriott@udel.edu
Anne Owen	108 E Main, 202A	x7416	aowen@udel.edu
Bob Palmer	318 S College, 117	x7545	bpalmer@udel.edu
Tom Panter	Elkton Road, 102	x7492	tpanter@udel.edu
Ann Parry	Elkton Road, 102	x7492	aparry@udel.edu
Randall Pennington	108 E Main, 204A	x7417	ranran@gol.com
Sarah Petersen	108 E Main, 223A	x7426	ssp@udel.edu
Phil Rice	318 S College, 103	x7544	philrice@udel.edu
Lowell Riethmuller	Rodney F, 026		lowell@udel.edu
Erin Rowe	318 S College, 112	x7490	eewrowe@udel.edu
Mikie Sarmiento	318 S College, 103	x7542	mikie@udel.edu
Bailey Schmidt	318 S College, 110A	x7544	bailey@udel.edu
Rachel Selway	102 E Main, 102	x7424	maeymo@udel.edu
Nicole Servais	108 E Main, 209A	x0595	nnolen@udel.edu
Jennifer Smith	ELI, 205	x3215	smithjen@udel.edu
Mark Smith	108 E Main, 206A	x4693	mpsmith@udel.edu
Sean Stellfox	108 E Main, 208A	x7417	Stellfox@udel.edu
Emily Thayer	108 E Main, 205A	x7417	ethayer@udel.edu
Amy Vazquez	102 E Main, 102	x4036	avazquez@udel.edu
James Weaver	318 S College, 103	x7546	jwweaver@udel.edu
William Wherry	108 E Main, 203A	x4694	wherry@udel.edu
Grant Wolf	ELI, 301	x2704	grantw@udel.edu
MaryBeth WorriLOW	ELI, 303	x3612	worriLOW@udel.edu
Margaret Zittere	318 S College, 112	x7546	mzittere@udel.edu
108 E Main, 209 is also available from 12:20 pm for large and small group and individual meetings. Please schedule this with Sandra Chapman X 2674. The Faculty Lounge also has available computers and space to work.			

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 include tutor/teacher emails in the ODM. Emails for tutors can be found, beginning on page 12.

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

XV. FINAL ESSAYS AND ORAL RATING SHEETS.

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

XVI. EVALUATIONS

Class evaluations are required and must be administered by the end of the seventh week of the session. Please administer according to established procedures. Faculty may NOT administer the course evaluations for their own classes; they should ask a colleague to switch classrooms on that day. We are asking faculty members to inform their supervisors (Scott, Joe, or Karen) whom you have arranged to administer the class evaluations.

XVII. ELI ADDRESS LIST.

Please make sure to give your home address, phone, email address, ELI office, and ELI extension to Chris Smith (smithc@udel.edu).

XVIII. EMERGENCY ALERTS.

Please establish a phone chain with your listening/speaking students during the first week of class. Announcements for closings that are weather or emergency related will be posted on the homepage of the ELI website (www.udel.edu/eli) by 6:45 AM. Scott will also leave a voice mail message at the main ELI number (831-2674). For those of you living a greater distance from UD who need to know earlier, feel free to call Scott as of 6:30. Since many of your students may not have access to computers from their homes, we are still asking each teacher to create a phone chain. Notify your students by starting the phone chain—relating to them what is posted on the ELI webpage. Students may call the office to hear a voice mail announcement as of 6:45 am. Please note the policy established by the Vice President: "If no formal announcement of closing, late opening, or early dismissal is made, employees who decide for personal reasons not to report or to leave early must take vacation time or leave without pay."

WHAT YOUR STUDENTS NEED TO KNOW

This morning's logistics.

Procedures for the opening meeting. Faculty should report to 108 E. Main St by around 9:00. Coordinators should write on the white boards in the SALC (Room 210) which room their levels will meet in.

