

11 September 2009

Hello Chesterfield County teachers,

Thank you for your recent interest in the Assisting, Collaborating, and Training ESL Content Teachers (ACT-ESL) project. We are very excited about this project and hope that it will bring you and your students more success in your classes.

For the success of the project and to be in compliance with the grant, please review the following eligibility requirements:

1. You are an endorsed teacher of one of the four targeted content areas: Math, Science, English/Language Arts, or Social Studies/History.
2. You are available for the Summer Institute (proposed dates: June 21-25 for all subjects)
3. You are able to attend all five days, all day (please hold any other commitments for another time).
4. Your contact hours will be: 30 hours of the Summer Institute and a post-seminar of four (4) hours in April 2011, date TBA. You will also receive three (3) observations during the following school year with your mentor/Technical Assistant from ACT-ESL.
5. You will be teaching a credit-bearing course in your area with an ELL student.\*

\*We understand from your feedback that it may be impossible to know if you will have an ELL in your class next fall. Please contact your principal to let him or her know that you are interested in this program and therefore request an ELL student in your class. We will follow up with your principals.

Your additional benefits include:

1. Stipend for summer Institute (30 hrs.) and a post-seminar (4 hrs.): \$24 per hour (\$816 total, comes in 2 payments)
2. Option to transfer summer training hours to part of a graduate course (TEDU 500: ESL Method in Secondary Content Area) at VCU if interested in pursuing that class – please notify us if interested
3. Professional Development points
4. One-on-one coaching with a trained mentor 3 times over the school year
5. Funded professional development opportunities at conferences

**If for some reason you must cancel your participation, let us know so we can replace you with a teacher on our waiting list.**

Locations and dates are:

**June 21-25** will be at VCU (M 8:30 a.m.-4 p.m. and T-F 9 a.m.-4 p.m.), exact location to be announced

Please see the attached application (**Step 1 of 2**) if you meet the requirements and return to Leslie Bohon at ACT-ESL at VCU SOE, P.O. Box 842020, Richmond, VA 23284. If accepted, I will contact you via email to give you instructions to complete your registration (**Step 2 of 2**). If you have any questions at all, big or small, please feel free to contact me. I can be reached at [ACTESL@vcu.edu](mailto:ACTESL@vcu.edu) or 827-0351, or my cell 804-815-3958.

Again, thank you for your interest! We look forward to working with you!

Sincerely,

Leslie Bohon, Project Specialist



Assisting, Collaborating, and Training ESL Secondary Content Teachers

Summer Institute Participant Application  
Step 1 of 2 (see above for step 2 instructions)

First Name:	Last Name:
-------------	------------

Mailing Address:		
City:	State:	Zip:
Email Addresses, work and personal:		
Phone Number:		

Social Security Number for payment purposes: (can give over phone if prefer)
--

I have read and meet the requirements in the attached letter. I will be attending the Summer Institute if accepted. Contact Leslie Bohon at [ACTESL@vcu.edu](mailto:ACTESL@vcu.edu) for questions.

Please complete:

I am endorsed in  math  science  English/L.A.  Social Studies  comment:

I am available for the Summer Institute dates and have NO other commitments during those hours  yes  no

Signed: \_\_\_\_\_

Discipline: \_\_\_\_\_

School: \_\_\_\_\_

Please mail or fax this page only by April 16, 2010 to:

Leslie Bohon, ESL Project Specialist  
ACT-ESL, VCU School of Education  
PO Box 842020  
Richmond, VA 23284

Thank you!

Fax: 828-1323