

**TIEP CALENDAR - REV. 5/12/2010**

**May 2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> SAT
<b>2</b> WEEK 15 OF 16 WEEK 07 OF B8	<b>3</b> <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>	<b>4</b> PRF form distributed to faculty Email students who have completed applications for Summer 10-week 11:00 TIEP staff mtg. 14:30 Dir. and Acad. Coord. mtg.	<b>5</b> Finalize TIEP summer calendar	<b>6</b> Follow up on incomplete applications for SU 6-wk/B4-wk Bar note memo to faculty <b>ELECTIVE SESSION 2 COURSES END</b> Last day for UEX afternoon classes	<b>7</b> <i>Distribute TIEP Weekender</i> EVALDB prog deployed (B8-wk, 16-wk final)	<b>8</b> TOEIC Open Test at TIEP
<b>9</b> WEEK 16 OF 16 WEEK 08 OF B8	<b>10</b>	<b>11</b> 11:00 TIEP staff mtg. <b>12:30 -13:30 TOEFL TICKETS DISTRIBUTED (STUDY HALL)</b> 14:30 Dir. and Acad. Coord. mtg. <b>17:00 ATTENDANCE DUE, 03/24-05/11</b>	<b>12</b> <b>LAST TIEP CLASS DAY</b> 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>	<b>13</b> 16:00 Final evals. due to Acad Coordinators  <b>NO TIEP CLASSES</b>	<b>14</b> <i>Distribute TIEP Weekender</i> PSA final update due Professional Report Forms due <b>10:00 INSTITUTIONAL TOEFL</b> 15:00 TOEFLs to ETS	<b>15</b>
<b>16</b>	<b>17</b> Bar notes due Update TIEP website this week <i>ITA/AI Assessments</i>	<b>18</b> Prepare Evening Course information for next Spring session	<b>19</b> EVALDB archived/certs printed (B8-wk, 16-wk)	<b>20</b> <i>Call Rec Sports for summer rates</i> Evening classes end	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> <i>Reserve Pease Park for TIEP Fall Picnic</i>	<b>25</b>	<b>26</b>	<b>27</b> <b>TIEP SUMMER 10/A4-WK REGISTRATION</b> 13:30 Placement Test	<b>28</b> 9:00 Placement Test <i>11:00 New Student Orientation</i> 13:00 Placement Test 14:30 Acad Coordinators meeting	<b>29</b>
<b>30</b>	<b>31</b> Memorial Day TIEC holiday <b>TIEP CLASSES BEGIN JUNE 1</b>	<b>NAFSA Conference, May 30-June 4, Kansas City</b>				

**TIEP CALENDAR - REV. 5/12/2010**

**June 2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p><b>1</b></p> <p><b>CLASSES BEGIN</b>            9:00 Class assignments and textbook fees distributed  <b>9:30 -10:50 CLASS #1</b>  <b>11:10 -12:30 CLASS #2</b>            12:45 UEX Orientation for students            13:30 Placement Test</p>	<p><b>2</b></p> <p>Spring PRFs due to Associate Director  <i>Rec/Sports info distributed; email student list</i>            Level diagnostics begin            Faculty Office hours due to Acad. Coordinators            Plan UEX enrichment activities            Course syllabi submitted to ACs and TIEP Director            8:45 Textbook distribution by class            13:45 UEX classes and tutoring begin</p>	<p><b>3</b></p> <p>Email students with competed applications for 06-wk &amp;B4-wk sessions            13:00 Student activities meeting</p>	<p><b>4</b></p> <p>Follow up on incomplete applications for SU 3-wk            Acad. Coords. visit classes            Level change recommendations due            Substitute list, office hours, and faculty locator out  <i>Distribute TIEP Weekender to students</i>            13:00 Level change meeting</p>	<p><b>5</b></p>
<p><b>NAFSA Conference, May 30-June 4, Kansas City</b></p>						
