

**BIBLIOGRAPHIC DATA SHEET**1. CONTROL NUMBER  
PN-AAH-7732. SUBJECT CLASSIFICATION (695)  
JK00-0000-G746

## 3. TITLE AND SUBTITLE (240)

English language training, Damascus, Syrian Arab Republic;  
Mar.-Oct. 1979

semi-annual report,

## 4. PERSONAL AUTHORS (100)

## 5. CORPORATE AUTHORS (101)

Georgetown Univ. School of Languages and Linguistics.

## 6. DOCUMENT DATE (110)

1979

## 7. NUMBER OF PAGES (120)

29p.

## 8. ARC NUMBER (170)

SY374.292.G351-3/79-10/79

## 9. REFERENCE ORGANIZATION (130)

Georgetown

## 10. SUPPLEMENTARY NOTES (500)

## 11. ABSTRACT (950)

## 12. DESCRIPTORS (920)

Instructional materials	Syria
Training methods	Training facilities
Language training	English language
Curriculum development	Laboratory equipment
Language teaching	

## 13. PROJECT NUMBER (150)

276000200

## 14. CONTRACT NO.(140)

AID/ne-G-1397

## 15. CONTRACT TYPE (140)

## 16. TYPE OF DOCUMENT (160)

SY

374.292

G 351

Mar.-Oct.

1979

PN-AAH-773

Agency for International Development

English Language Training  
Damascus, Syrian Arab Republic

Contract: NE-C-1397 (Syria)

Contractor: Georgetown University  
School of Languages and Linguistics  
Washington, D.C. 20057

Fourth Semi-Annual Report  
14 March to 15 October 1979  
(Incorporating Seventh and Eighth Quarterly Reports)

Submitted by William E. Norris  
Campus Coordinator, Georgetown University

Project ..... English Language Training  
Contract No. .... AID NE-C-1397 (Syria)  
Project No. .... 276-11-690-002  
Georgetown No. .... 3-151-930

English Language Training  
AID Contract No. NE-C-1397 (Syria)  
Project No. 276-11-690-002  
Georgetown No. 3-151-930

Semi-Annual Report

Distribution:

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Fourth Semi-Annual Report:

14 March to 15 October 1979

Incorporating Seventh and Eighth Quarterly Reports

1. Substantive Report

a. Status of the work at the end of the eighth quarter

(1) ELTC Staff

The full-time Georgetown teaching staff comprised five teachers, plus additional part-time teaching duties by the Director and Sub-Centers Coordinator. Additional part-time teaching in the Sub-Centers and the Center was provided by Syrian counterpart teachers and locally hired PSC teachers.

During the eighth quarter two additional counterpart teachers were assigned by the SPC. One was Mr. Abdul-Aziz Kammouhi. The other was Ms. Lubaba Al-Sawaf, who had previously served in a secretarial capacity at the ELTC. In August 1979 she and Ms. Jamal-Eldin went to Washington, D.C. for graduate studies in teaching EFL. Ms. Jamal-Eldin enrolled in the MAT program at Georgetown University and Ms. Al-Sawaf enrolled in a similar program at American University. The Syrian Counterpart Teaching Staff now numbers ten people.

Also in August the first two counterparts to be sent to Georgetown University, Ms. Haddad and Ms. Hussieni, completed their MAT requirements and returned to Damascus. Their final courses were taken at the TESOL Summer Institute at the University of California, Los Angeles. On their return to the ELTC they began part-time teaching duties in the Eighth Term and assumed other responsibilities: Ms. Hussieni has been designated Syrian Director by the SPC and Ms. Haddad has assumed responsibility for the testing program.

The SPC has provided a secretary/receptionist, and two drivers for the new van. Need remains for a language lab assistant and additional support personnel. Local hire of a typist has been authorized by AID.

## (2) Enrollment

This report includes the Sixth and Seventh Terms and the beginning of the Eighth Term. Capacity for the Sixth Term was one hundred and five (105) students and one hundred began the course. For the Seventh Term capacity was increased to one hundred and thirty-five (135) students through the temporary utilization of two personal services contract teachers for two afternoon classes. One hundred thirty-one (131) participants actually began the Seventh Term. In the Eighth Term one hundred twenty-four (124). Three sections are now offered at each level.

Total 'R' level output increased to forty-six (46) for the Sixth Term and fifty (50) for the Seventh Term. A total of two hundred and three (203) 'R' level participants were produced during the first two years of ELTC operation (seven terms).

Detailed enrollment analyses will be found in the appendixes of the Seventh and Eighth Quarterly Reports.

The waiting list for future courses continues to cause some difficulties. Solutions are in the process of being worked out (Eighth Quarterly Report, p. 2-3). Meanwhile the number of Sub-Center sections has declined.