Today's schedule is as follows:

8:00 AM	New students arrive at Trabant B, C for breakfast
8:30 AM	Scott welcomes new students
9:00 - 11:00 AM	New Student Orientation, Trabant B, C. Students will meet ELI staff, will have Fire/safety orientation, will learn immigration information from OISS, and will be given a thorough understanding of their schedules, including careful instructions to their classrooms (as well as photo pictures of their classroom buildings)
9:00 – 11:00 AM	Returning Students pick up Schedules in Trabant A. Those arriving after 11:00 can pick up schedules in Trabant Hallway until noon. Returning students arriving after noon will have to wait until Tuesday to get their schedules and will not have opportunity to change classes.
9:30 AM	Scott meets with all faculty in SALC at 108 E. Main to review opening day memorandum.
10:00 AM	LS Level Faculty Meetings, 108 E. Main. Rooms given at 9:30 meeting
11:00 AM	RW Level Faculty Meetings, 108 E. Main. Rooms given at 9:30 meeting
12:00 PM	Lunch served to faculty in Student Lounge
1:00 PM	LS course mentor meetings, 108 E. Main
2:15 PM	RW course mentor meetings, 108 E. Main
1:30 PM	Tutor organized picnic at 189 W. Main for new and returning students.

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

Tuesday

8:15 - 12:10, 2:00-4:15	Regular class schedule
1:00 – 1:45	CAP Cohort, New Students and New Cohort Instructors, CAP Policies, Kirkbride Hall, Room 004 CAP Cohort Meeting, Returning Cohort students and instructors, Kirkbride Hall, Room 205
1:15 – 4:00	SALC Orientation begins for new students, 108 E. Main St, Room 210)
1:30 – 4:30	Listening Laboratory begins
1:00 - 5:00	The Tutoring Center will have “open” hours for this Tuesday only. Any full time student is invited to come to the TC between 1:00 PM and 5:00 PM for an hour of tutoring.

Wednesday

8:15 - 12:10, 2:00-4:15	Regular class schedule
8:30 to 5:00	Regularly scheduled tutoring begins
1:15 – 4:00	SALC Orientation continues for new students, 108 E. Main St, Room 210)
1:30 – 4:30	Listening Laboratory
3:00 – 5:00	Retesting for students wanting to change level, Willard 006 and 007

Thursday

8:15 - 12:10, 2:00-4:15	Regular class schedule
8:30 - 6:00	Regularly scheduled tutoring
11:00 – 6:00	SALC open for regular hours
1:00 – 1:45	New CAP Cohort Student and Instructor Meeting, Kirkwood Hall, Room 004, to discuss RETREAT
1:30 – 4:30	Listening Labs

Friday8:15 - 12:10
12:45Regular Class schedule
Meet & Greet Picnic at ELI, 189 W. Main Street**Week Two****Monday**

Classes cancelled and offices closed for Labor Day Holiday.

FOR your first day of class, Tuesday, August 28, please take time at the start of class to:

1. Review the schedules of the new and returning students. Please be sure students know where they need to go for classes, labs and tutoring, and when they need to be there. Make sure that CAP and Sponsored students know that tutoring attendance will be taken.
2. Remind students of important week one events and times, especially their listening labs, SALC Orientation, tutoring, CAP meetings, Friday's picnic, etc. Note: if during the first week, a student's orientation to the SALC conflicts with a tutoring hour, **they should go to Tutoring** and attend SALC orientation at another time. L/S Faculty members are reminded to accompany their students to orientation for the SALC.
3. Hand out your syllabi, providing an introduction to the class and reviewing your requirements.
4. **Go over important Tutoring information:** Please note the following abbreviations on your rosters and your students' schedules: FP= full intensive program, LP = limited intensive program (no tutoring or labs), and NL = classes + tutoring, but **no** labs.