<p><b>6</b></p> <p>WEEK 2 OF 10            WEEK 2 OF A4</p>	<p><b>7</b></p> <p>Level change day            Email pre-arrival info to 06-wk +B4-wk students            TOEIC test announcement to students            Summer PRFs to faculty (10-wk)</p>	<p><b>8</b></p> <p>Post ITA and Registration signup sheets for August  <i>Email student roster to Rec Sports</i>            11:00 TIEP staff mtg.            13:00 -19:00 Evening Course Registration            14:30 Assoc. Dir and Acad. Coord. mtg</p>	<p><b>9</b></p> <p>Report no shows in SEVIS and contact them            Book orders due for Taichung, ASI, and Mishima            Begin level meetings            13:00 -16:00 Evening Course Registration</p>	<p><b>10</b></p> <p>Update TIEP inventory            Send Agent Newsletter            ACs prepare class observation schedule</p>	<p><b>11</b></p> <p><i>Admissions Workshop memo to students</i>  <i>Distribute TIEP Weekender to students</i>            Students pick up Spring TIEP final evals, certificates, and TOEFL scores            13:00 -15:00 Meeting of the Student Achievement Committee (tentative)</p>	<p><b>12</b></p> <p>TOEIC Open Test</p>
<p><b>13</b></p> <p>WEEK 3 OF 10            WEEK 3 OF A4</p>	<p><b>14</b></p> <p>Memo to A4-wk students re: cost to extend to 8 wks or 10 wks. (A4-wk)            Update Sponsored/Referred/VIP student list            Prepare Agent Newsletter            Pass/No Pass forms to CC students</p>	<p><b>15</b></p> <p>Distribute Annual Review of Faculty Performance memo and results of previous year's performance            11:00 TIEP staff mtg.            14:30 Assoc. Dir and Acad. Coord. mtg            18:30 -20:30 EVENING CLASSES BEGIN</p>	<p><b>16</b></p> <p>Memo to faculty about conferences with students and written reports for files            Prepare Elective Course registration form</p>	<p><b>17</b></p> <p><i>Begin prep for Independence Day activity</i>            Send Agent Newsletter</p>	<p><b>18</b></p> <p><i>Distribute TIEP Weekender to students</i>            Teachers submit Progress Report plan to Acad Coords            Mail unclaimed Spring TIEP final evals, certificates, and TOEFL scores            13:00 Faculty Meeting</p>	<p><b>19</b></p>
<p><b>20</b></p> <p>WEEK 4 OF 10            WEEK 4 OF A4</p>	<p><b>21</b></p> <p>Final memo, mailing labels, and bar notes (A4-wk)            Program surveys + Student evaluation of faculty out to students (A4-wk)  <i>Tee shirt distribution memo out (A4-wk)</i></p>	<p><b>22</b></p> <p><i>Announce field trip to 10-wk students</i>  <i>10:20 Tee shirts distributed (A4-wk)</i>            11:00 TIEP staff mtg.            14:30 Assoc. Dir and Acad. Coord. mtg</p>	<p><b>23</b></p> <p>Teachers meet with 10-week students, as needed  <i>Finalize preparations for Independence Day activity</i>            EVALDB deployed (A4-wk)</p>	<p><b>24</b></p> <p>Program surveys + Eval of Faculty due (A4-wk)  <b>REGISTRATION: TIEP SUMMER (06-WK, B4-WK)</b></p>	<p><b>25</b></p> <p><b>CLASSES END (A4-WK)</b>  <i>11:00 New Student Orientation</i>            15:30 Placement meeting  <b>17:00 ATTENDANCE DUE, 06/01-06/25 (A4-WK FINAL)</b></p>	<p><b>26</b></p>
