

TIEP CALENDAR - REV. 12/17/2009

January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 TIEC Holiday	2 KAEC arrival
3	4 KAEC Opening Ceremony & Orientation	5 8:30 -12:30 KAEC classes 12:30 -14:00 KAEC lunch at TIEP 14:10 -16:00 KAEC classes	6 9:00 Mtg. to review Fall semester student evaluations of program	7 <i>10:00 -16:00 ITA Rater training if needed</i>	8 Distribute Weekender to KAEC Update completed applications received <i>9:00 -10:30 ITA Recalibration</i> 10:30 -16:00 ITA/AI Assessm...	9 TOEIC Open Test at TIEP
10	11 16:15 KAEC Feedback Meeting with Program Leaders 9:00 -17:00 ITA/AI Assessments	12 13:00 KAEC update mtg.	13 8:00 Faculty mtg 13:30 Placement Test TIEP + UEX SPRING REGISTRATION	14 9:00 Placement Test 13:30 Placement Test	15 9:00 Placement Test 10:00 Students pick up evals, certs, TOEFL scores 11:00 NEW STUDENT ORIENTATION <i>13:00 -14:00 Student Activity mtg.</i> 13:30 Placement Test 15:00 Acad Coordinators mtg.	16 8:30 -18:30 KAEC field trip to San Antonio
17 WEEK 01 OF 16 WEEK 01 OF A8 WEEK 01 OF 04	18 Martin Luther King Jr. Day TIEC holiday NO TIEP CLASSES 9:00 -13:00 KAEC-MLK Day Rally + March	19 CLASSES BEGIN 9:00 Class Assignments and textbook fees distributed 9:30 -10:50 TIEP class 1 11:10 -12:30 TIEP class 2 13:00 -19:00 Registration for Evening classes 13:30 Placement Test 15:30 Acad Coordinators mtg. 16:15 KAEC feedback mtg.	20 <i>Rec Sports info to students</i> <i>Send student roster to Rec Sports</i> Level Diagnostics 8:45 Book distribution- Students pay textbook fee by class 13:00 -16:00 Registration for Evening classes	21 Send insurance list to HTH Faculty office hrs. due to Acad Coordinators Course syllabi to ACs 12:45 UEX Orientation for students 13:30 UEX Orientation for tutors Acad Coordinators visit classes	22 Distribute office hrs., and fac. locator Mail Fall evals, certs, TOEFL scores <i>Distribute TIEP Weekender</i> 13:00 -14:30 Faculty mtg 14:30 Acad Coordinators mtg.	23
24 WEEK 02 OF 16 WEEK 02 OF A8 WEEK 02 OF 04	25 <i>List of semester activities to students</i> Level Change day <i>Send updated student roster to Rec Sports</i> <i>Admission workshop info. memo to students</i> PRF/PSA forms to faculty 13:45 UEX afternoon classes begin (tutorials and classes)	26 Plan UEX enrichment activities <i>Conversation Club memo to students</i> Sub. List updated and distributed KAEC AISD visits 10:45 TIEP staff mtg. 18:30 EVENING CLASSES BEGIN	27 Update list of Transfers in and out 14:30 Dir. and Acad. Coord. mtg.	28 Memo to 4-week students regarding cost to extend to 8 weeks Follow up on incomplete applications for March session	29 Update students' SEVIS registration records <i>Distribute TIEP Weekender</i> Update TIEP sponsored/referred student list <i>Put Conv. Club signs up</i> Inform fac. peer and AC observations	30
31 WEEK 03 OF 16 WEEK 03 OF A8 WEEK 03 OF 04						

