

# The American Language Institute Faculty Handbook



The American Language Institute  
The University of Toledo  
Snyder Memorial 1400  
2801 W. Bancroft Street  
Toledo, Ohio, 43606  
419-530-4702

## **Acknowledgement of Understanding**

*Please sign this page and return it to the Center for International Studies and Programs.*

I hereby acknowledge that I have received, read, and understood the American Language Institute Instructor Handbook. I pledge to read it and follow the guidelines, policies, and procedures as outlined. I understand that failure to follow the policies and procedures may result in termination of employment or non-renewal of the contract.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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## ALI Office

The American Language Institute is housed in the Center for International Studies and Programs.

## Location

The University of Toledo  
2801 W. Bancroft St  
Mail Stop 122  
Snyder Memorial 1400  
Toledo, OH 43606

## Contact Information

Phone: (419) 530-4702  
Fax: (419) 530-4600  
Email: [ali@utoledo.edu](mailto:ali@utoledo.edu)

## Hours

8:15 am - 5:00 pm

## Staff Directory

Xinren Yu, Assistant Director, CISP ([xinren.yu@utoledo.edu](mailto:xinren.yu@utoledo.edu))

Ting Li, Ph.D., Curriculum Coordinator/Instructor ([ting.li@utoledo.edu](mailto:ting.li@utoledo.edu))

David Grajczyk, ALI Secretary ([David.Grajczyk@utoledo.edu](mailto:David.Grajczyk@utoledo.edu))

## Services

English language courses for limited English proficient students  
Placement testing  
Counseling  
Advising  
Tutoring  
ITA testing and training  
Support for international student orientation

## Mission

The American Language Institute (ALI) at The University of Toledo provides students, scholars, and area residents of international origin with academic language skills and American cultural knowledge to foster meaningful engagement with the university and the community. Through the coursework and extra-curricular offerings, ALI assists students in gaining cross-cultural skills.

## Vision

The vision of ALI is to become a vibrant center for ESL learners who are seeking language skill training, a college degree, or cultural exchange and for international professionals who are seeking professional development.

## Center for International Studies and Programs (CISP)

Assistant Director	Xinren Yu
Program Manager	Anne Bennett
International Program Coordinator	Rafael de Rosa Fay
Study Abroad Program Advisor	Munira Taufik
Assistant Director, Employment Based Immigration Services	Maryam Sediqe

## Office of International Student and Scholar Services

Assistant Director	Tracey Hidalgo
Manager of Immigration Compliance	Jessica Bergman
Immigration Advisor	Danielle Casiano
Student Services Coordinator	Ana Fackelman

## Office of Undergraduate International Admission

Director	Open
Assistant Director	Joe Guziolek
International Admission Coordinator	Margaret Beccavin
Operations Coordinator	Evgeniya (Jane) Malenda
Coordinator of International Student Recruitment	Sarah Schaller

## ALI Calendar

ALI has five regular terms and one bridge term (contingent on enrollment). New students can start ALI classes in any of the regular terms.

	Fall Term 1	Fall Term 2	Spring Term 1	Spring Term 2	Summer Term	Bridge Term*
Classes Begin	Late August	Mid-October	Early January	Mid-March	Mid-May	Early July
Classes End	Early October	Early December	Early March	Late April	Late June	Early August

## Orientation and Registration

ALI staff are responsible for assisting with International Student Orientation, ALI New Student Orientation, and ALI New Student Registration. Other responsibilities may include assisting returning students with registration and assisting the placement test team with check-in and proctoring.

	Fall Term 1	Fall Term 2	Spring Term 1	Spring Term 2	Summer Term
International Student Orientation*	8-10 days before UT classes start	None	5-7 days before UT classes start	None	6-7 days before UT classes start
ALI New Student Orientation	5-6 days before ALI classes start				
Placement Testing	Directly following ALI New Student Orientation				
ALI New Student Registration (Online)	3-4 days before classes start				
ALI Returning Student Registration (Online)	Returning students can register for classes online throughout the semester.				
Late Registration (add/drop forms)	Once classes begin and for the first three days of the term, students must add/drop by form with an ALI advisor.				