<p>13:30 Placement Test</p>						
<p><b>27</b></p> <p>WEEK 5 OF 10            WEEK 1 OF 06            WEEK 1 OF B4</p>	<p><b>28</b></p> <p>Elective reg. forms and signs out            8:00 New class assignments and textbook fees distributed  <b>8:30 CLASSES BEGIN (B4-WK, 06-WK)</b>            12:30 -14:00 New students pay textbook fee + receive books            13:30 Placement test</p>	<p><b>29</b></p> <p><i>Announce field trip to 6-wk + 4-wk students</i>  <i>Rec-Sports info. to students. Email roster.</i>            TOEFL registration forms out            Fire drill info to teachers            10:20 -10:40 New students pay textbook fee + receive books            12:30 -13:00 New students pay textbook fee + receive books  <i>12:45 Admissions Workshop</i></p>	<p><b>30</b></p> <p><i>Order Tee shirts</i>            TOEFL registration deadline            Post Evening Program dates for Summer 2011 on TIEP website            Update new students' SEVIS records            Course syllabi for new classes to ACs            Update substitute list            13:30 Meeting with new instructors</p>			

**TIEP CALENDAR - REV. 5/12/2010**

**July 2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<p><b>1</b></p> <p><i>Distribute TIEP Weekender to students</i></p> <p><i>Last day to register for field trip</i></p> <p>Email students with completed applications for 3-week session</p> <p><b>12:30 ELECTIVES REGISTRATION</b></p> <p>14:00 Evals due to Acad. Coord. (A4-wk)</p>	<p><b>2</b></p> <p><i>Class photo schedule to faculty</i></p> <p>Update Sponsored/Referred/VIP student list</p> <p>Deadline to order August TOEFLs</p> <p><b>8:30 -9:45 CLASS 1</b></p> <p><b>10:05 -11:20 CLASS 2</b></p> <p><i>11:30 July 4 program-wide event in Study Hall</i></p>	<p><b>3</b></p>
<p><b>4</b></p> <p>WEEK 6 OF 10</p> <p>WEEK 2 OF 06</p> <p>WEEK 2 OF B4</p> <p>Taichung arrives</p>	<p><b>5</b></p> <p>Independence Day observed</p> <p>No classes</p> <p>TIEC Holiday</p>	<p><b>6</b></p> <p>PRFs to faculty (6-wk)</p> <p>Report no shows in SEVIS and contact them</p> <p><b>ELECTIVE CLASSES BEGIN</b></p> <p><i>Fire drill this week</i></p> <p>TOEIC test announcement to students</p> <p>11:00 TIEP staff mtg.</p> <p>14:30 Assoc. Dir and Acad. Coord. mtg</p>	<p><b>7</b></p> <p>Follow up on incomplete applications for Fall 15-wk and 7-wk</p> <p>EvalDB archived/certs printed (A4-wk)</p> <p>ASI arrives</p> <p><i>10:20 -10:40 Class photos taken (10-wk, 06-wk, B4-wk)</i></p>	<p><b>8</b></p> <p>Students evaluate textbooks in their classes (10-wk)</p> <p>Textbook Feedback Form due from faculty (10-wk)</p> <p><i>10:20 -10:40 Class photos taken (10-wk, 06-wk, B4-wk)</i></p>	<p><b>9</b></p> <p><i>Distribute TIEP Weekender to students</i></p> <p>Mail final evals. and certificates to students (A4-wk)</p> <p><i>Talent Show -?</i></p>	<p><b>10</b></p> <p>TOEIC Open Test</p>
