

## Information for Permanent Satellite Programs (on-going centers)



*Instructions: Please respond to the questions below. Then save this document, and send it as an email attachment to [astover@email.arizona.edu](mailto:astover@email.arizona.edu) (Dr. Alfred Stover, Assistant Director of Outreach and Development). Please remember that the more information you provide, the easier it will be for us to generate a proposal and budget for you. Thank you.*

First of all, please provide us with contact information:

Name:  
 Title:  
 Mailing address:  
 Email address:  
 Telephone:  
 Fax:

**Content:** Would you like a special content or a special focus available at the satellite center? For example, for language training, students could choose an American Studies, or an English for science or business curriculum. For teacher training programs, the program could focus on all aspects of teaching or on selected parts of the teaching process such as CALL or academic writing.

**Goal of Center:** What would you like the participants to achieve during their study at the center?

**Language Level:** Please describe the average language level of the participants. Place an X in the appropriate space.

	Advanced	High Intermediate	Intermediate	Low intermediate	Beginning
Listening					
Speaking					
Reading					
Writing					

Please include information about their past studies, if possible, and their English language experience as it relates to the proposed program.

Are standardized test scores (TOEFL, IELTS, etc.) available for participants? If so, it would be helpful to provide CESL with an average score of the participants and the range of the test scores.

Name of Test: \_\_\_\_\_  
 Average Score \_\_\_\_\_  
 High score in the group \_\_\_\_\_  
 Low score in the group \_\_\_\_\_

Would you like standardized testing an on-going part of the program? Yes\_\_\_\_ No\_\_\_\_

**Calendar and Scheduling:**

Proposed length of each session or semester in weeks: \_\_\_\_\_

Number of proposed sessions/semesters per year: \_\_\_\_\_

Please complete an example of your preferred academic calendar:

	<u>Beginning Date</u>	<u>Ending Date</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

How many total weeks per year would you like the program to operate?

What are the major vacations and holidays and their dates?

**Student Variables:** Estimated number of participants per session/semester: \_\_\_\_\_

How many class hours of instruction per week do you envision as part of this project?

**Other considerations:** What special requests would you like us to consider in preparing our proposal?

Describe local teacher qualifications and average salary.

Describe any similar or competing programs.

Why do you think this program might excel as a specialized program and stand out from other competing programs?

Please describe any prior attempts at special programs.

Please describe local housing options and if possible please provide url's providing information about housing.

Please comment on local attitudes towards American citizens.

Please describe local safety issues, especially relating to walking on streets, taking buses and taxis, and attending events after dark.

Please describe the local economy and comment on its stability.

Please save your completed document and send to [astover@email.arizona.edu](mailto:astover@email.arizona.edu). We will respond shortly with follow-up questions as we prepare a budget for your proposal. Thank you.

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