## (3) Facilities and materials

The vehicle ordered for the ELTC in Fall 1978 was finally cleared through customs and put into service in July 1979 to transport the staff. Additional laboratory booths and a high-speed tape duplicator are to be authorized in the next contract amendment. It is anticipated that the new building will be ready during the first quarter of 1980.

## (4) Institutionalization of the ELTC

Since her return to Damascus and designation as Syrian Director, Ms. Hussieni has been working with officials of the State Planning Commission to develop the necessary regulations and other conditions that will ensure a solid base for the future of the Center as a Syrian governmental unit.

(5) Evaluation

The Campus Coordinator, Professor Norris, visited Damascus March 30 to April 21 to participate in an evaluation and discuss plans for expansion of enrollment and facilities, the schedule, testing, and faculty contracts. He met with SPC officials and with AID Mission Director, M. Wedeman, Assistant Director, D. Chandler, Training Officer H. Roberts, and Program Officer, G. Morrissey. Georgetown University hosted a reception and dinner in honor of the State Planning Commission officials.

b. Plans for the ensuing period

Three additional counterpart teachers will complete graduate studies and return to the Center during the next period. They will undergo in-service training by the Georgetown Team and then assume full-time teaching duties.

Transfer of the ELTC to new facilities will necessitate the short-term services of the Language Lab Technician, Mr. Vann, to move the lab and install additional equipment in the expanded facilities.

c. Recommendations

In order to maintain capacity enrollment in each term, further improvements need to be made, especially by the SPC, in the selection and notification of participants. The problem is discussed in detail in the Eighth Quarterly Report, p. 1-3.

Administrative Report

a. Expenditures: 3 August 1977 to 31 August 1979

As of 31 August 1979 the budget status was as follows

1. Salaries

Field staff	253,725.54
Short term	3,233.40
Campus	<u>23,986.40</u>
<b>Total</b>	<b>280,945.34</b>

2. Allowances	37,262.71
3. Per diem	0.00
4. Travel and transportation	66,334.80
5. Instructional equipment, materials and supplies	30,254.95
6. Other direct costs	14,142.83
7. Insurance (applied to purchase of van)	8,424.65
8. Indirect costs	124,020.25
9. Housing	149,441.46
10. Fringe benefits	<u>60,965.14</u>
Total	771,792.12

b. Personnel employed

There has been no change since the previous report. The present project staff employed by Georgetown University is as follows:

Field Staff

Chief of Party and Director, ELTC  
Walter F. Davison, Ph.D., Assistant Professor

Sub-Centers Coordinator/Supervisor  
Stephen C. Boeshaar, M.A., Instructor

Teachers of EFL

William T. Weir, M.A., Assistant Professor  
John W. Bagnole, M.A.T., Instructor  
Robert W.A. Mohr, M.S., Instructor  
Marilyn Raschka, M.A., Instructor  
William R. Smalzer, M.A., Instructor

Campus Coordinator

William E. Norris, M.A., Assistant Professor

Campus Secretary

Josette Selim, Secretary III

**Attachments:**

Seventh Quarterly Report (March 14 - June 1, 1979)

Eighth Quarterly Report (June 2 - October 15, 1979)

SEVENTH

QUARTERLY REPORT

March 14, 1979 to June 1, 1979

submitted by

Walter F. Davison, Ph.D.  
Georgetown University  
Chief of Party

June 1, 1979

Project ..... English Language Training  
Contract No. ... AID NE-C-1397(Syria)  
Project No. .... 276-11-690-002

## 1. Enrollment

The capacity of the Center increased to one hundred five(105) participants for the Sixth Term due to the addition of one more Georgetown University faculty member. The total number of enrolled students for the term, however, started at only one hundred(100) because we were not able to begin the new section until two weeks after the regularly scheduled classes had begun and because the class itself was set up at the last minute.

Of the one hundred participants who started the term, eight people dropped out leaving a total of ninety-two(92) who took the final exam. Forty-six(46) of the ninety-two achieved the R level(see Appendix A). This is a greater number than one would ordinarily expect from a total of ninety-two people. This result came about because there was an imbalance in the distribution of participants among the three levels(see Appendix B). From the beginning of the contract through the end of the 6th term, there have been one hundred fifty-three(153) ELTC participants who have reached the R level. Appendix C shows a breakdown of these people by term and by ministry.

There were fourteen ministries represented at the Center during the Sixth term: the Ministry of Higher Education had the most people followed by the Ministry of Health and then the Ministry of Agriculture(see Appendix D). Representation of women remained at twenty-eight percent(28%). Starting with the Seventh Term, however, the number of women dropped to twenty-two percent(22%). This was because of the higher percentage at the ELTC of participants from the Ministry of Higher Education. Only three women are among the fifty-eight (58) Higher Education people currently enrolled.