\*(Day one for ALI students and UT admits who have not met their English requirement and may need to take the TOEFL; Day two for all International students.)

## Instructor Contracts

### Contract Details

Newly Contracted instructors are hired on a term-based contract, renewable later on a semester-based contract depending on ALI's needs. Part-time instructors are expected to teach at least two classes a term. A person appointed to this position is not eligible for promotion or tenure. Part-time instructors receive paychecks every two weeks during the contract period.

### All ALI Faculty

All ALI Instructors, regardless of contractual status, are required to perform the following duties:

- Assist in the beginning-of-term procedures of registration, placement testing, and orientation.
- Be of assistance in subbing.
- Use the referral forms to report all concerns as they occur related to students'

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- attendance, grades, behavior, etc.
- Tutor at least one hour a week.
- Perform the following duties related to course instruction:
  - Review course documents.
  - Plan an overall course system, which is appropriate to the course objectives and title.
  - Make a course description handout ("First-Day Handouts").
  - Use myenglishlab.com as the teaching platform.
  - Prepare adequately for each individual class session.
  - Grade assignments in a timely fashion based on students' competence.
  - Find or create supplementary material as necessary.
  - Test and evaluate students frequently.
  - Counsel, through regular office hours, students who are not making a full effort or are not making progress.
  - Keep accurate records of student attendance.
  - Manage classroom effectively.
  - Assign final grades to each student in each class and decide who is ready for the next level based on competence and effort.
  - Schedule and hold student conferences to discuss students' progress and final grades with them.
- Submit the following documents to the ALI office by the deadlines on the ALI calendar:
  - Course descriptions ("First-Day Handouts")
  - Schedule of Office hours (2 hours weekly per course)
  - Attendance report
  - Grades
  - Room changes, temporary or permanent
  - Any significant problems with curriculum materials to the curriculum coordinator
- Keep professional file up to date with current resume, address, phone number
- Attend all ALI faculty meetings.
- Teach or help in the Summer Programs. This includes, but is not limited to, AYA and Aichi University program.
- Not take vacation time when classes are in session, or during required training and professional development.
- Turn in a request form for vacation time at least one week prior to the time of vacation.
- Arrive at least 15 minutes prior to class time.
- Be keenly aware of multicultural issues and treat all students with courtesy and respect.
- Perform assigned administrative duties or any other duties as needed.

## Subbing Procedures

Instructors arrange subbing among themselves. If you are in need of a sub, you need to follow this procedure:

1. Notify the director of your planned absence at least one week prior to the time of



- absence, except for emergencies.
2. Arrange for a sub for your class(es). The expectation is that instructors are willing to sub for you if they are present on site and available during that time.
  3. Provide your sub with lesson plans, materials, and copies through the office mailbox, via email, or in person.

## Staff Evaluations

- During an instructor's first and second semester of teaching at the ALI, he or she will be evaluated twice a semester: once during term 1 and once during term 2.
- Instructors with three or more years of teaching at the ALI will be evaluated once a semester.
- The curriculum coordinator will conduct informal evaluations. This consists of unscheduled walkthroughs.
- Additional evaluations will be done if needed.
- Instructors must submit lesson plans and materials for the class to be evaluated no later than one day before the scheduled evaluation.

## Course Evaluations by Students

At the end of each term, the curriculum coordinator conducts an evaluation for each class offered by the ALI that term. The evaluation information is recorded on a spreadsheet and is shared with each instructor.

## Instructional Methodology

### Course Handouts/Syllabi

Instructors must give students a course handout/syllabus using the template outlined at the end of the handbook (also found in the ALI Administrative & Academic Management Blackboard site. In addition, instructors must turn in a course handout/syllabus (hard copy and digital copy) to the curriculum coordinator by the first day of class. Instructors are also required to include the course handout/syllabus on Blackboard.