<p><b>11</b></p> <p>WEEK 7 OF 10</p> <p>WEEK 3 OF 06</p> <p>WEEK 3 OF B4</p>	<p><b>12</b></p> <p>Pass/No Pass forms to CC students</p> <p>Pre-registration memo to students</p> <p><i>Tee shirt distribution memo out (10-wk, 06-wk, B4-wk)</i></p> <p>Extended Insurance memo to students</p> <p>Memo to students regarding cost to extend to 6 weeks (B4-wk)</p>	<p><b>13</b></p> <p><i>Make arrangements for Ice Cream Social (Aug. 4)</i></p> <p><i>10:20 Tee shirts distributed to students (10-wk, 06-wk, B4-wk)</i></p> <p>11:00 TIEP staff mtg.</p> <p>14:30 Assoc. Dir and Acad. Coord. mtg</p>	<p><b>14</b></p> <p>Distribute TOEFL proctoring schedule</p> <p>Prepare DS-2019 report for State Dept.</p> <p>13:00 Faculty meeting</p>	<p><b>15</b></p>	<p><b>16</b></p> <p><i>Distribute TIEP Weekender to students</i></p> <p>Textbook/Curriculum Feedback form due to Acad. Coords.</p> <p>Distribute Fall Teaching Preference forms</p> <p><i>13:30 -16:00 ITA rater training</i></p>	<p><b>17</b></p> <p><i>Field Trip to Sea World</i></p> <p>Mishima SHS group arrives</p>
<p><b>18</b></p> <p>WEEK 8 OF 10</p> <p>WEEK 4 OF 06</p> <p>WEEK 4 OF B4</p>	<p><b>19</b></p> <p>SEFFs begin (10-wk, 6-wk)</p> <p>Final memo, mailing labels, and bar notes (B4-wk session)</p> <p><i>ITA August appointments start</i></p> <p>Program surveys + Student evaluation of faculty out to students (B4-wk)</p>	<p><b>20</b></p> <p>PRFs distributed to 4-wk faculty</p> <p>Fall semester book orders due</p> <p>11:00 TIEP staff mtg.</p> <p>14:30 Assoc. Dir and Acad. Coord. mtg</p>	<p><b>21</b></p> <p>Update Elective Course info on TIEP website</p> <p><i>Mail evaluations to host families and students</i></p> <p>Student eval of fac. to students (10-wk, 06-wk)</p> <p>Circulate 1st draft of TIEP Fall calendar</p> <p>ASI departs</p>	<p><b>22</b></p> <p>Students evaluate textbooks in classes (6-wk)</p> <p>Program surveys and Student eval of faculty due (B4-wk)</p> <p><b>REGISTRATION: TIEP SUMMER (03-WK)</b></p> <p>13:30 Placement test</p>	<p><b>23</b></p> <p><b>CLASSES END (B4-WK)</b></p> <p>Taichung departs</p> <p>Final teacher checklist and eval. memo out</p> <p>11:00 New Student Orientation (03-wk)</p> <p>13:30 Placement test</p> <p><i>13:30 -16:00 ITA rater training</i></p> <p><b>17:00 ATTENDANCE DUE, 06/28-07/23 (B4-WK FINAL)</b></p>	<p><b>24</b></p>
<b>PREREGISTRATION FOR FALL</b>						
<p><b>25</b></p> <p>WEEK 9 OF 10</p> <p>WEEK 1 OF 3</p> <p>WEEK 5 OF 6</p>	<p><b>26</b></p> <p>Comp Prog Survey in MacComp Lab (10-wk, 06-wk)</p> <p>PRFs to faculty (3-wk)</p> <p><i>Rec Sports info to 3-wk students. Email roster.</i></p> <p>8:00 Class assignments (3-wk session)</p> <p><b>8:30 CLASSES BEGIN (03-WK)</b></p>	<p><b>27</b></p> <p>Memo to students about Immigration session on Thursday</p> <p>Final week calendar, bar notes, and mailing labels (10-and 6-wk sessions)</p> <p>Course syllabi to ACs (3-week)</p> <p>11:00 TIEP staff mtg.</p> <p>14:30 Assoc. Dir and Acad. Coord. mtg</p>	<p><b>28</b></p> <p>TOEFL reg. forms and signs out to students (03-wk, non-IEP elective)</p>	<p><b>29</b></p> <p>Email pre-arrival info to incoming Fall students</p> <p>Post TOEFL ticket pickup signs</p> <p>Fall Teaching Preference forms due</p> <p>Update TIEP Sponsored/Referred/VIP student list</p> <p>Evening Courses end</p> <p>12:45 Immigration Information session with TIEP students</p>	<p><b>30</b></p> <p><i>Distribute TIEP Weekender to students</i></p> <p>EvalDB deployed (10-wk, 06-wk, B4-wk)</p> <p><i>13:00 -14:30 ITA Recalibration</i></p>	<p><b>31</b></p>