Afternoon Tutors For Session I 2012

All afternoon tutoring is located in 108 East Main Street

Initial	PM Room	Name	Email
AK	MS 225	Albert Kelly	akellyjr@udel.edu
AR	MS 208	Amy L Ritter	aritter@udel.edu
AS	MS 224	Andrew Saunders	aws@udel.edu
CC	MS 217	Catherine Ciferni	cciferni@udel.edu
CE	MS 224	CarolAnn Edie	caedie@udel.edu
CF	MS 217	Cynthia Funk	cfunk@udel.edu
CL	MS 201	Charles Lutz	clutz@udel.edu
CM	MS 225	George Thompson	crabby@udel.edu
DB	MS 201	Devin Barczewski	dbarski@udel.edu
DC	MS 207	David Cassling	drcass@udel.edu
DJ	MS 224	Donald Jones	dej@udel.edu
DL	MS 202	Dorothy Lehman	dwlehman@udel.edu
DR	MS 217	David Robertson	davidr@udel.edu
DT	MS 202	Daniel Thompson	dmakale@udel.edu
EF	MS 217	Erik Flannigan	eflannig@udel.edu
EH	MS 225	Elaine Heyden	ehheyden@udel.edu
ER	MS 224	Edward Redmond	nedred@udel.edu
GC	MS 217	Gloria Cousins	cousins@udel.edu
JA	MS 224	Janice Thompson	jpt@udel.edu
JM	MS 207	Jill McCracken	jmcreate@udel.edu
JT	MS 207	Jim Thomas	jlthomas@udel.edu
KB	MS 202	Keila Brown	kdee@udel.edu
KE	MS 225	Karen Eliason	keliason@dtcc.edu
KM	MS 208	Kim Burdick	kburdick@udel.edu
KN	MS 217	Katie Noe	katie.noe@gmail.com
KS	MS 208	Katherine Sheedy	ksheedy@udel.edu
LF	MS 208	Lori Fisher	lofisher@udel.edu
LH	MS 223	Lee Horzempa	lhorzempa@gmail.com
LV	MS 207	David Levitt	dlevitt@udel.edu
MB	MS 201	Michael Brook	brookm@udel.edu

Help your students get involved in a great project. Encourage them to join the ELI Garden Group. Contact Kate Copeland, Sean Stellfox, or Ken Hyde for more info.

MD	MS 201	Melora Davis	melorad@udel.edu
ME	MS 202	M.E. Cathcart	mdotedot@udel.edu
MM	MS 207	Mudhillun MuQaribu	mmuqarib@udel.edu
MZ	MS 201	Myrna Zaetta	zaetta@udel.edu
NB	MS 208	Nancy Blevins	nblevins@udel.edu
NC	MS 208	Natallia Cherashneva	natallia@udel.edu
NM	MS 202	Nelson McMillan	kendrick@udel.edu
NP	MS 202	Nadya Pincus	npincus@udel.edu
NT	Turner Corner	Nancy Turner	nturner@udel.edu
OY	MS 201	Olive Yazid	olive@udel.edu
PR	MS 224	Paula Rusinko	prusinko@udel.edu
PT	MS 223	Patrick Ruffin	pruffin@udel.edu
PW	MS 225	Peter Williams	peternw@udel.edu
RA	MS 225	Rachel Souza	rasouza@udel.edu
RB	MS 223	Ruth Bailis	rbailis@udel.edu
RC	MS 217	Ryan Cole	ryancole@udel.edu
RD	MS 208	Rosana Dempsey	rdem@udel.edu
RM	MS 207	Reem Aleissa	raleissa@udel.edu
RP	MS 207	Robert Panadero	panadero@udel.edu
RS	MS 225	Rachael Selway	maeymo@udel.edu
SF	MS 223	Susan Foy	sfoy@udel.edu
SJ	MS 223	SooJung Kwak	sjk@udel.edu
SM	MS 207	Sisi Morris	profesis@udel.edu
SS	MS 225	Stephan Strengari	sstrenga@udel.edu
TL	MS 223	Trevor LeVan	trlevan@udel.edu

