



Targeted Learning
Sunday Courses
Handbook

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Welcome,

Welcome to The Princeton Review, Taiwan. We are delighted that you have chosen to study with us. We want all students and parents to have a very positive experience of our program and to feel that it is truly helping you move closer to your learning goals.

We hope that the following document will enable you to clearly understand how the program works and what to expect before, during, and after each session that you take.

If you have any questions concerning our course or your student's progress please do not hesitate to contact us.

The Targeted Learning Administration team is:

- Lucy Gibbs - Targeted Learning Director - ext. 106
- Brittany Liu - Education Sales Consultant - ext. 101
- Christina Liao - Education Sales Consultant – ext. 102

1. Program Aims

The aim of the Targeted Learning program is to enable students to improve their level of English for their academic studies and standardized testing in particular:

- **SSAT**
- **SAT**
- **TOEFL**

The Targeted Learning program is designed as a long-term course of study and fits into a larger plan for test preparation as shown below:

	Semester 1 (Fall)	Semester 2 (Spring)
Grade 12	SAT*	-----
Grade 11	TOEFL*	SAT*
Grades 6-10	Targeted Learning	Targeted Learning

- Allow at least 3 months leading up to the exam date to take an SAT Strategy and Practice course.
- Allow at least a month before taking the SAT a second time to take an Advanced Practice course to refresh your exam strategy.
- Allow 2-4 months leading up to your TOEFL exam date to take a TOEFL Strategy course.

2. How Targeted Learning Works

Level 6	Level 6	Level 6	
Level 5	Level 5	Level 5	Level 5
Level 4	Level 4	Level 4	Level 4
Level 3	Level 3		Level 3
Level 2	Level 2		Level 2
Level 1	Level 1		Level 1
Reading	Writing	Vocab	Grammar

The Targeted Learning Program consists of 4 choices of courses:

- **Reading**
- **Vocabulary (levels 4-6 only)**
- **Writing**
- **Grammar (level 1-5 only)**

Each course is offered at 6 levels with level 6 being the highest. To enter the program, students take the online placement test which places students in an appropriate level for their English ability. To complete the program, students move up from their starting level through to the end of level 6.

Each level should take a student one academic year to complete so:

- A student entering the program at level 4 can expect to spend 3 years completing the program.
- A student entering the program at level 6 will only need about a year of study on the program.

3. Schedules

In terms of scheduling, the Targeted Learning program divides the academic year into 4 x 8 week sessions plus one make-up. In 2008 session dates are:

Session 1:	September 07 – November 09	Make-up: November 16
Session 2:	November 23 – January 18	Make-up: January 17
Session 3:	February 08 – March 29	Make-up: March 28
Session 4:	April 12 – May 31	Make-up: May 30

The first session of each level is the September session. Students can join the program in later sessions. The fact that they have missed earlier sessions will be taken into consideration when placing them.

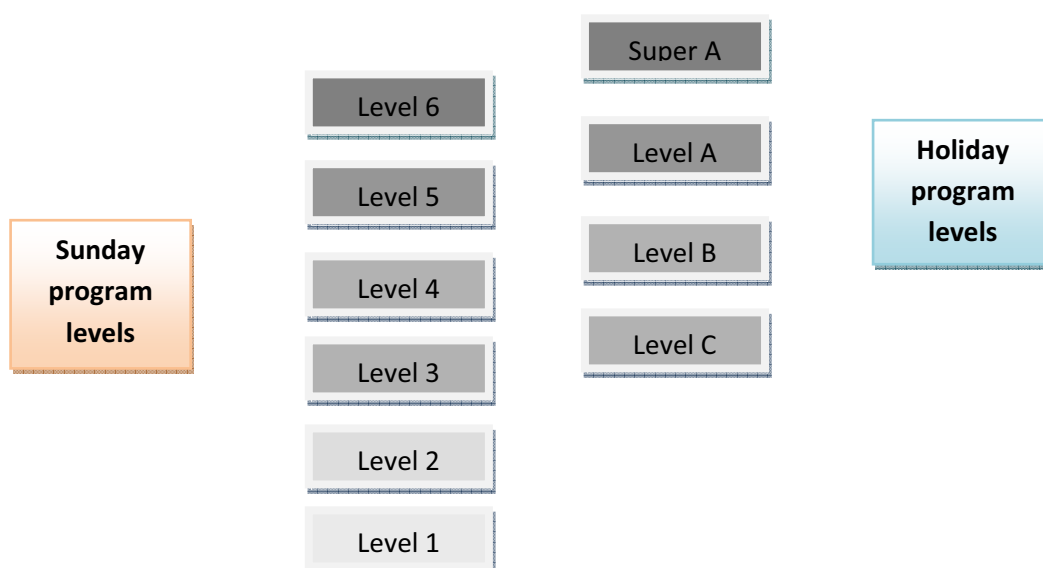
4. Taking a Break

To complete a level, students should complete all 4 sessions in one academic year. However, it is possible to take a break. Students who miss one session will automatically re-join the program at the level they were previously studying at. Students who miss two or more sessions will need to re-take the placement test to check which level is the most suitable.