### Curriculum

The ALI's curriculum is tailored to meet students where they are, both academically and linguistically. This curriculum offers a meaningful connection between content-based and experiential learning delivered by highly qualified and experienced faculty implementing the most relevant pedagogical and technological resources.

### Late Arrivals Policy

Because there are no excused absences at the ALI, late arrivals are marked absent for the days that students missed. Some students arrive late at the beginning of the term,

especially in Term 1. Officially, returning students may register within the first three days of the term. Instructors should use their best judgment as to how much to help students who have come back late. It is the students' responsibility to be on time.

## Checking Rosters

Before the deadline for new students to register, instructors can print rosters from Banner. Instructors should check the rosters carefully. The curriculum coordinator will provide instructors with a reconciliation form. Instructors must fill in the form and return it to the curriculum coordinator as soon as possible.

## CISP Employees Dress Code Guidelines

In an effort to meet the high standards of The University of Toledo, our students, and the community, the Center for International Studies and Programs (CISP) has created dress code guidelines to be upheld in the highest regard by its professional staff, faculty, graduate assistants, and student employees. It is important that the public have confidence in the staff, and that the staff members have confidence and pride in themselves when dealing with students, staff, and the public. To help present a quality image of our new center, staff members and students must dress appropriately for all regular work assignments.

The following table is a general overview of acceptable business casual wear as well as a listing of some of common items that are not appropriate for the office. Neither group is intended to be all-inclusive. If you are not sure if something is acceptable, choose something else. Accommodations may be made for medical conditions.

CLOTHING	THE INTENT	NOT ACCEPTABLE
Pants	To cover your lower body from the waist to ankle, fitting neither too loosely or tightly. This garment (e.g. dress pant, khaki pant, capris), must have a professional appearance.	Excessively baggy nor skin-tight pants of any style or material Flannel pants, sweatpants, or warm-up pants Shorts, athletic wear, or bib overalls Leggings/spandex or similar tight-fitting pants
Shirts	To cover your upper body/torso, including: Shoulders, chest, and stomach with reasonable coverage. A shirt, blouse, sweater, or turtleneck that has a professional appearance.	Shirts with large lettering/logos Halter tops, tank tops, spaghetti- straps Low-cut tops revealing cleavage Tops that are very tight-fitting or excessively loose creating a sloppy appearance
Dresses/Skirts	Dresses should cover the upper body/torso as described above under "shirts;" Skirts and dresses should be no shorter than 4 inches above the top of the knee.	Mini skirts Spaghetti-strap or strapless dresses

Footwear	Footwear should provide protection for the feet, be safe for the wearer to walk in, and should be clean, unfrayed and unscuffed. Examples are: loafers, oxfords, boots, dress, sandals, pumps, open-toed shoes, clogs, and flats.	Plastic flip flops, slippers or casual sandals Any shoe with heels exceeding 3 inches
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Staff and student workers will wear clean, well-maintained attire and footwear appropriate to the type of work they do with affixed name badge clearly visible. Well-maintained personal hygiene and neat grooming is expected. Torn, frayed, wrinkled, faded, or excessively worn clothing and footwear is not acceptable. Jeans and sneakers are not considered professional attire and should not be worn during the week. They are acceptable on the weekend with an appropriate UT shirt.

CISP encourages participation in “Rocket Thursdays.” Many offices wear casual clothing that displays UT colors on Thursday. Casual UT apparel is acceptable most Thursdays; however, if any staff member is expecting a formal visit, casual attire will not be permitted. Professional attire is always acceptable if that is your preference. Jeans are acceptable on football game days and Fridays with UT Colors.

If an item of clothing is deemed to be inappropriate for the office by the employee’s supervisor, the employee may be sent home to change clothes, will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations. Last revised 8.22.2016.

