

TIEP CALENDAR - REV. 9/1/2010

September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1</p> <p>Academic Coordinators visit classes Level Diagnostics begin Update substitute list Follow up on incomplete applications for Oct. session 13:00 -16:00 Evening Class registration 13:00 Faculty Meeting</p>	<p>2</p> <p>PRF/PSA forms to faculty Distribute office hours + sub list Course syllabi to Director 9:00 Students pick up TIEP final evals, certificates, and Institutional TOEFL scores.</p>	<p>3</p> <p>Level change recommendations due to Acad. Coordinators <i>Distribute TIEP Weekender</i> 13:00 Level Change Meeting</p>	<p>4</p>
<p>5</p> <p>WEEK 2 OF 7 WEEK 2 OF 15</p>	<p>6</p> <p>No classes Labor Day observed TIEC Holiday</p>	<p>7</p> <p>EARLY FALL EVENING PROGRAM BEGINS Level change day TOEIC memo to students Admissions workshop memo to students Report no-shows with port of entry records in SEVIS New rosters to faculty PRFs to Faculty 10:45 TIEP staff mtg.</p>	<p>8</p> <p><i>Email updated student roster to Rec Sports</i> Update transfers TOEFL reg. forms to students <i>10:00 - 16:00 UT Party on the Plaza- ???</i> 10:45 Assoc. Dir and Acad. Coord. mtg 13:00 New teacher Meeting</p>	<p>9</p> <p>Prepare class observation schedule Rosh Hashanah <i>13:00 Admissions Workshop (Small Study Hall)</i></p>	<p>10</p> <p><i>Distribute TIEP Weekender</i> Update TIEP sponsored/referred/ VIP student list Ramadan ends Mail final evals., certificates, and test scores 13:00 Meeting of the Assessment Committee</p>	<p>11</p> <p>TOEIC Open Test</p>
<p>12</p> <p>WEEK 3 OF 7 WEEK 3 OF 15</p>	<p>13</p> <p>TOEFL registration deadline Update TIEP website this week <i>Reserve Pease Park for spring picnic</i></p>	<p>14</p> <p>Order 10/15 TOEFL Report no-shows in SEVIS 10:45 TIEP staff mtg.</p>	<p>15</p> <p>Update completed TIEP applications received Memo to faculty about conferences with students and written reports for files Pass/No Pass forms to Communication + Culture students 10:45 Assoc. Dir and Acad. Coord. mtg</p>	<p>16</p> <p>Email pre-arrival info to students who have completed apps for 8-wk session Contact no shows without port of entry records 13:00 Faculty Meeting</p>	<p>17</p> <p><i>Distribute TIEP Weekender</i> Interview students from new agencies PRFs due to director Com. Culture P/NP forms due 13:00 Meeting of the Assessment Committee</p>	<p>18</p>
<p>19</p> <p>WEEK 4 OF 15 WEEK 4 OF 7</p>	<p>20</p> <p>Fire Drill memo out</p>	<p>21</p> <p>Teachers meet with 15-week students as needed this week 10:45 TIEP staff mtg.</p>	<p>22</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p>	<p>23</p>	<p>24</p> <p><i>Distribute TIEP Weekender</i> <i>TIEC University Fair</i> 13:00 Meeting of the Assessment Committee, as needed 17:00 ATTENDANCE DUE, 08/30-09/24 (7-WK, 15-WK)</p>	<p>25</p>
<p>26</p> <p>WEEK 5 OF 15 WEEK 5 OF 7 Yom Kippur</p>	<p>27</p> <p>Update Agent Handbook Fire drill this week</p>	<p>28</p> <p>Update TIEP inventory 10:45 TIEP staff mtg.</p>	<p>29</p> <p>Prepare Evening Course information for next Fall 10:45 Assoc. Dir and Acad. Coord. mtg</p>	<p>30</p>		