TIEP CALENDAR - REV. 12/17/2009

February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1</p> <p>Elective reg. forms to students Elec. reg. signs posted</p> <p><i>Memos to teachers for Conversation Club</i></p> <p>Contact January no-shows</p> <p><i>12:30 Conv. Club sign up (remind teachers) - LCR</i></p>	<p>2</p> <p>Report no-shows with port of entry records in SEVIS</p> <p>Memo to 4-week students regarding cost to extend to 8 weeks or 16 weeks</p> <p>KAEC Phase I ends</p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p>	<p>3</p> <p>ASI arrival</p> <p>Memo to faculty about conferences with students and written reports for files</p> <p>Mar. TOEFL registration to students</p> <p>KAEC departs Austin for site residency</p> <p><i>9:00 -15:00 UT Volunteer Fair</i></p> <p><i>13:00 Conversation Club leader orientation</i></p>	<p>4</p> <p>Pass/No Pass forms to C+C students</p> <p><i>UCIEP mtg./conf., Bandera, Feb. 4-6</i></p> <p>12:30 -13:00 Electives Registration, Session 1 -- Lobby</p> <p><i>13:00 Admissions Workshop</i></p> <p><i>16:00 CC leaders orientation</i></p>	<p>5</p> <p><i>Distribute TIEP Weekender</i></p> <p>Teachers submit Progress Report plan to Acad Coords</p> <p>EVALDB prog deployed (4-wk final)</p> <p>Update list of transfers in and out</p> <p>13:00 Meeting of the Curriculum Committee: Academic Purposes</p>	<p>6</p>
<p>7</p> <p>WEEK 04 OF 16</p> <p>WEEK 04 OF A8</p> <p>WEEK 04 OF 04</p>	<p>8</p> <p><i>T-shirt memo to students (4-wk)</i></p> <p>TOEIC Test announcement to students</p> <p>Update TIEP website this week</p> <p>ELECTIVES BEGIN, SESSION 1</p> <p><i>Class photo schedule to faculty</i></p> <p>Final memo, survey, mailing labels + bar notes to students (4-wk)</p>	<p>9</p> <p>Deadline for March TOEFL registration</p> <p><i>T-shirt distribution (4-wk students: rm 201B)</i></p> <p>Evaluation materials to 4-week students</p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p>	<p>10</p> <p>Non-IEP TOEFL memo to elect. students</p> <p>Deadline to order March TOEFL</p> <p><i>10:20 -10:40 Class photos taken</i></p>	<p>11</p> <p>Write to incoming 8-wk students</p> <p>Nihon U. arrival</p> <p><i>10:20 -10:40 Class photos taken</i></p>	<p>12</p> <p><i>Distribute TIEP Weekender</i></p> <p>Fall PRFs due to Director and Faculty</p> <p>SESSION ENDS: 4-WK</p> <p><i>Valentine's Day Activity</i></p> <p>PRFs due to Dir. and fac.</p> <p>13:00 Assessment Committee mtg.</p> <p>15:00 ATTENDANCE DUE, 01/19 - 02/12</p>	<p>13</p> <p>TOEIC Open Test at TIEP</p>
<i>CC initial meetings</i>						
<p>14</p> <p>Valentine's Day</p> <p>Chinese New Year</p> <p>WEEK 05 OF 16</p> <p>WEEK 05 OF A8</p>	<p>15</p> <p>President's Day</p> <p>Fire Drill memo</p> <p>Teachers meet w/students this week</p> <p>Update TIEP applications received</p> <p>Begin preparing Agent Newsletter</p>	<p>16</p> <p>KAEC Phase 2 ends</p> <p>KAEC returns to Austin</p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p>	<p>17</p> <p>ASI departure</p> <p>8:00 -8:30 KAEC Mixer in Study Hall</p> <p>8:30 -12:30 KAEC S.V. Reflection & Integration</p> <p><i>13:00 ACC Application Workshop</i></p>	<p>18</p> <p>Update TIEP housing list</p>	<p>19</p> <p><i>Distribute TIEP Weekender</i></p> <p>12:30 KAEC Program ends - Farewell Luncheon + Closing Ceremony</p> <p>14:00 Evals and Progress Reports due to Academic Coordinators: 4-wk</p>	<p>20</p> <p>KAEC PARTICIPANTS DEPART</p>
<p>21</p> <p>WEEK 06 OF 16</p> <p>WEEK 06 OF A8</p>	<p>22</p> <p>Memo to A8-wk students regarding departure or extension</p> <p>Acad Coord. schedule Faculty Observations</p> <p>Fire Drill this week</p>	<p>23</p> <p>EVALDB archived/certs printed (4-wk)</p> <p>Update TIEP inventory</p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p>	<p>24</p> <p>Update Agent Handbook</p> <p>Interview students from new agencies</p> <p>13:00 ASI debriefing</p>	<p>25</p> <p>MAIL EVALUATIONS AND CERTIFICATES TO 4-WEEK STUDENTS</p> <p>Textbook survey of students and teachers out</p> <p>13:00 KAEC debriefing</p>	<p>26</p> <p><i>Distribute TIEP Weekender</i></p> <p>13:30 Meeting of the Student Services Committee</p>	<p>27</p> <p><i>Field trip TBD</i></p>
<p>28</p> <p>WEEK 07 OF 16</p> <p>WEEK 07 OF A8</p>						