5. Holiday programs

Sunday students should definitely consider joining Targeted Learning holiday programs which run in summer (June, July and August) and winter (winter break).

Our staggered placing system enables these holiday programs to be useful by themselves or to act as a complement to the Sunday program.



- A student who has studied at level 3 on the Sunday program can take the level C holiday program to help them prepare for level 4.
- A student who has studied at level 5 on the Sunday program can either take the level B holiday program if they want to review the skills they have learned or can try the level A program to prepare for level 6.
- A student who has studied at level 6 on the Sunday program can take the Super A level which is a great bridge to our SAT Strategy course.

Holiday program books and materials are not the same as those used on the Sunday program although they do share a similar academic focus.

6. Make-ups

One group make-up is offered per course, per session. Make-up classes are held at the end of the session and are open to any student who missed a class in that session. The content of this make-up is not identical to that of the class the student missed since students in the make-up class will have missed different lessons. However, the content does reflect the learning aims that that session has been focusing on.

7. Re-registration

Students do need to re-register if they want to continue their Targeted Learning Sunday courses into another session. We do not automatically assume that students will be continuing into the next session, so a space in class for the next session is not guaranteed until the student/parent re-registers.

Re-registration should always be completed at least one week before the course start date. Students who try to register for Targeted Learning courses on the start date will find that:

- There may not be a space in the classes they want to take.
- They will definitely be late for class as the registration and placement procedure takes several minutes to complete.

- They are unlikely to have a book on the first day of class as materials are pre-ordered according to student numbers one-week prior to the start date.

Re-registration requires the completion of the following paperwork:

- **Course enrollment agreement**
- **Payment agreement form** if registering by fax.

Please also complete the **student information sheet** if any of your contact information changes. It is extremely important that we have a valid phone number with which to contact parents. Further, we do mail the following documents to parents:

- A reminder letter one week prior to the end of a session on upcoming dates for the make-up and start of next session.
- Student reports.

A valid mailing address is really important in helping us keep you up-to-date with the Targeted Learning program.

8. First Day of Class

Students should arrive 10 minutes early on the first day of class to check the Targeted Learning Sunday class list for the room number, teacher and level of each course they are taking. The Targeted Learning Sunday class list is always located on the B corridor notice-board.

Students should check the class-list regularly as we do sometimes need to switch classes into different classrooms.

On the first day of class, students should bring the following items:

- notebook
- pens and pencils

We also encourage students to bring an electronic or paper dictionary.

It should be noted that students are not allocated seating. Students may choose where they want to sit and will find that seating in Targeted Learning classes is very flexible.

Students with particular seating needs *e.g. being near the front to read the white board clearly* should be sure to inform let the teacher or a member of the Targeted Learning team.

9. Changing Level

Changing to a Lower Level - If students find their class too difficult, they can change to a lower level by completing the “Change Class” form. This form is kept in holders next to each Targeted Learning classroom. Once students have filled out the form they should post it in the “Class Change” box on the front desk. The form will then be checked by a member of the Targeted Learning team and the necessary class changes made. Before their next class the student should check the Targeted Learning class-list for their new classes.

Changing to a Higher Level - During the first 3 classes of a student’s first session on the program, they can move to a higher level simply by completing the “Change Class” form. After the third class, students who want to move to a higher level will need to demonstrate that their English level is good enough to move up. These students will either need to show us a sample of their work or

will be asked to take a short test. If students move to a higher level and find it too difficult they can simply return to their original class.

It should be noted that:

- If a level 3 student finds the course too difficult, the student will be given a full refund.
- If a level 6 student finds the course too easy, the student will need to demonstrate that that this is the case to qualify for a full refund.

10. Books

All course books and materials are included in the course fees. Students will be given a book on their first day of class. Books will not be given out prior to the first day of class.

