

# TL<sup>2</sup>: Administrative and Instructional Fundamentals

**Date:** Friday, December 15, 2017  
12:45 – 3:45 PM

**Location:** inlingua Ft. Lauderdale Center  
201 SE 2<sup>nd</sup> Street  
Ft. Lauderdale, Florida 33301

**Trainer:** Cynthia Cope, Director of Academic Programs

**Knowledge Category:** 8 (Pedagogical Procedures and Skills)

**Note:** This workshop will be simulcast live to the inlingua Orlando and Tampa Centers. You may attend this workshop virtually in any of these locations, in addition to the Ft. Lauderdale Center.

*Due to the nature of the workshop content, this workshop is open only to English instructors qualified to teach in inlingua intensive English programs. Tutorial instructors may attend and still receive professional development hours towards the ACI payment.*

**Summary of Workshop Content:** This workshop will address the most important administrative and pedagogical principles of the TL<sup>2</sup> intensive English programs (IEP).

**Expected Learning Outcomes:**

During this three-hour mini-workshop, instructors will ...

1. Identify the length and structure of the TL<sup>2</sup> programs; how courses in the program are designed, sequenced and interrelated; and how students progress through the program.
2. Review administrative requirements for TL<sup>2</sup> instructors, including adequate completion of the Pedagogical Chart, management of the daily attendance sheet, online confirmation of student attendance, and online class confirmation for payment of professional fees.
3. Review in detail the programs' SLFT Plans, curricular sheets, and course syllabi; learn how to effectively use each of these resources; and differentiate the intended purpose of each.
4. Learn how to correctly deliver the course content according to the SLFT Plans, curricular sheets, and course syllabi; effectively use available instructional resources; and teach the course in accordance with the inlingua Method.
5. Review inlingua policies and procedures for scheduling and conducting field trips as well as health and safety matters related to leading, chaperoning and participating in school-sponsored events.

We strongly encourage all inlingua TL<sup>2</sup> instructors and TL<sup>2</sup> center administrative staff to participate in this workshop. Please confirm your attendance with Laura Pachter, Director of Professional Development, at [lpachter@inlingua-if.com](mailto:lpachter@inlingua-if.com).