



Latin America Studies Institute

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Philadelphia, PA 19123
215-519-1557
www.lasiphila.org

GETTING STARTED 2008

Please read THOROUGHLY

Register for a course:

1. Fill out the paperwork:
 - a. Client Registration Form
 - b. Client Rules and Responsibilities Contract
 - c. Emergency Notification Form
 - d. Payment Policies and Procedures
 - e. Expectus
2. Based on your course selection you may need to schedule an appointment to take the Placement Exam (written and oral production and comprehension).
3. We will evaluate your proficiency based on parameters set forth by LASI at which time you will be placed in the appropriate course.

Scheduling a class:

- ~ Once registered for a course you will agree on a meeting time and place with your program director who will then assign you an instructor. If you are registering for a group class, based on your availability and/or that of a group class, you may have to delay the start date of your course or select a smaller class size.
- ~ Once scheduled, the meeting time and place cannot be changed for the duration of the course unless required by extenuating circumstances.

Tuition and course materials:

- ~ Receipt of payment of all tuition (including any fees associated with them if using PayPal) is due 72 hours in advance of the first class.
- ~ Purchase of all course materials is due prior to the first class. You can find the list of course materials online by going to LASI's webpage: www.lasiphila.org/classes.htm and selecting the appropriate course

Course and Instructor Evaluations:

- ~ **Mid-course evaluation:** In order to offer the best education possible it is necessary to adjust to a student's learning style, so we ask that all students complete and submit a mid-course evaluation of the course and instructor.
- ~ **Final course evaluation:** At the end of the course we like to know your opinions about our staff, courses, teaching style, curriculum, etc., so we ask that all students complete and submit a final course evaluation.

Student Evaluations:

- ~ **Quizzes:** Quizzes are necessary in the development of language skills in that the student must be evaluated on all aspects of language production.
- ~ **Chapter Exams:** Chapter exams will be given to review all material studied to date including previously studied material. *Remember, language is cumulative, one concept builds on another, so you should constantly practice your basic grammar and vocabulary.*
- ~ **Final Exam:** A final exam will be given to review all material studied to date. It is the exam that will determine if the student has sufficient command of the language to be promoted to the next level. All students must earn a grade of 78% or higher in order to move to the next level. Scores lower than 78% will require that a student repeat the level.