To: All Au Pair Students

From: Judith H. Lewis, Director

Re: Making Up Missed Classes – Fall and Spring Sessions

As you know, your visa requires you to take a certain number of hours (or credits)* of coursework per year at an accredited institution. Our objective is to help you accrue those hours and provide classes that are both informative and enjoyable. [* It is YOUR responsibility to check with your au pair agency for the exact information about required hours or credits.]

We recognize that occasionally you may have to miss a class for work or personal reasons. Before the termination of each session, for classes that meet for a total of 3 hours each week, a maximum of two missed classes, totaling no more than 3 hours, may be made up by completing the appropriate number of assignments. For classes that meet for a total of 4.5 hours each week, a maximum of three missed classes, totaling no more than 4.5 hours, may be made up by completing the appropriate number of assignments. Your teacher may assign the make-up work to be completed, or may allow you to choose your own assignment. A suggested list of assignments is on the reverse side of this page. MAKING UP MISSED CLASSES BY COMPLETING AN ASSIGNMENT IS ENTIRELY OPTIONAL – THIS MEANS THAT IT IS YOUR CHOICE WHETHER YOU DO A MAKE-UP ASSIGNMENT OR NOT.

1 assignment = one 1.5 hour class
2 assignments = two 1.5 hour classes (total 3 hours) OR one 3 hour class
3 assignments = three 1.5 hour classes (total 4.5 hours) – This only applies to IEP Grammar and IEP Conversation.

NOTE: If you miss one 3 hour class you must complete 2 assignments to receive credit for that class. No make-up will be permitted for any additional missed classes in that course.

Guidelines for assignments:

• Speak with your instructor first. Your instructor will either assign a topic, or permit you to select your own topic.

• All assignments must be at least 2 pages typed (4 pages written) in length

• All assignments must be handed in to your teacher BEFORE the last class meeting. If they are not received before the last class meeting, you will not be credited with the hours missed.

• ALL ASSIGNMENTS MUST BE IN YOUR OWN WORDS. ASSIGNMENTS THAT ARE COPIED FROM BOOKS, THE INTERNET, ETC. ARE NOT ACCEPTABLE.

Your teacher will be happy to go over the rules for making up missed classes with you. Please be sure to ask if you do not understand the information on this sheet.
A list of possible make-up assignments follows. We always welcome student ideas and suggestions. If you have an idea for an assignment, or any suggestions regarding the program, please discuss them with your teacher.

**Possible Make-Up Assignments:**

**Writing:**
- Watch a movie and write a film review
- Write a review of a theater performance or concert
- Write about a day in the life of an au pair in America
- Write a paper comparing and contrasting family life in America with family life in your native country
- Compare/contrast any aspect of life in the USA with life in your country
- Read a book/magazine/newspaper article and write a reaction paper (If you write about an article, please hand in a copy of the article with your paper.)
- Write a letter of advice to a prospective au pair in the United States
- Write a reaction paper to a current event
- Write about your goals and dreams for your future

**Speaking:**
- Visit an ELI Intensive program class and speak about your country or any aspect of your country (e.g. food, music, dance, theater)
- Visit an ELI Intensive program class and give a demonstration of something you know how to do that is unique – or that most people would not know how to do (example: a student gave a class on dancing the *meringue*.)

**Remember: Your suggestions are welcome!!** (Please check with your teacher before completing any assignment not listed above.)