



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
 333 MARKET STREET
 HARRISBURG, PA 17126-0333
www.pde.state.pa.us

2005 PENNSYLVANIA GOVERNOR’S INSTITUTE FOR WORLD LANGUAGE EDUCATORS

Dear Participant,

Congratulations! We are pleased to welcome you as a participant in the Summer 2005 Pennsylvania Governor's Institute for World Language Educators.

This letter contains the details that will make your week with us productive and enjoyable. Therefore, please read it over carefully and return the following items:

1. REGISTRATION FORM (gold form) confirming your attendance and giving us information needed to plan for your participation and accommodations.
2. MEDICAL HEALTH RECORD AND RELEASE FORM (pink form)
3. PHOTOGRAPH/VIDEO RELEASE FORM (yellow form)
4. INTELLECTUAL PROPERTY/CREATIVE WORKS RELEASE FORM (blue form)
5. TECHNOLOGY SURVEY (green form)
6. \$35 personal check made payable to *Center for Excellence in Education (CFEE)*. **This check will be returned to you providing you complete the institute with all of its requirements.**

Please fill out and send these forms to:
Ryan Rost, Assistant Dean of Students, Villanova University
213 Dougherty Hall, Villanova PA 19085
BY JUNE 17, 2005

All Institute sites are handicapped accessible. If you need special accommodations (ie. Handicap parking pass, elevator access, etc.) in order to participate in this program, please call Ryan Rost at (610) 519-4200. Accommodation requests should be made by June 17, 2005. Thank you!

WHAT YOU NEED TO KNOW:

1. **INSTITUTE SCHEDULE (you will receive the schedule in its entirety upon arrival):**

Sunday, July 17, 2005

12:00 – 2:30 pm..... Registration - Klekotka Hall Lobby (bag lunch/snacks provided)
3:00 – 7:45 pm..... Welcome, Introductions, Needs Assessment, Reception, and Dinner

Monday, July 18, 2005

7:00 – 8:15 am..... Breakfast
8:30 am – 4:30 pm..... Institute sessions – there will of course be time for breaks and lunch
5:00 – 8:00 pm..... Dinner, large group meeting, and immersion meetings

Tuesday, July 19, 2005

- 7:00 – 8:15 am..... Breakfast
8:30 am – 4:30 pm..... Institute sessions – there will of course be time for breaks and lunch
5:00 – 8:00 pm..... Dinner, large group meeting, and immersion meetings

Wednesday, July 20, 2005

- 6:30 – 7:15 am..... Breakfast
7:30 am – 9:30 pm..... Trip to New York City – there will be a set schedule of events and activities for the day; however dinner and souvenirs are not included

Thursday, July 21, 2005

- 7:00 – 8:15 am..... Breakfast
8:30 am – 4:30 pm..... Institute sessions – there will of course be time for breaks and lunch
5:00 – 8:30 pm..... Dinner, large group meeting, and entertainment

Friday, July 22, 2005

- 9:30 - 10:15 am..... Brunch
10:30 am – 1:00 pm..... Final test, skits, presentation of certificates, and farewell
1:00 – 3:00 pm..... Check-out (box lunches provided for the road)

2. **GRADUATE CREDIT:** Participants successfully completing all requirements of the Institute will receive two graduate credits from Cheyney University which will also award 60 Act 48 hours. You can also complete one or two follow-up projects for additional Act 48 hours. Workshop follow-up is required as verified by your initials on application. Lesson plan follow-up is optional.
3. **DRESS:** Let's be COMFORTABLE and **PROFESSIONAL** CASUAL! You will be "in style" throughout the week in shorts/skirts/slacks, polo or T-shirts, tennis shoes or sandals (please, no halter tops, tube tops, short short skirts, etc). Most meals will be cafeteria style, provided by Villanova University. You may want to bring something a little less casual for the Sunday evening for the reception, dinner and performance. **BRING COMFORTABLE WALKING SHOES.** You will have an opportunity to see much of Villanova University's Campus while traveling to and from your sessions. It is approximately a 15 minute walk from the residence hall to the classroom building. As stated above, if you need special assistance, let Ryan Rost know.
4. **RECREATION:** There won't be much time in our rigorous schedule for recreation, but we will try to arrange for a university gym and pool to be open in the early mornings and/or evening. Other outdoor facilities include: basketball, beach volleyball, and tennis courts and barbecue grills.
5. **WHAT IS PROVIDED:**
Lodging (ALL PARTICIPANTS ARE REQUIRED TO STAY ON CAMPUS)
 - Double occupancy in a 2-bedroom air-conditioned apartment (2 people per bedroom, 4 per apartment), to which you will have a combination. Each apartment has 1 ½ baths.
 - Each apartment is fully furnished and has a kitchen equipped with a full size refrigerator, stove, oven, microwave, and sink (dishes, pots, pans, etc. not provided).**Meals**
 - Three meals per day; except for Wednesday evening when you will be "on your own" for dinner in New York City. Participants must attend all dinners on-campus throughout the week as they are part of the immersion aspect of the curriculum.