TIEP CALENDAR - REV. 9/1/2010

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<p>1</p> <p><i>Distribute TIEP Weekender</i></p> <p>PROGRESS REPORTS DUE TO ACAD. COORDINATORS</p> <p>13:00 Meeting of the Curriculum Committee</p>	<p>2</p>
<p>3</p> <p>WEEK 6 OF 15 WEEK 6 OF 7</p>	<p>4</p> <p>Memo to 7-wk students regarding cost to extend to 15 wks.</p> <p>TOEIC memo to students</p>	<p>5</p> <p><i>Tee shirt memo to students (7-wk)</i></p> <p>10:45 TIEP staff mtg.</p> <p>13:00 Faculty Advisory Committee meeting</p>	<p>6</p> <p><i>Tee shirts distributed (7-wk)</i></p> <p>15-week students evaluate textbooks</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p>	<p>7</p> <p>Textbook feedback form to 15-week faculty</p>	<p>8</p> <p><i>Distribute TIEP Weekender</i></p> <p>Midterm memo to faculty</p> <p>TOEFL signs up + pickup memo out</p> <p>Distribute TOEFL proctoring schedule and other assignments for October 15</p> <p>13:00 -15:30 ITA Rater Training Session 1</p>	<p>9</p> <p>TOEIC Open Test</p> <p>SAT + SAT Subject Tests</p>
<p>10</p> <p>WEEK 7 OF 15 WEEK 7 OF 7</p>	<p>11</p> <p>Final memo, survey, mailing labels + bar notes to students (7-wk)</p> <p>Evaluation materials to 7-wk students</p> <p>Update TIEP applications received</p> <p>12:30 -13:30 TOEFL tickets distributed (Study Hall)</p>	<p>12</p> <p>10:45 TIEP staff mtg.</p> <p>12:30 -13:00 TOEFL standby registration</p>	<p>13</p> <p>REGISTRATION (8-WEEK)</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p> <p>13:30 Placement Test</p>	<p>14</p> <p>13:30 Placement Test</p> <p>17:00 ATTENDANCE DUE, 09/27-10/14 (7-WK, 15-WK)</p>	<p>15</p> <p>SESSION ENDS (7-WK)</p> <p><i>Distribute TIEP Weekender</i></p> <p>EVALDB in Fac Comp Lab (7-wk final, 15-wk midterm)</p> <p>NO CLASSES</p> <p>10:00 TIEP INSTITUTIONAL TOEFL</p> <p>11:00 STUDENT ORIENTATION- STUDY HALL (8-WK)</p>	<p>16</p>
<p>17</p> <p>WEEK 8 OF 15 WEEK 1 OF 8</p>	<p>18</p> <p><i>ITA appts. begin for Nov.</i></p> <p>Admissions Workshop memo to students</p> <p>Post Elective registration signs</p> <p>Elective reg. form to students</p> <p>8:00 Class assignments and textbook fees distributed (8-wk)</p> <p>8:30 -12:30 CLASSES BEGIN (8-WK)</p> <p>12:30 -13:30 Pay textbook fee + receive books</p> <p>12:45 Orientation for new UEX students</p>	<p>19</p> <p>PRF/PSA forms to faculty</p> <p><i>Email Rec-Sports new student list</i></p> <p>Follow up on incomplete applications for spring</p> <p>10:45 TIEP staff mtg.</p> <p>13:00 -19:00 Evening Class registration</p>	<p>20</p> <p>Register new F-1 students in SEVIS</p> <p>Academic Coordinators visit new classes</p> <p>Teachers submit copies of syllabi for new classes to Academic Coordinators</p> <p>Update substitute list</p> <p>13:00 -16:00 Evening Class registration</p> <p>17:00 Midterm evals due to ACs</p>	<p>21</p> <p>EARLY FALL EVENING PROGRAM ENDS</p> <p>Complete I-20s of 7-week students who are not on vacation have not transferred</p> <p>12:30 Electives session II registration (Lobby)</p> <p><i>13:00 Admissions Workshop</i></p>	<p>22</p> <p>ITA Rater Training Session 2</p> <p><i>Distribute TIEP Weekender</i></p> <p>Update TIEP sponsored student list</p> <p>PSA Update form due to ACs</p> <p><i>12:45 Picnic at Pease Park</i></p>	<p>23</p> <p>GRE</p> <p><i>Field trip to Fiesta Texas</i></p>
<p>24</p> <p>WEEK 9 OF 15 WEEK 2 OF 8</p>	<p>25</p> <p>TOEFL REGISTRATION FORMS TO STUDENTS</p> <p>ELECTIVE COURSES, SESSION II BEGIN</p> <p>12:30 Midterm evals distributed to students (Lobby)</p>	<p>26</p> <p>LATE FALL EVENING PROGRAM BEGINS</p> <p>Distribute Teaching Preference Form for Spring</p> <p><i>Order Tee shirts</i></p> <p>EVALDB archived/certs printed (7-wk)</p> <p>10:45 TIEP staff mtg.</p>	<p>27</p> <p>Revise class observation schedule</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p> <p>13:00 New teacher meeting</p>	<p>28</p> <p>Update transfers in and out</p>	<p>29</p> <p><i>Distribute TIEP Weekender</i></p> <p>Report no shows in SEVIS</p> <p>Mail evaluations and certificates (7-wk)</p> <p>8:30 -9:55 Class 1</p> <p><i>10:05 -10:55 Halloween Event</i></p> <p>11:05 -12:30 Class 2</p> <p><i>13:00 -14:30 ITA Recalibration</i></p>	<p>30</p>
<p>NAFSA Region III Conference, Oct. 25-28, New Orleans, LA</p>						
<p>31</p> <p>Halloween</p> <p>WEEK 10 OF 15 WEEK 3 OF 8</p>						