TIEP CALENDAR - REV. 12/17/2009

March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 WEEK 07 OF A8 WEEK 07 OF 16	2 Midterm memos to faculty <i>T-shirt memo to new students (A8-wk, 16-wk)</i> 10:45 TIEP staff mtg. <i>12:45 Immigration Information Session for students</i> 14:30 Dir. and Acad. Coord. mtg.	3 EVALDB prog deployed (A8-wk final, 16-wk midterm) <i>T-shirt distribution for new students (A8-wk, 16-wk students: rm 212)</i> Faculty sign up for B8-wk registration <i>T-shirt memo to returning students (A8-wk, 16-wk)</i>	4 <i>T-shirt distribution for returning students (B8-wk, 16-wk students: SSH)</i>	5 Write to incoming 8-wk students <i>Distribute TIEP Weekender</i> Send Agent Newsletter 13:00 Meeting of the Curriculum Committee: English for Academic Purposes	6 SAT
7 WEEK 08 OF 16 WEEK 08 OF A8	8 TOEIC test announcement to students Final elect. memo and evals. to fac. Int'l travel memo to all students Eval materials to A8-wk students Final memo, survey, mailing labels + bar notes to students (A8-wk) Fac. organize level boxes for possible new classes TOEFL pickup signs and memos out	9 10:45 TIEP staff mtg. 12:30 -13:30 TOEFL TICKET DISTRIBUTION (STUDY HALL) 14:30 Dir. and Acad. Coord. mtg. 17:00 ATTENDANCE DUE, 02/15-03/09	10 Fac. eval. and Prog. surveys due from A8-wk students Blue cards 8-wk students to faculty 12:30 -13:00 Standby TOEFL registration	11 Nihon U. departure Textbook feedback forms due to ACs <i>Post Daylight Saving Time signs</i> EARLY SPRING EVENING CLASSES END <i>Distribute TIEP Weekender</i> ELECTIVE SESSION 1 COURSES END 14:00 Midterm evals. due to Acad Coordinators	12 PSA update form due to ACs <i>Star of Texas Fair and Rodeo begins</i> SESSION ENDS: A8-WK 10:00 INSTITUTIONAL TOEFL NO TIEP CLASSES	13 TOEIC Open Test at TIEP
14 <i>Daylight Saving Time begins</i>	15	16 EVALDB archived/certs printed (A8-wk) 10:45 TIEP staff mtg.	17 <i>St. Patrick's Day</i>	18	19	20
Spring Break						
21 WEEK 09 OF 16 WEEK 01 OF B8	22 REGISTRATION: B8-WK 8:00 Faculty mtg. 13:30 Placement Test	23 8:45 Placement Test 11:00 NEW STUDENT ORIENTATION 13:30 Placement Test 16:00 Acad Coordinators. mtg.	24 8:00 Class assignments: B8-wks 8:30 SESSION BEGINS: B8-WKS 13:30 Placement Test	25 Send insurance list to HTH Register new F-1 students in SEVIS Students pick up midterm evals in lobby Textbooks distributed to new classes <i>Send student roster to Rec Sports</i> 12:45 UEX Orientation for new students	26 <i>Distribute TIEP Weekender</i> PRF/PSA forms to any new faculty 13:00 -16:00 ITA Rater Training	27 <i>Star of Texas Fair and Rodeo ends</i>
NO TIEP CLASSES			TESOL Convention, March 24-27, Boston			
28 WEEK 10 OF 16 WEEK 02 OF B8	29 Elec. reg. forms + signs out <i>Conversation Club memos to B8-wk students</i> Acad. Coords. visit classes <i>ITA appts. begin for April</i> 13:45 UEX afternoon classes resume	30 Update substitute list <i>Conversation Club sign up</i> Update new students' SEVIS registration Update list of transfers in and out 10:45 TIEP staff mtg. 13:00 -19:00 Registration for Evening classes 14:30 Dir. and Acad. Coord. mtg.	31 Mail evaluations, certificates and scores to A8-wk students 13:00 -16:00 Registration for Evening classes			

