



COMMONWEALTH OF PENNSYLVANIA  
 DEPARTMENT OF EDUCATION  
 333 MARKET STREET  
 HARRISBURG, PA 17126-0333  
[www.pde.state.pa.us](http://www.pde.state.pa.us)

**2008 PENNSYLVANIA GOVERNOR’S INSTITUTE FOR WORLD LANGUAGE EDUCATORS**

Dear Participant,

Congratulations! We are pleased to welcome you as a participant in the Summer 2008 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 sheet – 2 sided) confirming your attendance and giving us information needed to plan for your participation and accommodations.
2. MEDICAL HEALTH RECORD AND RELEASE FORM (pink sheet – 2 sided)
3. PHOTOGRAPH/VIDEO RELEASE and INTELLECTUAL PROPERTY/CREATIVE WORKS RELEASE (blue sheet – 2 sided)
4. \$75 personal check made payable to *Center for Excellence in Education (CFEE)*. **This check will be returned after 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 20, 2008**

*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 20, 2008. Thank you!*

**WHAT YOU NEED TO KNOW:**

1. **INSTITUTE SCHEDULE (you will receive the entire schedule upon your arrival):**

**Sunday, July 20, 2008**

- 12:00 – 2:00 pm..... Registration - Klekotka Hall Lobby (bag lunch/snacks provided) – PLEASE ARRIVE NO LATER THAN 2 PM!!**
- 2:30 – 7:45 pm..... Welcome, Introductions, Needs Assessment, Reception, and Dinner**

**Monday, July 21, 2008**

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

**Tuesday, July 22, 2008**

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

**Wednesday, July 23, 2008**

- 6:30 – 7:30 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. Dinner and souvenirs are not included

**Thursday, July 24, 2008**

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

**Friday, July 25, 2008**

- 8:00 – 10:00 am..... Interviews with Evaluator
- 9:30 - 10:15 am..... Brunch
- 10:30 am – 1:00 pm..... Final test, group 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 (with a passing grade “P” = B or better) 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 statement on the online application. Lesson plan follow-up is optional.
3. **DRESS:** 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 reception and dinner. **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 will not be much time in our rigorous schedule for recreation, but we will try to arrange for a university gym to be open in the early mornings and/or evening. Other outdoor facilities include: basketball, beach volleyball, 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 code. 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

### **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 (most updated laptops already have this installed) and power cable which will not be provided.
- Please indicate on your registration form if you intend to bring your computer so we can make adequate arrangements for your internet hookup. Upon arrival, you will receive a connection cable (unique to Villanova's network); however, a \$10 deposit (cash or check) will be required. This will be returned to you when the cable is returned at check-out on Friday, July 25, 2008.

## **6. WHAT YOU MAY WANT TO BRING:**

- additional pillows, blankets, and/or 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 (there are NO phones in rooms - please turn off during ALL sessions)
- digital camera and/or camcorder
- laptop computer – you will have access to a computer lab but may find it convenient to complete reflections and other projects from the comfort of your apartment on your own computer

### **ALSO, PLEASE 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 small artifact that represents you and/or your family

## **7. 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.

8. **A FEW OTHER IMPORTANT ITEMS:**

- **Villanova University Conference Services** has a desk in Stanford Hall staffed between the hours of 8 am and 9 pm, seven days a week. Callers can reach the service desk by calling **(610) 519-5554**. Between 9 pm and 8 am, 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 will be open on Sunday from 8 am until 10 pm, Monday through Thursday from 7 am until 11 pm, and on Friday from 7 am until 1 pm. 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

9. **HELPFUL WEBSITES**

- **Governor’s Institute Website:** [www.villanova.edu/conferences/govinstitutewl](http://www.villanova.edu/conferences/govinstitutewl)
- **Pennsylvania Department of Education:** [www.pde.state.pa.us/languages](http://www.pde.state.pa.us/languages)
  - Click on “Professional Education” for 2008 Governor’s Institute information
  - Click on “Curriculum and Instruction Resources” for information from 2001-2007 Governor’s Institutes
- **Villanova University Conference Services:** [www.conferenceservices.villanova.edu](http://www.conferenceservices.villanova.edu)

10. **IMPORTANT CAMPUS PHONE NUMBERS**

- CONFERENCE SERVICE DESK – (610) 519-5554
- Public Safety Office, non-emergency – (610) 519-6979
- Public Safety Office, EMERGENCY – (610) 519-4444
- Maintenance Requests – (610) 519-5554
- University Operator – (610) 519-4500

11. **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 fourth 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 SEPTA R5 Paoli/Thorndale Local train to Villanova (approximate cost \$5.00 – see [www.septa.com](http://www.septa.com) for schedule and fare information). 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 SEPTA R5 Paoli/Thorndale Local train to Villanova.

### **By Plane**

Arrange to fly into Philadelphia International Airport, which is located 25 minutes from the Villanova campus. You may take a cab to Villanova which may cost around \$50 (one way) or you may take SEPTA Regional Rail to campus. Take the SEPTA R1 Philadelphia Airport train to 30<sup>th</sup> Street Station then take the SEPTA R5 Paoli/Thorndale to Villanova. (approximate cost \$7.00 – see [www.septa.com](http://www.septa.com) for schedule and fare information)

**PLEASE NOTE:** *The Institute does NOT reimburse travel costs for participants nor do we provide shuttle service to/from airport or train/bus stations.*

## 12. **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 Academic Standards for World Languages and Classical Languages
- Develop **assessed** standards-based 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

## 13. **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 Pennsylvania schools

## 14. **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.**

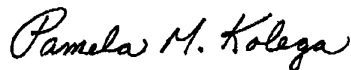
- TAKE NEEDS ASSESSMENT & POST TEST
  - Participants will take a needs assessment and posttest on knowledge related to the content being covered in the Institute
- COMPLETE PORTFOLIO AND REFLECTION SHEETS
  - Prepare an assessment report based on the template you will receive at the Institute. **Portfolios are to be completed post-Institute.**
  - Complete reflection sheets on the various Institute activities. **Reflection sheets can be submitted either at the Institute or post-Institute.**
- 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:**

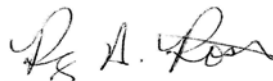
- Present a workshop during the 2008-2009 academic year or during the summer of 2008 to your school, district, or professional association, reflecting the Institute goals AND submit a report regarding this workshop to the Program Evaluator, Sister Mary Helen Kashuba. **PLEASE NOTE: You agreed on your application that you would present a workshop relating to this Institute.**
- Pilot your instructional plan in your classroom during the 2008-2009 school year and electronically submit the plan to the Program Evaluator, Sister Mary Helen Kashuba

We look forward to working with you in July!

Sincerely,



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 Institute Program Director  
 PA Department of Education  
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