***Sample Email Template to Instructor Prior to Class Launching***

Good Morning Mary,

We're excited to launch the ELA training on-site at Employer A located at 1234 Sun Drive, Aurora IL 60506. We have a total of 33 students that will be attending, and the classes are multi-level though split by introductory vs. intermediate/advanced. Classes will begin Monday April 8th and run every Monday/Wednesday from 2pm - 4pm through June 26th with Monday, May 27th off for Memorial Day. Here is some pertinent information I wanted to share with you:

**To Prepare:** We pre-tested the students Wednesday April 3rd. We performed the locator and were able to ascertain students' skill levels based on their results and have recommended cohort splits based on this information. Employer A has assigned students to either an intro class or inter/adv cohort. We had the students complete the non-credit registration form as well. You will receive an ID badge on Monday, which provides you access to the building.

**Weekly Attendance:** Please use the attached roster to document attendance in the designated column (P=Present/A=Absent) and submit your attendance every week to smarkin@waubonsee.edu.

**Textbooks/Burlington English:** The textbooks were purchased for Employer A and the students can write in the books as well as keep them when the class ends. Additionally, Employer A purchased Burlington English seats so each student should have individual logins to use this platform.

**Chromebooks/Hotspots:** There is a single cart with Chromebooks that is stored in the room you are teaching in. When you have class you will need to have the students (or you can yourself) grab a Chromebook for use in class, make sure to turn on the hotspots and they should automatically connect. The code to the Chromebook cart's lock is 0000. The hotspots are stored on the bookcase. Each hotspot is connected to half of the Chromebooks so that the signal will remain strong.

**White Board/Pencils/Sharpener:** Employer A shared they can bring a white board into the classroom for you. I will provide you with pencils, a sharpener, and white board materials on Monday morning. If additional materials are needed please let me know.

**Point of Contact for Questions:** Waubonsee contacts: Suzanne Markin smarkin@waubonsee.edu

Employer A contact: Johnny Smith phone: (630) 400-9999, email JSmith@employera.com;

**Contextualization:** Please see attached for list of machine vocabulary Johnny has provided.

**Sub/Class Cancellation:** You are responsible for finding a sub for your class as well as providing the necessary lesson plan, materials for the day's class, and ID for access. If it is a last-minute emergency please email me; we'll make the decision to cancel class if within a few hours of when the class is scheduled to start we have not identified a substitute.

If class is ever cancelled (such as a snow day) then we would follow the school's protocols and cancel the off-site instruction as well; I would be responsible for communicating this to the employer.

Thank you! We are truly excited to launch ELA with Employer A- as you know from meeting their staff, they are very invested in this opportunity and are thrilled to have you as their instructor. I look forward to this partnership with them!

Please don't hesitate to reach out to me with any questions.

**Suzanne Markin**

***Sample Email Template to Employer Prior to Class Launching***

Good Morning,

John, thank you for taking the time to talk with me yesterday. It was helpful to discuss the details and options for the upcoming English Language Acquisition training, and Waubonsee is excited to launch classes with Manufacturing Employer.

Please see attached for the proposal that details the 48 total hours of instruction which will include 2 days a week at 2 hours for each class to launch **Monday, April 8th through Wednesday, June 26th**. We will need to consider rescheduling class for Memorial Day as one of the Monday sessions falls on a holiday. Included in the investment is instruction and contextualization of material; the price is inclusive of both cohorts of participants. You'll note there is a separate cost for the books and technology which will not be billed until we have a final roster count; this includes access to Burlington English for all participants and Chromebooks with a charging cart that we would leave on-site at XXX so the technology is available for each session.

We look forward to coming on-site XXX **Wednesday, April 3rd** for the paperwork and pre-assessment of the students from 2-4pm. We will arrive at 1:30pm so we can briefly meet and have our instructor obtain an ID badge for access; we also request an additional badge so that my colleague or myself have the ability to maintain the technology. As discussed, we will only be testing again our locator which will provide enough information for us to recommend division of students into classes based on skill level; we will not be performing our larger booklet test which would give exact scale scores. Because we are launching with under 48 hours of instructional time we would not be able to post-test students regardless, so this step isn't necessary. Should we continue with training beyond June 30th we can re-approach whether we'd like to formally test students to be able to measure the data as it relates to skills gains.

Although we talked about this in one of our earlier meetings I wanted to reiterate that as you consider what material you'd like to incorporate into the curriculum I have some tips I can share from one of our instructors that has conducted ELA classes in a similar environment to XXX. Any specific vocabulary that pertains to the participants' roles is most helpful- as an example, we held a similar training recently with a manufacturing company that provided not only common phrases or words that are consistently used on the job, but pictures that corresponded with the words (especially machine-related) as well. This provided an excellent foundation for the students to learn from as the information was all relevant, and our instructor was able to form lesson plans around what was provided. As soon as you are able to put together the material we will share it with our instructor.

Please let me know if you have any questions.

Thank you and have a great weekend,

**Suzanne Markin**