## Technology

### Computing IT Support and Services

Computers are available for all ALI staff. In addition, instructors may use computers in any of the labs on campus. There are multiple ways to contact the help desk.

1. Phone: 419-530-2400 or 419-383-2400
2. Email: [ITHELPDESK@utoledo.edu](mailto:ITHELPDESK@utoledo.edu)
3. Online: <http://ithelp.utoledo.edu>

For more information, go to <http://www.utoledo.edu/it/CS/HelpDesk.html>.

For classroom technology issues, call Classroom Support Services (419-530-2656).

Online: [Classroom Support Services](#).

### Banner

Banner is the UT database that includes registration and grade reporting. All ALI students can register online through their My UT web account. For more information, visit [Banner FAQs](#).

## Blackboard

Blackboard is the course management system available through The University of Toledo. All ALI courses are automatically given access to Blackboard. Instructors can set up online tests, quizzes, wikis, and grading.

## Library Support

### Carlson Library

ALI instructors have full access to the UT library. Computer labs and large group study rooms in the library may be reserved by filling out the [Library Room Reservation Form](#). In addition, librarians are often able to do presentations on basic research skills and use of library catalog and online databases.

The library has a large collection of videos and other materials, which may be of use in ALI classes. The online catalog can be accessed through MyUT or at [UT Libraries](#). Materials may be ordered through MyUT.

## Professional Development

Instructors at the ALI are highly encouraged to participate in at least two hours of professional development per term.

## Faculty and Staff Support

The ALI secretary is available to ALI instructors to help with special events, purchases, or room reservations. Student workers complete copy jobs, assist with special projects, and run CISP-related errands.

## Personnel Records

ALI personnel records (including financial, contractual, and personal information) are kept in the CISP director's office. Annual performance reviews, professional development information, and evaluations are kept in the curriculum coordinator's office.

## Instructor Expectations

### Final Exams

Instructors must check ALI academic calendar for the dates of final exams. Final exams may be comprehensive or not, as the instructor sees fit. These exams should be designed so that the instructor has one last measure to see who is ready to go on to the

next level and who is not. Instructors should not allow students to take early exams. However, in extreme cases, instructors should consult the curriculum coordinator.

## Submitting Attendance

Instructors must submit attendance for each class. The ALI secretary generates the attendance and grade form at the end of each term. At the top of the sheet, there is a space to report the number of class hours held by the instructor and the number of hours that a student attended. Attendance should be reported as hours attended. For example, if a class met for a total of 33 hours and a student missed 3 class hours, 30 hours should be recorded in the attendance column. There are no excused absences at the ALI. All absences, regardless of the reason, must be recorded. Instructors must turn in their rosters to the ALI secretary at the end of each term. The information will be entered into the ALI database.

## Submitting Grades

After final exams, instructors evaluate and grade their students. Instructors must enter grades in Banner and provide them to the ALI secretary. Grades should be recorded as letter grades (not percentages).

Instructors have several options for submitting grades to the ALI secretary:

1. Submit a hard copy of the grading sheet with letter grades and attendance recorded;
2. Email a spreadsheet (student name column, student grade column, student attendance column).; or
3. Email a scan of the grading sheet with letter grades and attendance recorded).

## Experiential Learning

All instructors are expected to design and execute at least one assignment that takes students beyond the classroom, exposing them to and engaging them in the greater collegiate and/or metropolitan community. The activities should be relevant to the class topic. These activities can include events that occur at UT, in Toledo, or in a location within a reasonable driving distance.

## Attendance Policy

There are no excused absences and no excused tardiness due to ALI classes being based on performance and require active engagement; any missed class time is simply treated as missed class, regardless of the reason. Instructors keep a daily record of attendance. Late arrival or leaving class early for any reason is counted as missed class time.

