

Language Learning Laboratory		www.neiu.edu/languages
TO: FROM: DATE: SUBJECT:	World Languages and Cultures Department Faculty and Staff Tom Griffin, Supervisor, Language Learning Laboratory 08/26/2019 Lab Information, Orientation Schedule, Services, and Policies	
ORIENTATION & LAB INFO	<p>We are located in Rooms 449, 450 and 451 on the 4th Floor of the Library. My office extension is 4752. The student assistants can be reached at 4753 when on duty. Students, faculty and the NEIU community may consult the website at www.neiu.edu/languages/flanglab for more information about the Language Learning Lab. A flyer entitled "Lab Information Handout" (copy attached) is posted on this website and given to new students at lab orientation. This flyer and website provide general information about the Language Learning Lab's materials, services, policies, rules of conduct, usage guidelines, and tutorials on using lab equipment and software.</p> <p>Lab Orientation for 101 and 102 courses will meet in the lab from 09/2 through 09/10/2019 according to the schedule on the following page. Please note the SECTIONS and TIMES you are assigned to teach, because this schedule may change if courses are added, canceled or reassigned. If you teach online 101 and 102 classes please distribute the Lab Information Handout, open hours and website to your students so they know about the facility and its resources. The lab is open Monday through Friday 10 am to 6 pm. Additional hours vary and are determined by student employees' availability each semester.</p> <p>Ongoing faculty training for learning to use the lab can be given by me any time during the semester by appointment during work hours. With 3 seats in LIB-449, and 30 seats in LIB-451, we can simultaneously accommodate technology-enhanced WLC classes, and students doing their language course assignments individually. The lab can be reserved in advance by contacting me.</p>	
PLACEMENT TEST DEADLINE	<p>The deadline to take Placement Exams is the end of the Change of Registration period for any students needing to change their classes to a more appropriate level. Please suggest to your students take the exam early, preferably during Advance Registration to avoid the rush, and because classes close quickly. The Placement Exam is available anytime via the Department of World Languages and Cultures website at: www.neiu.edu/languages/placement.</p>	
INTERMEDIATE & ADVANCED COURSES	<p>Please encourage all 103, 200 level and 300 level students to use the lab. You may wish to announce this information and to give extra copies of the Lab Information Handout for those students so that they are aware of the lab's materials and services.</p>	
AUDIO LESSONS	<p>Students may listen to textbook, workbook and Pimsleur audio lessons in the lab or request copies at any time. Digital recordings of these lessons stored on the lab's computers and on the CAN-8 server for interactive listening and recording as well as on CDs, DVDs and cassettes.</p>	
FL-101 and 102 ASSIGNMENTS, MATERIALS, and THE CAN-8 VIRTUAL LAB	<p>You may also wish to use already prepared website-based lab assignments published by textbook vendors, or consult with me for suggestions and technical assistance in creating new lab assignments. The CAN-8 Virtual Lab software offers the capability to create audio, video, text and web-based assignments that are scored by computer. Oral work is collected on the network server rather than cassettes. Audio material is being converted to digital format for use on the CAN-8 server rather than to risk handing out originals. Students and faculty can log into these materials "on demand". If your textbooks have new editions, please order a desk copy and all audio, video, and computer materials for the lab, if you haven't done so already, so these materials are promptly available in the lab for students.</p>	
WL&C TUTORING	<p>The Learning Support Center provides tutors by appointment for our popular language courses.</p>	
HELP & QUESTIONS?	<p>Please keep this memo for future reference. If you need more information or assistance, call me at (773) 442-4753, 10:00 am to 6:00 pm weekdays, leave a voicemail message at (773) 442-4752 anytime, or send me an e-mail at TE-Griffin@neiu.edu. You can also consult the website.</p>	

Language Learning Lab

Lab Orientation – Fall 2019

SEPTEMBER 2 MONDAY	SEPTEMBER 3 TUESDAY	SEPTEMBER 4 WEDNESDAY	SEPTEMBER 5 THURSDAY	SEPTEMBER 6 FRIDAY
NEIU is closed for Labor Day				
			11321 FREN 101-1 10:50-12:05 TR LWH 4006 Pamela Czech	
	13276 ARAB 101-1 12:15-13:30 TR FA 218 Sanaa Rahman	11326 KOR 101-1 11:30-12:45 MW LWH 2005 Jeong Soon Lee	14065 SPAN 101-4 12:15-13:30 TR LWH 2109 Kathleen Petefish	
	14734 ARAB 102-1 13:40-14:55 TR FA 216 Sanaa Rahman	14062 SPAN 101-1 12:55-14:10 MW LWH 3071 Patricio Rizzo-Vast	14064 SPAN 101-3 13:40-14:55 TR LWH 2005 Emily Masó	
	Activity Hour		Activity Hour	
	11325 JPN 101-1 16:15-17:30 TR FA 202 William Schoen		14737 POL 101-1 16:15-17:30 TR LWH 4006 Czesława Kolak	
	14736 PERS 102-1 17:40-18:55 T LIB 451 Shahrzad Mahootian		14735 PERS 101-1 17:40-18:55 R LIB 451 Shahrzad Mahootian	

SEPTEMBER 9 MONDAY	SEPTEMBER 10 TUESDAY	SEPTEMBER 11 WEDNESDAY	SEPTEMBER 12 THURSDAY	SEPTEMBER 13 FRIDAY
11324 ITAL 101-1 11:30-12:45 MW LWH 3005 Martin Giesso	14739 SPAN 102-4 13:40-14:55 TR LWH 3105 Carmel Carr			
	Activity Hour		Activity Hour	

Please Note: SPAN 253-1 will need an alternative location for part of the September 4 class session to accommodate SPAN 101-1 at 12:55-14:10 MW for lab orientation.