**TIEP CALENDAR - REV. 5/12/2010**

**August 2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> WEEK 10 OF 10 WEEK 6 OF 6 WEEK 2 OF 3	<b>2</b> Final elective memos + evals to faculty PRFs out Report 3-wk no-shows in SEVIS and contact them 12:30 - 13:30 TOEFL tickets distributed (Study Hall)	<b>3</b> PSA update out (3-wk) Last day for UEX classes and tutoring 10:40 Unclaimed TOEFL tickets cancelled 11:00 TIEP staff mtg. 12:30 - 13:00 TOEFL ticket standby reg. (10-wk, 06-wk, 03-wk), rm 201 14:30 Assoc. Dir and Acad. Coord. mtg 17:00 ATTENDANCE DUE, 07/26-08/03 (10-WK, 06-WK FINAL)	<b>4</b> <b>CLASSES END (10-WK, 06-WK)</b> Comp Prog Survey deadline (10-wk, 06-wk) <i>Tee shirt distribution memo out (03-wk)</i> <i>13:00 Recognition Ceremony/ Ice Cream Social</i>	<b>5</b> Fall calendar finalized <b>ELECTIVE COURSES END</b> <i>10:20 Tee shirts distributed (03-wk)</i> <b>14:00 INSTITUTIONAL TOEFL (03-WK)</b> 16:00 Final evaluations due to Acad. Coord. (10-wk, 06-wk, B4-wk)	<b>6</b> EVALDB deployed (03-wk) PSA Final updates due PRFs due to Acad. Coord. (10-wk, 06-wk, 03-wk) <b>10:00 INSTITUTIONAL TOEFL (10-WK, 06-WK)</b>	<b>7</b> Mishima departs
<b>8</b> WEEK 3 OF 3	<b>9</b> TOEIC test announcement to students SEFFs (3-wk) Extended Insurance memo to 3-wk students Program surveys + Student evaluation of faculty out to students (03-wk) Final week memo to 3-wk students 8:30 Bar notes due 11:00 TIEP staff mtg.	<b>10</b> EVALDB archived/certs printed (10-wk, 06-wk, B4-wk) Update TIEP website this week 14:30 Assoc. Dir and Acad. Coord. mtg	<b>11</b> Update TIEP inventory	<b>12</b> <hr/> ITA Assessments	<b>13</b> <b>CLASSES END (03-WK)</b> Prof. Report Forms due (3-wk) Program surveys and Student eval of faculty due (03-wk) Level work day/PSA update due (3-week) 13:00 Faculty meeting (3-wk) 17:00 ATTENDANCE DUE, 07/26-08/13 (03-WK FINAL)	<b>14</b> TOEIC Open Test
<b>15</b>	<b>16</b> Update summer transfers <hr/> ITA Assessments	<b>17</b> <b>10:00 FINAL EVALUATIONS DUE TO ACAD. COOR. (03-WK)</b>	<b>18</b>	<b>19</b>	<b>20</b> EVALDB archived/certs printed (03-wk) Summer PRFs due to faculty and director PSA update due (03-wk)	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> 13:30 Placement Test <hr/> <b>REGISTRATION: TIEP/UEX FALL (15-WK, 07-WK)</b>	<b>25</b> Register F-1 students in SEVIS Extend students' I-20s as needed 9:00 Placement Test 13:30 Placement Test	<b>26</b> Update TOEIC test date signs 13:30 Placement Test	<b>27</b> <i>Distribute TIEP Weekender at Orientation</i> 10:30 New student orientation <hr/> 13:30 Placement Test	<b>28</b>
<b>29</b> WEEK 1 OF 15 WEEK 1 OF 07	<b>30</b> 9:00 Class assignments and textbook fees distributed <b>9:30 -12:30 CLASSES BEGIN</b> 12:45 UEX Orientation for students 13:30 Placement Test	<b>31</b>				