Linens and Towels

- An adequate supply of bed linens and towels will be in the room upon arrival
- There is no scheduled linen or towel exchange during your stay

Laundry

- Laundry facilities are located in your building

Telephone

- A telephone with voice mail is provided in each bedroom
- Local calls are free of charge

Internet Connection

- Free internet connection is provided in each apartment if you wish to bring your own computer
- You **MUST** bring the following in order to have internet connection: an Ethernet card, connection cable, and power cable (these will not be provided)
- You must notify Ryan Rost by **July 10, 2005** if you intend to bring your computer so she can make adequate arrangements for your internet hookup.

6. WHAT YOU MAY WANT TO BRING:

- pillow
- blanket
- additional towels
- alarm clock
- toiletries
- umbrella
- rain gear
- jacket/sweater (classrooms will be air conditioned and may get chilly)
- comfortable tennis shoes/sneakers – you will be doing a fair share of walking
- your favorite snacks
- cell phone (please turn off during ALL sessions)
- digital camera and/or camcorder

7. WHAT WOULD BE HELPFUL TO BRING:

- Your school's world language curriculum and a few assessment documents
- Favorite websites and other resources on standards-based world language curriculum, instruction, and assessment
- Items for "Share the Passion" (see attachment)
- A photograph or artifact that represents you and/or your family

8. A FEW RULES:

- All Governor's Institutes are RESIDENTIAL PROGRAMS – Therefore, **ALL PARTICIPANTS** are **required** to stay in the residence hall for the duration of the Institute.
- Smoking is prohibited in the residence hall.

9. A FEW OTHER IMPORTANT ITEMS:

- **Villanova University Conference Services** has a desk in Stanford Hall staffed between the hours of 8am and 9pm, seven days a week. Callers can reach the service desk by calling **x95554** from any on-campus phone or **(610) 519-5554** from off-campus or cellular

phones. Between 9pm and 8am, the on-duty Conference Services staff member can be reached at the cell phone number mentioned in the Service Desk voicemail greeting message. Service Desk staff can answer most questions regarding the University and the surrounding area.

- The Institute Office or Hospitality Suite will be open on Sunday from 8:00 a.m. until 10:00 p.m., on Monday through Thursday from 7:00 a.m. until 11:00 p.m., and on Friday from 7:00 a.m. until 1:00 p.m. When the office is not open, campus security personnel can be reached as well.
- An Institute staff person will be staying in your residence hall and available to answer questions and get information to you in the case of an emergency.
- It is very important that you return the enclosed medical health record/release form so that we are prepared to be of assistance in the case of an emergency

10. **HELPFUL WEBSITES**

- **Villanova University Conference Services:** www.conferenceservices.villanova.edu
- **Pennsylvania Department of Education:** www.pde.state.pa.us/languages/
 - **Click on “Professional Education” for 2005 Governor’s Institute information**
 - **Click on “Curriculum and Instruction Resources” for information from 2001-2005 Governor’s Institutes**

11. **IMPORTANT CAMPUS PHONE NUMBERS**

- CONFERENCE SERVICE DESK – x95554
- Public Safety Office, non-emergency – x96979
- Public Safety Office, EMERGENCY – x94444
- Maintenance Requests – x95554
- University Operator – x94500

12. **DIRECTIONS TO VILLANOVA - VILLANOVA UNIVERSITY IS LOCATED ON US ROUTE 30 (LANCASTER AVENUE) AND ITHAN AVENUE**

By Car

From the West: Take the Pennsylvania Turnpike to Exit 326 (Valley Forge). Take I-76 (Schuylkill Expressway) to Exit 331A (I-476 South/Chester). Take I-476 South to Exit 13 (US 30 - St. Davids/Villanova). Go right/east on Route 30 (Lancaster Avenue) for ½ mile and at the third traffic light turn left onto Route 320 North (Spring Mill Road). Cross over small bridge. Upon descent from bridge, take the first right and follow clockwise under the bridge until you reach stop sign. Proceed straight to West Campus Gate where Campus Security will direct you to Klekotka Hall.

