



COMMONWEALTH of VIRGINIA  
Department of Education

April 1, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: *Teacher Effectiveness for Language Learning (TELL)* Summer Institute for World Language Teachers, August 11-13, 2016**

The Virginia Department of Education (VDOE) is pleased to announce the *Teacher Effectiveness for Language Learning (TELL)* Summer Institute for World Language Teachers, to be held August 11-13, 2016, at the Hotel Roanoke in Roanoke, Virginia. The goal of this Institute is to provide world language teachers with the training needed to use proficiency-oriented core practices in K-12 classrooms, including strategies for implementing the *Virginia Foreign Language Standards of Learning*, teaching for proficiency, and writing standards-based learning targets.

The Institute is open to world language teachers, department chairs, and division-level supervisors. Participants will be expected to incorporate the core practices in their classroom instruction and to share the information with other world language teachers in the division.

The Institute will begin at 6:30 p.m. on August 11, 2016. [Attachment A](#) contains an agenda of the event.

Materials, hotel accommodations, and meals will be provided. Participants are required to be present for all event and meal functions.

**Institute Registration** – The cost for the Institute will be paid by VDOE. Registration is limited and the deadline to apply is April 22, 2016. Teachers and other world language professionals may apply for the Institute by e-mailing the application form, [Attachment B](#), to Dr. Lisa Harris, specialist for foreign languages, at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov). The selection process will address regional representation and priority will be given to registering teachers in their first three years of service who teach in high poverty areas. Please note that successful submission of the registration form does not guarantee acceptance into the Institute. Applicants will be notified of their acceptance status via e-mail on May 2, 2016.

**Materials** – All materials needed for the Institute will be provided by VDOE. Participants are encouraged to bring laptops. Materials will include the TELL Framework and supporting documents. All participants will complete a self-assessment using the TELL instrument.

**Lodging** – VDOE will fund one double-occupancy hotel room for two nights for participants from school divisions 25 miles or more from the Hotel Roanoke in Roanoke, Virginia. VDOE will make all lodging reservations and cancellations for those participants. Participants who wish to add on an extra night will be responsible for paying the extra night fee of \$117.85 directly to the hotel at check-in.

**Mileage** – Participants are responsible for their own travel to and from the Institute as this cost is not assumed by the VDOE.

**Directions** – Directions for the Hotel Roanoke in Roanoke, Virginia, may be found at:  
[http://www.hotelroanoke.com/southwest\\_va\\_hotel/directions/](http://www.hotelroanoke.com/southwest_va_hotel/directions/) .

For program or registration questions, please contact Dr. Lisa Harris, specialist for foreign languages, by e-mail at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or by telephone at (804) 225-3666.

SRS/LAH/vdg

Attachment:

- A. [Institute Agenda](#) (PDF)
- B. [Institute Registration Form](#) (Word)