Students are asked not to write in their book until they are sure they are happy with their level. Students who change level, will also need to change books. These students should arrive early for their new class and will be met in the lobby by a member of the Targeted Learning team who will give the student their new set of books in exchange for the old ones.

Our policy for forgotten and lost books is:

- If a student forgets their book one week, they will be given a photocopy.
- If a student loses their book we will help them purchase a new one.

It should be noted that for some courses there is one text book for the entire duration of the level, for other courses there are 2 course-books per level as follows:

- **Reading** Each level requires 2 textbooks. The second textbook is given to students at the start of the third session.
- **Writing** Each level requires 2 textbooks. The second textbook is given to students at the start of the third session.
- **Vocabulary** Each level requires one textbook
- **Grammar** Each level requires one textbook

11. Attendance and Absence

It is vital that we know which students are on-site. Our attendance procedure is:

1. Teachers take attendance within the first 10 minutes of every class.
2. The attendance sheets are collected by our front desk staff who phone parents of all absent students.
3. If a student arrives after the teacher has taken attendance, the student will be sent to the front desk to report to our front desk staff who will promptly confirm with parents that the student has arrived.

If you know your child will be absent for a class please phone the office and let us know in advance.

12. Homework

Homework is an important part of the Targeted Learning Program. Students can generally expect homework to take half or as much as lesson time. The type of homework assigned differs from course to course as follows:

- Reading Additional worksheets
- Writing Write 1st or 2nd draft of essay*
- Vocabulary Review words from previous lessons
- Grammar Activities from the text-book

Teachers keep a careful record of all homework assigned and completed. If you are concerned about your child's progress please let us know so we can check their teacher's records and give you some feedback.

Please also note that if a student routinely fails to complete his/her homework, we will contact parents and discuss possible solutions.

13. Measuring Progress

Teachers use several methods to check students' progress on the Targeted Learning program. These are:

- Monitoring students in class and checking they are able to participate in class activities or complete in-class exercises.
- Giving students feedback on the first drafts of essays in writing classes and grading their second drafts.

- Giving quizzes in classes 4, 6 and 8 of vocabulary classes.
- Setting mini-quizzes and an end-of-course review for grammar.

14. Reports

At the end of each course, teachers complete a report for each course a student takes. The report records:

- Attendance
- Homework completion for reading and grammar
- Test scores for vocabulary
- Essay grades for writing*
- Class performance
- Level in next session
-

Reports are always mailed to parents and should arrive within 5 days of the end of the course. If you do not receive a report please contact the office and we will send another copy.

*For writing classes, essays are graded for 2 criteria; content and language. For each criteria students receive a score from 1-5. The two scores are then added together and changed into a percentage. For example, if a student scores 3/5 for language and 4/5 for content, then the total is 7/10 which is shown as 70% on the report.

We consider that;

- 50% or above is a pass
- 60% - 75% is good

- 75%-90% is very good
- 90% and above is excellent

15. Discipline Policy

Targeted Learning Sunday classes take place in a friendly yet focused learning environment.

If a student is disrupting the class to the extent that other students are having problems following the lesson then the following procedure is used:

- The teacher will discreetly let the student know what the problem is and what the student needs to do to rectify it.
- At the end of class the teacher will talk to the student again and check they understand why their behavior was not acceptable and offer suggestions as to how to improve it. The program director will be notified of the situation.
- If the same problem occurs in future lessons, the student will be asked to leave the class and see the program director.
- If the student is unable to modify their behavior in subsequent lessons, they will be asked to leave the program.

While it is always our preference to work together with students and parents on behavioral issues, verbal or physical aggression towards other students or our staff will not be tolerated. In such a case, the student will be instantly dismissed from the program, the parents informed and a pro-rata refund given.

16. Emergencies

Typhoons - If government offices are closed in Taipei then The Princeton Review, Taiwan will also close and classes will be cancelled. Typhoon makeup classes will be scheduled. If you are not sure whether classes will go ahead, please check our website www.princetonreview.com.tw for the most up-to-date information.

Floods and Fires - In the event of flood or fire, students will be evacuated to a safe place and will remain with TPRT staff until we confirm with parents how they will return home.

Earthquakes - In the event of an earthquake, students will remain in the building until it is safe to evacuate. Students will stay with TPRT staff until we confirm with parents how they will return home.

Accidents and injuries - If a student requires immediate medical assistance, basic first aid will be administered, professional medical care sought from the nearest provider and parents contacted. If a student has an existing medical condition that may affect their studies, please inform the office before registering.