Morning Tutoring for Session I 2012

All morning tutoring will be located in Rodney F (RD) or 108 E. Main Street

Initial	AM Room	Name	Email
RM	RD 021	Reem Aleissa	raleissa@udel.edu
AK	RD 024	Albert Kelly	akellyjr@udel.edu
AR	SALC	Amy L Ritter	aritter@udel.edu
AS	SALC	Andrew Saunders	aws@udel.edu
CE	SALC	CarolAnn Edie	caedie@udel.edu
CL	SALC	Charles Lutz	clutz@udel.edu
DB	SALC	Devin Barczewski	dbarski@udel.edu
DJ	RD 024	Donald Jones	dej@udel.edu
DT	SALC	Daniel Thompson	dmakale@udel.edu
EC	SALC	Elise Cole	elisec@udel.edu
EF	RD 023	Erik Flannigan	eflannig@udel.edu
ER	RD 021	Edward Redmond	nedred@udel.edu
GC	RD 021	Gloria Cousins	cousins@udel.edu
JA	SALC	Janice Thompson	jpt@udel.edu
JP	SALC	Jeremy Penna	jpenna@udel.edu
KB	RD 021	Keila Brown	kdee@udel.edu
KM	SALC	Kim Burdick	kburdick@udel.edu
KN	SALC	Katie Noe	katie.noe@gmail.com
LF	SALC	Lori Fisher	lofisher@udel.edu
LH	RD 023	Lee Horzempa	lhorzempa@gmail.com

.Please try to make time in your schedule for an A&E Activity. It means a lot to our students to see their teachers and tutors participate in these events. Contact Ken Hyde for more information.

MB	RD 021	Michael Brook	brookm@udel.edu
ME	RD 021	M.E. Cathcart	mdotted@udel.edu
MM	SALC	Mudhillun MuQaribu	mmuqarib@udel.edu
PT	RD 023	Patrick Ruffin	pruffin@udel.edu
RA	RD 025	Rachel Souza	rasouza@udel.edu
RC	SALC	Ryan Cole	ryancole@udel.edu
RD	RD 023	Rosana Dempsey	rdem@udel.edu
RP	RD 025	Robert Panadero	panadero@udel.edu
RS	SALC	Rachael Selway	maeymo@udel.edu
SF	SALC	Susan Foy	sfoyl@udel.edu
SM	SALC	Sisi Morris	profesis@udel.edu
SS	SALC	Stephan Strengari	sstrenga@udel.edu
TL	RD 025	Trevor LeVan	trlevan@udel.edu

Cluster Tutoring for Session I 2012

This session's clusters are listed below. They appear on the students' schedules as a two- or three-letter code (e.g., "XP"), and both days as well as times of the cluster are listed. With the cluster option, students have one hour of private tutoring each week, plus two hours of cluster tutoring, meeting with a small group of other students and their tutor to study a particular area, such as grammar, pronunciation, art, or, as offered this session, cooking. The Turner Corner is located in a home across the street from the ELI on the corner of Main St. and Hillside/Cleveland Ave. Regular clusters will meet in 102 East Main Street

Name	Abbreviation	Room	Tutor	Day/Time
Kitchen	XC1	Turner Corner	Nancy Turner	M 1:00pm
Kitchen	XC2	Turner Corner	Nancy Turner	M 3:00pm
Kitchen	XC3	Turner Corner	Nancy Turner	T 1:00pm
Kitchen	XC4	Turner Corner	Nancy Turner	T 3:00pm
Kitchen	XC5	Turner Corner	Nancy Turner	W 1:00pm
Kitchen	XC6	Turner Corner	Nancy Turner	W 3:00pm
Kitchen	XC7	Turner Corner	Nancy Turner	R 1:00pm
Kitchen	XC8	Turner Corner	Nancy Turner	R 3:00pm
Kitchen	XC9	Turner Corner	Nancy Turner	T 10:30am
Kitchen	XC10	Turner Corner	Nancy Turner	R 10:30am
Grammar	XG	MST 102	Rosana Dempsey	MW 2:00pm
GMAT/Math	XGM	MST 102	Michael Brook	MW 1:00pm
Idioms	XI	MST 102	Cynthia Funk	MW 3:00pm
Pronunciation	XP	MST 102	Ruth Bailis	TR 1:00pm
Slang	XSL	MST 102	Sisi Morris	TR 2:00pm
Vocabulary	XV	MST 102	Erik Flannigan	TR 4:00pm
Writing	XW	MST 102	Jacqueline Denbow	TR 3:00pm

LISTENING LABORATORY: Class assignments and schedules for the Listening Laboratory. The laboratory instructors are **Bob Palmer** for Basic, I, and II; Phil Rice for III, and IV; The 4:30 PM IV Lab instructor: Rachel Selway. Students in levels V and VI are not assigned listening laboratory hours. All Labs meet in Room 108, in 318 S. College. The lab times are listed below:

L/S class	Listening Lab Label	Listening Lab Room	Lab One Time	Lab Two Time
1960s, ABCS	No lab scheduled	-	-	-
Entrepreneurship	No lab scheduled	-	-	-
NEWSV	No lab scheduled	-	-	-
EAPV, EIL, FILM	No lab scheduled	-	-	-
EAPVI, GRADVI	No lab scheduled	-	-	-
Drama	No lab scheduled	-	-	-
STORIES	No lab scheduled	-	-	-

Do you have an idea how ELI can support our faculty's professional development? Contact a member of the Professional Development Task Force and we'll be happy to help.

BASIC	Listening Laboratory	318 S. College	Mon. 1:30	Wed. 1:30
IA, IB	Listening Laboratory	318 S. College	Mon. 2:30	Wed. 2:30
IIA, B, C	Listening Laboratory	318 S. College	Tues. 1:30	Thurs. 1:30
IID, E, F	Listening Laboratory	318 S. College	Tues. 2:30	Thurs. 2:30
IVB, C, H	Listening Lab	318 S. College	Mon. 4:30	Wed. 4:30
IIIA,B,C,D,E	Listening laboratory	318 S. College	Mon. 3:30	Wed. 3:30
IIIF,G,H,I	Listening Laboratory	318 S. College	Tue. 3:30	Thurs. 3:30
IVA,D,E,F,G, OB	Listening Laboratory	318 S. College	Tue. 4:30	Thurs. 4:30

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

SALC Hours of operation*

Monday: 11:00 AM to 6:00 PM Tuesday: 11:00 AM to 6:00 PM Friday, 11:00 AM to 5:00 PM
Wednesday: 11:00 AM to 6:00 PM Thursday: 11:00 AM to 6:00 PM

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

Continuing students will have limited access to the SALC as of Wednesday (1:00 to 3:00) and for regular hours as of 11:00 AM, Thursday.

Time	Location	Levels
1:15 PM Tuesday	108 E. Main, 210	Basic, IA, IB
2:15 PM Tuesday	108 E. Main, 210	IIIA-III
3:15 PM Tuesday	108 E. Main, 210	IIA-IIF
4:30 PM Tuesday	108 E. Main, 210	All PM classes meeting 2:00 to 4:20 PM
1:15 PM Wednesday	108 E. Main, 210	IVA-IVH; OB,
2:25 PM Wednesday	108 E. Main, 210	EAPVA-EAPVE; NEWSV, AOB, Stories,
3:15 PM Wednesday	108 E. Main, 210	EAPVIA-D, GRADVI; EILA-D, ABCS, Entrepreneur, 1960s, DRAMA
4:30 PM Wednesday	108 E. Main 210	SALC open to all full time continuing and new students

6. Please announce the **SPECIAL FIRST WEEK SCHEDULE:** No tutoring will be held today. Listening Laboratory classes begins tomorrow, tutoring on Wednesday. **The SELF-ACCESS LEARNING CENTER** hours will begin tomorrow for **orientation only**.
7. **ATTENDANCE:** Students must miss 8 or fewer classes (e.g., combination of 4 R/W and 4 L/S classes) to earn honors (i.e., meeting requirement for overall 90% attendance rate and "A-" average during stay). They must miss no more than 12 classes to earn a certificate for the session (85% attendance requirement for graduation). Students missing more than 16 total classes in a session have violated the terms of their student visa and are subject to dismissal. Students will receive letters at each of these three stages. Remind CAP and Sponsored students that their tutoring attendance is now included in their total attendance. Please be sure to enter your attendance on one of the faculty computers each Friday, using only our standardized abbreviations for markings: **.33 = 5 to 15 minutes late; 1 = absent or 15+ minutes late**
8. **REMINDE 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.** 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.
9. **Intercultural Club and host/homestay contact.** Students who wish to work with an American Language partner should contact Sean Stellfox to join the Language Partner Program or to get information about the Culture Exchange Program. Encourage your students, instead, to volunteer for Community Service activities as a way of meeting Americans. Also 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. Host family coordinators can be reached at info@eliahp.com and homestay family coordinator, Nancy Purcell, can best be reached by email: nancypur@gmail.com.