TIEP CALENDAR - REV. 9/1/2010

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1</p> <p>Prepare TRM packages for Summer</p> <p><i>Class photo schedule to teachers</i></p>	<p>2</p> <p>10:45 TIEP staff mtg.</p>	<p>3</p> <p>P/NP forms to new Com. + Culture students</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p> <p align="center"><i>10:20 -10:40 Class photos taken</i></p> <p align="center">ITA Assessments -PM</p>	<p>4</p> <p>TOEFL REGISTRATION DEADLINE</p>	<p>5</p> <p>Teaching Preference forms due</p> <p>Order 12/10 TOEFLs</p> <p><i>Distribute TIEP Weekender</i></p> <p>Post Daylight Saving Time signs</p> <p>13:00 Student Achievement Committee Meeting</p>	<p>6</p> <p>SAT + SAT Subject Tests</p>
<p>7</p> <p>WEEK 11 OF 15</p> <p>WEEK 4 OF 8</p> <p>Daylight Saving Time ends</p>	<p>8</p> <p>TOEIC memo to students</p> <p>Interview students from new agencies</p> <p>Follow up on incomplete applications for spring</p>	<p>9</p> <p>Prepare elective course information for Spring semester and post on TIEP website</p> <p><i>Tee shirt memo students</i></p> <p>10:45 TIEP staff mtg.</p>	<p>10</p> <p>Email TIEP Roundup newsletter</p> <p>Memo to students about Immigration session</p> <p><i>Tee shirt distribution (8-wk, 15-wk)</i></p> <p>Textbook feedback form to 8-week faculty</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p>	<p>11</p> <p>Follow up on incomplete applications for sessions beginning in January</p> <p>8-wk students eval. books</p> <p align="center">Veteran's Day</p> <p align="center">TexTESOL State Conference, Nov 11-13, San Antonio, TX</p>	<p>12</p> <p><i>Distribute TIEP Weekender</i></p> <p>Update completed TIEP applications received</p>	<p>13</p> <p>TOEIC Open Test</p>
<p>14</p> <p>WEEK 12 OF 15</p> <p>WEEK 5 OF 8</p>	<p>15</p> <p>Evening program final memos and evals</p> <p>Circulate 1st draft of TIEP Spring calendar</p> <p>Student eval of faculty (15-wk)</p>	<p>16</p> <p>Extended Insurance memo to students</p> <p>10:45 TIEP staff mtg.</p> <p>12:45 Immigration information session with TIEP students</p>	<p>17</p> <p>Spring book orders due including KAEC</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p> <p align="center">International Education Week, Nov. 17-21 www.internationaleducationweek.com</p>	<p>18</p>	<p>19</p> <p><i>Distribute TIEP Weekender</i></p> <p>13:30 Meeting of the Curriculum Committee, as needed</p>	<p>20</p>
<p>21</p> <p>WEEK 13 OF 15</p> <p>WEEK 6 OF 8</p> <p>International ...</p>	<p>22</p> <p>Final Elective memo & evals to teachers</p> <p>Student evaluations of faculty (8-wk)</p> <p>Distribute pre-reg memo to students</p> <p><i>12:45 Thanksgiving Potluck</i></p>	<p>23</p> <p>Pre-registration Spring semester begins</p> <p>Final week calendar and labels out</p> <p>Update TIEP Student Handbook</p> <p>10:45 TIEP staff mtg.</p>	<p>24</p> <p><i>Distribute TIEP Weekender</i></p> <p>Prepare holiday greeting e-card</p> <p>10:45 Assoc. Dir and Acad. Coord. mtg</p>	<p>25</p> <p>Thanksgiving Day</p> <p align="center">NO CLASSES</p> <p align="center">TIEC holiday</p>	<p>26</p>	<p>27</p>
<p>28</p> <p>WEEK 14 OF 15</p> <p>WEEK 7 OF 8</p>	<p>29</p> <p>Final Week Calendar and mailing labels out</p> <p>Comp Prog Survey deployed (8-wk, 15-wk)</p> <p>Final teacher checklist + eval memos out</p> <p>ELECTIVE CLASSES END</p>	<p>30</p> <p>Finalize TIEP Spring calendar</p> <p>10:45 TIEP staff mtg.</p>				