Missed quizzes, tests, exams, reports, and projects can be made up within a strictly limited period specified by the instructor for the following reasons:

- Documented medical reasons
- Pre-arranged religious observance

- Documented court date

Please note: Absence for medical reasons, court date, or religious observance, however, will be counted as missed time for the class.

All students are required to attend all courses and all sessions during their time at the institute. Students must have a total ALI class attendance of 85% in order to meet the requirements for academic progress or advancement to the next level.

Please note: ALI follows the protocols concerning attendance established by the Department of Homeland Security for students on F-1 and J-1 visas. Failure to fulfill the attendance requirements is also failure to meet the requirements of F and J visas. Students who do not meet these requirements are in violation of their status and are placed on probation, and must apply for reinstatement through OISSS at The University of Toledo.

## Early Departure

Students sometimes request an early exam because they have made plans to return to their countries before the official exam date. Instructors have no obligation to give early exams. On some rare occasions, when students have extraordinary reasons for leaving Toledo before exams, and when they have notified the curriculum coordinator well in advance, instructors will be advised to give the students a final grade based on their work up to the time of their departure.

## Book Policy

Students in each class are expected to buy the assigned book(s) by the end of the first week of each term.

## Level Progression

During the first few days of classes, instructors evaluate all new ALI students' work and English level to make sure that the placement was accurate. (Note: Returning students' placement is determined at the end of each term, so it does not need to be reevaluated at the beginning of the term.) Sometimes new students are placed into the wrong level, and they need to be moved.

Here are some of the factors used to decide if a student should move up to another level:

- The student is new to ALI. (On very rare occasions, returning students skip a level. This decision is made at the end of the previous term.)
- The student is far stronger than any other student in the class is.
- The student can handle the work of the next level.
- The student would benefit more from work at the next level.

- The student seems to have very good study habits.

Here are some of the factors used to decide if a new student should move down to another level. (Note: This move is less common than moves up because new students are placed down in case of doubt.)

- The student seems unable to handle the material in the class.
- The student has asked to move down.
- The student is far weaker than any other member of the class is.
- The student would benefit more from a class at a lower level.
- The student is holding up the progress of the rest of the class.

Please note: Instructors should fill in the “Nomination of Adjusting Placement Form” and submit the form to the curriculum coordinator on the day after the diagnostic test.

## Understanding Privacy Rights: Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student educational records. Family Education Rights Privacy Act (FERPA) ensures the privacy of educational records. Instructors should not share personal student information, including ID number, grades, phone number, address, and medical information.

Please refer to The University of Toledo webpage regarding FERPA: [FERPA and Confidentiality for Faculty & Staff](#).

## Copyright Law

All instructors are expected to follow all copyright laws. Please refer to The University of Toledo webpage regarding copyright: [Copyright in the Classroom](#).

## Student Probation and Suspension

See American Language Institute [Student Handbook](#).

## Sample syllabus

**The American Language Institute**  
**The University of Toledo**  
**Course Title**  
CRN -XXXXX- Semester Term, Year

**INSTRUCTOR** Name:  
**INFORMATION** Email:  
Location:  
**OFFICE** Hours:

**MEETING  
INFORMATION**

Time/Days of class/Meeting Location

**REQUIRED  
TEXTS**

(Insert information based on the *ALI Textbook Guide*)  
Title/Author/Publisher/ISBN

*Note: Students are expected to purchase the required texts by the end of the first class week.*

**COURSE  
DESCRIPTION**

(Insert information based on the *ALI Curriculum Guide*)

**STUDENT  
LEARNING  
OUTCOMES  
(SLOs)**

(Insert information based on the *ALI Curriculum Guide*)

**ASSESSMENT  
& LEARNING  
EVALUATION**

(Instructor-designed based on teaching contents covered in class)

*Example Assessment Tools:  
Diagnostic test/Quizzes/Homework/Tests/Midterm  
examination/Final examination*

**GRADING  
SCALE**

(Instructor-designed based on teaching contents covered in class. Grade weighting for ALI courses are based on effort and proficiency. The weight ought to be distributed 20% and 80% respectively.)

