

To: Graduate Students in the ELI's Developmental English/ITA Course

From: Katie Welch, Director, English Language Institute

Re: Policies/Procedures for the Developmental English/ITA Program

The policies and procedures for the Developmental English course for International Teaching Assistants are listed below:

1. **Classes will be held at set days and times between Monday and Thursday for 10 weeks with an additional 2-hour teaching lab for 8 of the 10 weeks.** The time of the teaching lab will be announced the first week of class.
2. **The attendance policy allows for a maximum of five (5) hours of absence from the class (including lab time) during any course.** Students exceeding the number of hours may be dropped from Developmental English/ITA unless they have made prior arrangements with the DE/ITA Coordinator—[catharine.welch@uta.edu](mailto:catharine.welch@uta.edu)
3. **Tuition is \$925.** This includes a \$50 non-refundable processing fee and software.
4. **Students who drop the Developmental English/ITA course after the bill has been fully paid will be given refunds according to the following schedule. Students on a payment plan will follow the refund policy outlined on their payment plan agreement.**

Time of Drop	Refunded
Prior to 1 <sup>st</sup> day of class	\$875
Prior to 3 <sup>rd</sup> hour of class	\$550
Prior to 5 <sup>th</sup> hour of class	\$350
After start of 5 <sup>th</sup> hour of class	No refund

5. **Students are expected to complete 600 minutes (10 hours) of work in NativeAccent during the course.** NativeAccent is pronunciation-training software that provides personalized practice based on your individual needs. Most of these 600 minutes will be completed outside of class, so plan to spend about one extra hour per week on this requirement. Research shows that completing 10 hours in NativeAccent can, on average, improve pronunciation by 200% and fluency by 250%. Students who do not meet this requirement may not be allowed to take the final test at the teacher's discretion.
6. All students enrolled in the course agree to let us use your materials (videotaped teaching lessons, outlines, key word lists, and power point presentations) as examples for future DE students and as training material for raters, instructors, and teachers in training.

I have read and understand the attendance and refund policy as stated above.

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Last Name, First Name

Signature

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UTA ID Number/UTA email address

Date