TIEP CALENDAR - REV. 12/17/2009

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<p>1</p> <p>Revise faculty observation schedule, as needed</p> <p>12:30 -13:00 Electives Registration, Session 2 -- Lobby</p>	<p>2</p> <p><i>Distribute TIEP Weekender</i></p> <p>Report no-shows with port of entry records in SEVIS</p> <p>Update TIEP Sponsored/Referred Student list</p> <p><i>12:45 TIEP Picnic at Pease Park</i></p> <p>15:00 -17:00 ITA Rater Training</p>	<p>3</p>
<p>4</p> <p>WEEK 11 OF 16</p> <p>WEEK 03 OF B8</p> <p>Easter</p>	<p>5</p> <p>ELECTIVES BEGIN, SESSION 2</p> <p>TOEIC Test announcement to students</p> <p>May TOEFL registration to students this week</p> <p>Fac. sign up for ITAs</p>	<p>6</p> <p><i>Admission workshop info. memo to students</i></p> <p>Contact March no shows</p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p> <p>18:30 EVENING CLASSES BEGIN</p>	<p>7</p> <p>Acad. Coords. schedule SEFF</p> <p>Interview students from new agencies</p>	<p>8</p> <p>Follow up on incomplete applications for Summer 10-week session</p> <p>TOEFL registration deadline</p> <p><i>13:00 Admissions Workshop</i></p>	<p>9</p> <p><i>TIEC Univ. Fair</i></p> <p>Order May TOEFL</p> <p><i>Distribute TIEP Weekender</i></p> <p>Summer Teaching Pref forms to faculty</p> <p>13:00 -14:30 ITA recalibration</p>	<p>10</p> <p>TOEIC Open Test at TIEP</p>
<p>11</p> <p>WEEK 12 OF 16</p> <p>WEEK 04 OF B8</p>	<p>12</p> <p>Extended Insurance memo to students</p> <p>Acad. Coord. begin book process</p> <p>Circulate first draft of summer calendar</p>	<p>13</p> <p>Deadline to order May TOEFLs</p> <p>Prepare SEFF schedule</p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p>	<p>14</p>	<p>15</p> <p>Prepare Elective course information for summer</p>	<p>16</p> <p><i>Distribute TIEP Weekender</i></p> <p>13:00 TESOL in Review</p>	<p>17</p> <p><i>Tentative Field trip to San Antonio</i></p>
<i>ITA/AI Assessments (PM)</i>						
<p>18</p> <p>WEEK 13 OF 16</p> <p>WEEK 05 OF B8</p>	<p>19</p> <p>Memo regarding Immigration Info. Session</p> <p>SEFF- Student evaluation of faculty this week</p> <p>Update TIEP Agent Handbook</p> <p><i>T-shirt memo to students (B8-wk)</i></p>	<p>20</p> <p>Summer book orders due</p> <p>Update TIEP applications received</p> <p><i>T-shirts distribution (B8-wk students: rm 201B)</i></p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p>	<p>21</p> <p>12:45 Immigration information session for TIEP students</p>	<p>22</p> <p>Preregistration memo to students</p>	<p>23</p> <p><i>Distribute TIEP Weekender</i></p> <p>Summer Teaching Pref. Forms due</p>	<p>24</p>
<p>25</p> <p>WEEK 14 OF 16</p> <p>WEEK 06 OF B8</p>	<p>26</p> <p>Update TIEP student handbook</p> <p><i>Conversation Club evals out to leaders and students</i></p> <p>Textbook survey to 8-week students</p>	<p>27</p> <p>Update TIEP inventory</p> <p>10:45 TIEP staff mtg.</p> <p>14:30 Dir. and Acad. Coord. mtg.</p>	<p>28</p> <p>Memo to faculty regarding optional evaluation of administrators</p> <p>Review draft of TIEP Summer calendar</p>	<p>29</p> <p><i>Mail evaluations to host families and students</i></p>	<p>30</p> <p><i>Distribute TIEP Weekender</i></p> <p>Program Survey in Mac Comp Lab; memo to fac</p> <p>13:00 Faculty meeting</p>	
PREREGISTRATION FOR SUMMER SESSION						