*Example Grading Scale:*

<b>Content</b>	<b>Percentage</b>
<b>Effort-based</b>	
<i>Attendance</i>	5%
<i>Participation</i>	5%
<i>In class assignment</i>	5%
<i>Homework/projects completion</i>	5%
<b>Proficiency-based</b>	
<i>Homework/quizzes/achievement/tests/presentation, etc.</i>	30%
<i>Mid-term exam</i>	20%
<i>Final and Exit Exams</i>	30%

**GRADING  
SCHEMA**

<b>Grade</b>	<b>%</b>	<b>Grade</b>	<b>%</b>
A	100-94%	C	76- 74%



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A-	93- 90%	C-	70 – 73%
B+	89-87%	D+	67 – 69%
B	86 – 84%	D	64 – 66%
<b>B-</b>	<b>83 - 80%</b>	D-	60 – 63%
C+	79 - 77%	F	0 – 59%

In order to pass the class, a student needs an overall score higher than 80% and an overall attendance rate higher than 85%.

## **COURSE POLICIES**

### Attendance

Attendance and participation contribute to improving English language proficiency. Therefore, students are expected to attend all classes and complete all assignments by the due dates. There will be no exceptions. If, however, an absence is unavoidable, it is the student's responsibility to notify the instructor by e-mail or phone as soon as possible. Make up assignments and tests will be given only in the case of emergencies or extreme illness. In order to fulfill the requirements of F-1 visa regulations, a student must attend at least 85% of the time assigned for classes.

### Tardiness and In-Class Time Absence

Classes and tests begin on time. Lateness of five minutes or more counts as a class absence. You can enter the classroom, but you will be counted absent. Lateness after break times, leaving early or disappearing for more than five minutes during class is also counted as absences. Texting, using social networking sites, and other improper use of technology during class time are also counted towards your absences (1 warning = 1 tardy).

### Late Homework

Late homework will not be accepted except in the case of emergencies and extreme illness.

### Missed Examinations or Quizzes

Please do not be absent on testing days. Missed examinations or quizzes can be made up only if you can provide what your instructor considers an acceptable reason for having a second chance.

### Classroom Behaviors

Treat your classmates and instructor with respect. Use English. Make the most of your class time by actively participating in discussions and activities. Turn off your cell phone during class. If you are expecting an emergency call, ask your instructor's permission to leave your cell phone on vibrate.

### Academic Dishonesty

Any form of copying, cheating, or plagiarism will result in a grade of 0 for the assignment. The instructor will decide whether to permit you to make up the work, and under what circumstances it might be made up. If you are charged with academic dishonesty, pleading ignorance of the rules will not help you. ALI

administrative team may initiate penalties and / or disciplinary proceedings against a student who is accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the university System.

\* See the ALI Student Handbook for further information.

## **UNIVERSITY POLICIES & ACADEMIC ACCOMMODATIONS**

- Policy Statement on Non-Discrimination based on Disability (ADA): The University of Toledo is an equal opportunity educational institution. Please read The University's Policy Statement on Nondiscrimination based on Disability Americans with Disability Act Compliance.
- The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or you believe you have a disability and would like information regarding academic accommodations/adjustments in this course, please contact the Student Disability Services Office.)

## **WEEKLY SCHEDULE**

*(The instructor may design this calendar based on teaching/learning needs. Instructors are highly encouraged to cover all the material (textbooks) assigned for the course.)*

*Week One*

*Please insert here*

*Week Two*

*Please insert here*

*Week Three*

*Please insert here*

*Week Four*

*Please insert here.*

*Week Five*

*Please insert here.*

*Week Six*

*Please insert here.*

*Week Seven*

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*Please insert here  
Final Examination*