

## Information for programs at CESL the University of Arizona



*Instructions: Thank you for your interest in CESL. In order to prepare a suggested program and an estimate, we need some basic information. 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. Please note that providing this information is only for purposes of creating a proposed program and budget estimate. By providing the information below, you are not entering into any agreement with CESL. You are only asking for a proposed program and budget. Thank you.*

**Contact information:** The contact person must be a representative of the organization or group who will assume financial and other responsibilities for the program should our proposal be accepted. Please provide all information below:

Name of contact person	
Title of Contact Person	
Name of Organization	
Mailing address (street address or P.O. box)	
Mailing address continued	
Email address	
Telephone	
Fax	
Website (if applicable)	

**Program Focus:** What type of program would you like? Please mark (X) the appropriate box.

	English language training for students or professionals
	Teacher development/training for English teachers
	Other professional/career training. Please describe in box below.

Other Professional Training:

**Program Goal:** What would you like the participants to achieve during their program with us? Please be as specific as possible. Type your response in the box below.

Program Goal:

**Content:** Would you like a special content or a special focus to the program? 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. Please tell us about any special content requests in the box below.

Special Content:
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**Estimated Number of Participants:**

Total number	
Number under the age of 18.	

**Program length and dates:** Please indicate possible beginning and ending dates in order of preference. Include the desired number of weeks of instruction for each option.

Option	Beginning date (Month/Day/Year)	Ending date (Month/Day/Year)	Desired number of weeks of instruction
1			
2			
3			

**Estimated number of hours of instruction per week:** Enter the number in the box below. Please note that student groups entering the U.S. on F-1 visas are required to take 18 hours per week of instruction. Professional seminar groups entering the U.S. on B-1 visas may take up to 17 hours of instruction per week.

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**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					

**Prior English Study:** In the box below, please write a brief summary about their prior English studies, if possible, as it relates to the proposed program.

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**Group Test Scores:** If standardized test scores (TOEFL, IELTS, etc.) are available for the proposed participants, please complete the information below:

Name of Test	
Estimated Average Score for Group	
High Score in Group	
Low Score in Group	

**Special Requests:** Please check the appropriate box and provide additional comments as needed.

	Yes	No	Comments
Would you like us to include estimates for local excursions in the proposal?			Please describe the number and type of excursions that would best help the group:
Would you like us to include an estimate for a Grand Canyon trip?			
Would you like housing assistance?			

If you answered "yes" to housing assistance, above, please indicate your preference for the group. Type "1" in the box beside your first choice, etc. Please note that participants under the age of 18 may live in residence halls only during the summer session. All housing requests are subject to availability.

	UA Residence Halls
	Apartments
	Homestays

**Additional Information:** What additional special requests not covered by the above questions would you like us to consider in preparing our proposal? Please write your comments in the box below.

Please save your completed document for your records and send it to [astover@email.arizona.edu](mailto:astover@email.arizona.edu). We may contact you with follow-up questions. We will prepare a budget for your proposal as quickly as possible. Thank you.

**Special Program Contact Information:**

Dr. Alfred Stover, Assistant Director of Outreach and Development

Center for English as a Second Language

The University of Arizona

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