TIEP CALENDAR - REV. 12/17/2009

May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 WEEK 15 OF 16 WEEK 07 OF B8	3 <i>ITA May appointments start</i> Non-IEP TOEFL memo to elec students Final elec. memos and evals out Final Week Calendar and mailing labels distributed to students (B8-wk, 16-wk) Final Teacher checklist and eval memo out TOEIC Test announcement to students <i>12:45 International Potluck</i>	4 PRF form distributed to faculty Email students who have completed applications for Summer 10-week 10:45 TIEP staff mtg. 14:30 Dir. and Acad. Coord. mtg.	5 Finalize TIEP summer calendar	6 Bar note memo to faculty ELECTIVE SESSION 2 COURSES END Last day for UEX afternoon classes	7 <i>Distribute TIEP Weekender</i> EVALDB prog deployed (B8-wk, 16-wk final)	8 SAT TOEIC Open Test at TIEP
9 WEEK 16 OF 16 WEEK 08 OF B8	10	11 10:45 TIEP staff mtg. 12:30 -13:30 TOEFL TICKETS DISTRIBUTED (STUDY HALL) 14:30 Dir. and Acad. Coord. mtg. 17:00 ATTENDANCE DUE, 03/24-05/11	12 LAST TIEP CLASS DAY Computerized Program Survey deadline 10:40 Unclaimed TOEFL tickets cancelled 12:30 -13:00 TOEFL ticket stand-by registration (rm 201B) <i>13:00 Recognition Ceremony</i>	13 16:00 Final evals. due to Acad Coordinators NO TIEP CLASSES	14 <i>Distribute TIEP Weekender</i> PSA final update due Professional Report Forms due 10:00 INSTITUTIONAL TOEFL 15:00 TOEFLs to ETS	15
16	17 Bar notes due Update TIEP website this week <i>ITA/AI Assessments</i>	18 Prepare Evening Course information for next Spring session	19 EVALDB archived/certs printed (B8-wk, 16-wk) Update TIEP applications received	20 <i>Call Rec Sports for summer rates</i> EVENING CLASSES END	21 9:00 TIEP staff mtg to review Spring sem student evaluations of program (support services and activities)	22
23	24 <i>Reserve Pease Park for TIEP Fall Picnic</i>	25	26	27 TIEP SUMMER 10/A4-WK REGISTRATION 13:30 Placement Test	28 Update students' SEVIS registration records <i>Distribute list of summer activities</i> 9:00 Placement Test <i>11:00 New Student Orientation</i> 13:00 Placement Test 14:30 Acad Coordinators meeting	29
30	31 Memorial Day TIEC holiday TIEP CLASSES BEGIN JUNE 1 NAFSA Conference, May 31-Ju...					