TIEP CALENDAR - REV. 9/1/2010

December 2010

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Mail evaluations to CC leaders Hanukkah BAR NOTES + MAILING LABELS/MEMOS OUT Mail evaluations to host families and students 10:45 Assoc. Dir and Acad. Coord. mtg	2 Last UEX afternoon class day Distribute TOEFL proctoring schedule NON-IEP TOEFL memo to Electives students	3 <i>Distribute TIEP Weekender</i> TOEFL ticket signs up Deadline to Pre-register for Spring semester EVALDB in Fac Comp Lab (8-wk, 15-wk final)	4 SAT + SAT Subject Tests
5 WEEK 15 OF 15 WEEK 8 OF 8	6 ITA appts. for January begin 12:30 -13:30 TOEFL TICKETS DISTRIBUTED	7 10:40 unclaimed TOEFL tickets cancelled 10:45 TIEP staff mtg. 12:30 -13:00 TOEFL ticket stand-by pick up 17:00 ATTENDANCE DUE, 10/18-12/07 (8-WK, 15-WK)	8 Comp Prog Survey deadline (8-wk, 15-wk) Send holiday greetings e-card LAST TIEP CLASS DAY 10:45 Assoc. Dir and Acad. Coord. mtg <i>13:00 Recognition Ceremony</i>	9 16:00 Final Evaluations due to ACs	10 <i>Distribute TIEP Weekender</i> PRFs due to Acad. Coords. FedEx TOEFLs to ETS PSA forms due to Acad. Coords. 10:00 TIEP INSTITUTIONAL TOEFL	11 TOEIC Open Test	
12	13 Bar notes due Email pre-arrival information to students who have completed applications for January sessions Update TIEP website this week	14 Last day for work studies Update completed TIEP apps. received Update TIEP inventory LATE FALL EVENING PROGRAM ENDS EVALDB archived/certs printed (8-wk, 15-wk) 10:45 TIEP staff mtg.	15 11:00 KAEC mtg. with TIEP faculty	16	17	18	
19	20	21	22	23	24	25 Christmas	
				TIEC holiday			
26	27	28	29	30	31		
				TIEC holiday			