

## ESL Intensive Program: ESLS **700/710** – Fall 2013

**Instructor:** Jake Scheffer

**Office Phone:** (780) 644-5800

**e-mail:** [jake.scheffer@norquest.ca](mailto:jake.scheffer@norquest.ca)

### Regular Schedule:

<b>Reading and Writing</b>	<b>M TH = 8 am to 10:30 am / T W F = 8 am to 10 am</b>
<b>Listening and Speaking</b>	<b>M TH = 11 am to 1 pm / T W F = 10:30 am to 1 pm</b>

**Textbook Purchase:** Date to be announced by instructor.

**Important:** Remember to keep receipts and do not write in books for the first two weeks. Keep shrink wrap and ISBN tag in the event a book has to be returned.

### SPECIAL DATES for Fall 2013

September 3	Classes Begin
September 4	New Student Orientation Begins
September 13	Last day to pay fall fees ( <i>after this a \$50 fee applies</i> )
September 13	Last day for level change
October 4	Reading and Writing Exam 1
October 11	Listening and Speaking Exam 1
<b>October 14</b>	<b>Thanksgiving Day – No Classes</b>
October 24	Culture Carnival
October 25	Withdrawal deadline
November 8	Reading and Writing Exam 2
<b>November 11</b>	<b>Remembrance Day – No Classes</b>
November 15	Listening and Speaking Exam 2
December 13	Reading and Writing Final Exam
December 16	Listening and Speaking Final Exam
December 19	Culmination Activity
December 20	Fall term officially ends
January 7	Winter Term Begins

**Language**

### SERVICES AVAILABLE:

<b>Academic Advisor – Jeanne Ratzlaff</b>	Rm A125
<b>Bookstore</b>	Basement
<b>Employment Counseling</b>	Rm A125
<b>Library</b> (CELS – Learning Services, Tutoring Support, Computers)	5 <sup>th</sup> Floor
<b>Locker registration</b>	Bookstore
<b>Personal Counseling and Success Partners</b>	Rm A125
<b>Student Financial Aid Management</b>	Rm A125

### Training Administration:

- Patti Hergott (*Dean*)
- Corey Mushynsky (*Associate Dean*)
- Lisa Rochman (*Chair, Language Training*)
- Jeanne Ratzlaff (*ESL Academic Advisor*)
- Miah Bannerman (*Program Administrator*)

**Reception** (Rm A324) –780-644-5800

**NOTE:** If any of your personal contact information has changed, update it in the Office of the Registrar.

*We welcome you to our classes and hope you will have a pleasant and rewarding educational experience.*