XIX. ABSENCE POLICY FOR TEACHERS.

10. **Absence Policy and Substitutes**

Please check the absence policy in the teachers' handbook for procedures to follow if you have to miss classes due to illness or emergency. Please use only approved substitutes by drawing from the sub list below. Morning teachers may also call on colleagues scheduled to teach PM classes and vice versa. We are working on a system to have three to four substitutes "on call"

Do you have suggestions for ways to improve the technological environment at ELI? Contact Ken Cranker or a member of the Technology Committee to share your ideas.

during a given week. They would be prepared to be called up to 7:00 AM on the day of class, though calling the night before is much preferred. After the 7:00 AM hour, you will need to call your supervisor (Karen, Joe, or Scott).

Available substitutes for Session V:

Family Name	First Name	Email	Phone	Minimum Notice	On Call
Zaetta	Myrna	zaetta@udel.edu	(302) 234-4633	30 minutes	Week 2
Morris	Sisi	profesis@udel.edu	(410) 378-3036	1 day	Week 5
Thompson	George	jcrabmeatt@gmail.com	(302) 378-1327	1.5 hours	Week 4
Penna	Jeremy	jpenna@udel.edu	(302) 437-4680	30 minutes	Week 3

11. Who to see in the administration:

- A. Tim Kim, ELI's Interim **Housing** Coordinator tkim@udel.edu , x7493. Mobile number – 302-383-9724.
- B. **NonCAP admissions** questions: Nadia Redman, Assist. Dir. Admissions and Recruitment. nredman@udel.edu , x7132
- C. **CAP admissions** questions: Laurie Fuhrmann, CAP Admissions Coordinator lfuhrman@udel.edu , x8865
- D. **CAP academic advising**: Erin Bastien Solarzano, ebas@udel.edu, x7424
- E. **BRIDGE advising**: Julie Lopez, julo@udel.edu, x 7427
- F. **ELI Registrar and scheduling** office: Erin Cole Goertz. erincole@udel.edu , x3180
- G. Student **orientation, campus integration, and counseling**, Sean Stellfox, Orientation Coord., stellfox@udel.edu , x7417
- H. Supplies, appointments, building issues at 108 E. Main and 102 E. Main: Sandra Chapman, **Sr. Secretary**, schapman@udel.edu x2674
- I. Supplies, appointments, building issues all other buildings: Chris Smith, **Office Coordinator** at 189 W. Main and Scott's executive secretary, smithc@udel.edu , x7066
- J. Wendy Clark wclark@udel.edu is the contact for **HR** and Dru Arban druarb@udel.edu **Student Billing** questions, druarb@udel.edu x4501
- K. Marie Hunt is the contact for **payroll** and **reimbursement** questions, mhunt@udel.edu x6528
- L. Baerbel Schumacher is manager for **special programs**, baerbel@udel.edu x4036
- M. Lowell Riethmuller is in charge of **Student Conduct** and **Attendance**—and serves as Technology Coordinator and **webmaster**, Lowell@udel.edu, 740-5538 (But if you have a problem with your computer, call x8162 or oit-help@udel.edu)
- N. Bob Palmer is interim **Listening Lab coordinator**, bpalmer@udel.edu x7544
- O. Nicole Servais is **Self Access Learning Center** Coordinator, nnolen@udel.edu x0595
- P. Ken Hyde is the **Tutoring Center** Coordinator, chair of the **Activities and Events** committee, and administrator of the ITA Training Program. Kenny@udel.edu ; x2567
- Q. Joe Matterer is **Associate Director** for the **IEP**, supervising the SALC and Listening Lab. He supervises most IEP S contract Faculty, jwm@udel.edu x1809
- R. Karen Asenavage is **Associate Director** for **Academic Programs**, supervising the Tutoring Center Coordinator, CAP academics, Cohort, and EAP S contract faculty, kasen@udel.edu , x7418
- S. Scott Stevens is **Director**—is the ELI's chief executive officer. See him about policies, authorizations, emergencies, or questions that can't be answered elsewhere. sstevens@udel.edu , x8224
- T. Nancy Purcell is **Homestay Coordinator**. nancypur@gmail.com