From the South: Take I-95 North to Exit 7 (I-476 North-Plymouth Meeting). Take I-476 North to Exit 13 (US 30 - St. Davids/Villanova). Go right/east on Route 30 (Lancaster Avenue) for ½ mile and at the third traffic light turn left onto Route 320 North (Spring Mill Road). Cross over small bridge. Upon descent from bridge, take the first right and follow clockwise under the bridge until you reach stop sign. Proceed straight to West Campus Gate where Campus Security will direct you to Klekotka Hall.

By Train

Take AMTRAK to the 30th Street Station in Philadelphia. Ask the attendant to direct you to the Suburban Trains. Take the R5 Paoli Local train to Villanova. The train stops directly on our campus. NOTE: You can save money by buying your local train ticket before boarding.

By Bus

When your bus arrives in Philadelphia, ask the attendant to direct you to the train station at Market East. Take the R5 Paoli Local train to Villanova.

By Plane

Arrange to fly into Philadelphia International Airport, which is located 25 minutes from the Villanova campus.

*The Institute does **NOT** reimburse travel costs for participants. Please inform us if you will be flying into the Philadelphia Airport, so we can arrange for your pick up and return.*

13. **GOALS**

To actively involve K-12 Pennsylvania World Language educators in a leadership program which will prepare them to:

- Set student achievement expectations based on PA Proposed Academic Standards for World Languages and Classical Languages
- Develop standards-based assessment embedded instruction
- Utilize technology in classroom instruction to support and globalize learning
- Lead others in their schools and communities in planning for and implementing a standards-based World Languages program

These goals will be accomplished through:

- Learning experiences developed and facilitated by experts
- Demonstration of the most current technologies
- Rigorous intellectual dialogue
- PA's finest examples of FLES, FLEX and IMMERSION

14. **PROGRAM HIGHLIGHTS**

- Inter-active video teleconferences with World Language teachers from around the world
- **A True World Language Connection Standard** that demonstrates an integrated curriculum where proficiency levels in literacy and mathematics will be increased throughout the schools of Pennsylvania

15. **EXPECTATIONS AND REQUIREMENTS**

Each participant will be expected to:

- **PARTICIPATE IN ALL INSTITUTE ACTIVITIES**
 - **The schedule is extremely rigorous and participants will be in sessions from 8:30 am until 8:00 pm – there will of course be time in our schedule for lunch, dinner, and several breaks throughout the day.**
- **NEEDS ASSESSMENT & POST TEST**
 - Participants will take a needs assessment and posttest on knowledge related to the content being covered in the Institute
- **PORTFOLIO**
 - Participants will complete an original standards-based, student-centered unit plan with a one-three day detailed lesson plan, with appropriate assessment tools. Portfolios are to be completed post-Institute.

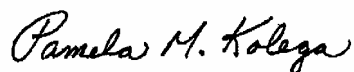
- REFLECTION SHEETS
 - Participants will complete reflection sheets on the various Institute activities which can be submitted either at the end of the Institute or with the portfolio.
- Apply the techniques of the institute in their classrooms upon return to school

In order to earn additional Act 48 hours, after the Institute you must:

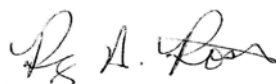
- Present a workshop during the 2005-2006 academic year or during the summer of 2005 to your school, district, or professional association, reflecting the Institute goals AND submit a report regarding this workshop to Sister Mary Helen Kashuba. **PLEASE NOTE: All applicants initialed the application to verify that they would present a workshop relating to this Institute.**
- Pilot your instructional plan in your classroom during the 2005-2006 school year, revise the plan based on student feedback and achievement, and electronically submit the revised plan (reflection sheet) to Sister Mary Helen Kashuba

We look forward to working with you in July!

Sincerely,



Pamela M. Kolega
Institute Program Director
PA Department of Education
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