Committee chairs:

Curriculum:	Nigel Caplan nacaplan@udel.edu x7420	Textbook:	Mikie Sarmiento mikie@udel.edu x7419
Testing:	Walt Babich wcbabich@udel.edu x3612	Library:	Walt Babich wcbabich@udel.edu x3612
Technology:	Ken Cranker kjcranker@udel.edu x7416	Activities and Events:	Ken Hyde Kenny@udel.edu x2567
Newsletter:	Sarah Petersen, ssp@udel.edu x7426	Promotion and Peer Review:	Grant Wolf grantw@udel.edu x2704
Professional Development:	Nonie Bell, nonieb@udel.edu x7420	Faculty Representatives to Advisory Committee:	Russ Mason rmason@udel.edu x7419 Leslie Criston greece@udel.edu x3215 Mary Beth WorriLOW worriLOW@udel.edu x3612

Would you like to start a new activity or event at ELI? Contact Ken Hyde or an A&E Committee member for advice and help setting up and getting started.

CAP COHORT Mentors, Instructors, and Leadership/Study Skills Class Locations/Times

ELI Session I-12 Cohort Instructor & Mentors						
Cohort	Days	Bldg/Room	Instructor	e-mail	Mentor	e-mail
A	M/W	108/204	Erin Rowe	eewrowe@udel.edu	Amanda Stevens	astevens@udel.edu
B	M/W	108/206	Julie Lopez	julo@udel.edu	Connor Kelleher	Kelleher@udel.edu
C	T/R	108/203	Rachel Lapp	rlapp@udel.edu	Abbey Shetler	ashetler@udel.edu
H	T/R	108/206	Dan Murray	domurray@udel.edu	Natalie Cook	necook@udel.edu
I	M/W	102/104	Bailey Schmidt	bailey@udel.edu	Abbey Shetler	ashetler@udel.edu
J	T/R	108/205	Leslie Connery	Words4Leslie@gmail.com	Amanda Stevens	astevens@udel.edu
L	M/W	108/205	Samantha Green	skgreen@udel.edu	Aaron Zimkouski	zimmy@udel.edu
M	M/W	102/102	Amanda Strickland	astrick@udel.edu	Lauren Mitchell	lkmitch@udel.edu
N	M/W	102/106	Nermine Elkhader	nermine@udel.edu	Geena Hoffner	ghoffner@udel.edu
O	M/W	108/203	Leslie Connery	Words4Leslie@gmail.com	Lindsay Romano	leromano@udel.edu
P	T/R	102/105	Trevor LeVan	trlevan@udel.edu	Geena Hoffner	ghoffner@udel.edu
Q	T/R	102/106	Barbara Gillette	gillette@udel.edu	Deidre Morris	dsmorris@udel.edu
R	T/R	108/204	Mark Smith	mppsmith@udel.edu	Crystal Mazzire	crystal@udel.edu
S	T/R	102/104	Mudillum MuQaribu	mmuqarib@udel.edu	Mahel Hamroun	mhamroun@udel.edu
T	T/R	102/102	Stephan Strengari	sstrenga@udel.edu	Gabriella Vasile	gvasile@udel.edu
U	M/W	102/105	Jeremy Penna	jpenna@udel.edu	Mohammed El Tahir	moh_gob@hotmail.com
V	M/W	102/103	Jack Crist	jacrist@udel.edu	Mahel Hamroun	mhamroun@udel.edu
W	T/R	102/103	William Wherry	wherry@udel.edu	Travis Peck	travisp@udel.edu

Please check out ELI's website: www.udel.edu/eli

VERY IMPORTANT! By the end of the first week of class, you will be given a student address list. Please review this list with your students and mark any changes. This list must, by law and UD policy, be returned to Tim Kim, by next Tuesday (Sept 4). It is now an Immigration Law and University policy requirement that this information be collected immediately upon our students' arrival.

Have a great session!