## 2. The Waiting List

The waiting list of people who are qualified and registered for entry into the ELTC grew from sixty(60) at the beginning of the Fifth Term to almost ninety(90) at the beginning of the Sixth Term. This happened in spite of the increase in the Center's capacity to one hundred five during that period. The waiting list would have continued to grow to more than one hundred twenty(120) by the beginning of the Seventh Term had not another two classes been opened. With the addition of these two new classes, we were able to include approximately ninety(90) new people in the Center for the 7th term. These people were taken from a list of more than one hundred eighty(180). It should be noted that the inclusion of ninety new people will most likely not be a recurring event and that it was due to the high number of graduating R-level people, the opening of two new classes, and a number of dropouts. The addition of these two new

afternoon classes, open only to participants from the Ministry of Higher Education, has increased the capacity of the Center to one hundred thirty-five(135). At the same time, the waiting list was reduced to approximately ninety(90) people(see Appendix E). Since the teachers for these new sections were transferred to the Center from sub-center classes, the number of sub-center classes was reduced. This reduction in the number of sub-center classes to three or four D-level sections, more closely matching the number of C-level sections, was both timely and prudent, and it will, hopefully, assist in establishing better control over the number of qualified applicants for the Center.

In the last report, the probable number of D and E level classes combined was put at six(6) for a full-range center. It now appears from the makeup of the lower level classes that six for both D and E levels may be in excess of that required to sustain the projected number of A, B, and C classes needed to produce two hundred(200) R-level graduates per year. This is because there has recently been a rather limited number of E-level people in the sub-centers. Also, the fact that many sub-center level people will be originating from the Ministry of Higher Education, presumably with a higher level of educational backgrounds, may vitiate the need for an equal number of E-level classes in comparison to D-level classes. Thus, the estimate of the total number of teaching hours required to sustain approximately two hundred R-level graduates per year, now put at two hundred ~~thirty~~-five(255) hours per week for all levels, as indicated on the projection chart, may be, and probably is, too high.

### 3. Distribution of Classes

With the addition of two PSC teachers at the Center, the ELTC now has a total of nine sections at the A, B, and C levels. There are also three sections of D-level classes taught by two other PSC teachers and one Syrian counterpart. There is another class at the Ministry of Health at the D level to which a ministry-employed teacher is assigned. In addition, a small number of people attached to the Ministry of Foreign Affairs is being given instruction. The distribution of classes, then, is as follows:

- 3 A-level classes -- 2 in the morning, 1 in the afternoon
- 3 B-level classes -- 2 in the morning, 1 in the afternoon
- 3 C-level classes -- 2 in the morning, 1 in the afternoon
- 3(4) D-level classes -- 1 at Agriculture  
2 for Higher Ed. at the ELTC  
(1 at Health)
- None at the E level

#### 4. Facilities and Materials

##### a. Language Laboratory

The amount and variety of materials for use in the language laboratory is slowly increasing, and there are now twenty-two(22) series totalling more than 800 individually taped units available.

##### b. Ditto Machines

We received a second ditto machine, and the original machine has finally been repaired and is in good working order.

##### c. The Van

The 12-seat Chevrolet van which arrived in Syria approximately six months ago is, at this writing, exactly where it was six months ago, at Adra under the care of the Customs Department. The State Planning Commission has, however, informed us that the major obstacle in obtaining the vehicle, permission to import the van from the Minister of Finance, has been overcome.

#### 5. Support Personnel

It has been more than a year and a half since we first requested support personnel, particularly, a typist. Despite repeated requests and appeals, we still do not have a typist, and considering the amount of time which has passed, it would appear that we are probably not going to get one anytime soon from the government.

We currently have a total of two full-time support people, a receptionist and a tea/coffee man. There is also a cleaning woman who comes daily in the afternoon, part-time. Thus, after more than a year and a half, we have a total of two and one half(2½) support people for our now current capacity of one-hundred thirty-five students with more than fifteen teachers. We have classes in session six days per week, eight hours per day. The support we are receiving compares poorly to a nearby and much smaller government educational institution in terms of the number of participants we have as well as the hours we are functioning. With perhaps, occasionally, as many as thirty(30) participants, this other government institution has about ten(10)(!) support people in addition to at least three vehicles including a large bus. We, on the other hand, can not produce needed materials for classroom instruction. We do not have adequate clerical support for even one half of the number of participants we are handling. We can not even easily produce information regarding the

backgrounds of the people in the Center because we can not get the registration forms typed. The registration forms containing bio-data for last term's participants were finally delivered to USAID and the SFC one or two days before the final exam, about three months after the participants started classes. We are now more than three weeks into the 7th term, and we still do not even have the original forms for registration completed (not the final typed forms, the original work forms) for about one fourth of the current participants, and there is no one at the Center who has the time to do quickly this most basic of tasks. All outgoing letters are typed in final form by the originating individuals. All original classroom instruction materials are typed, retyped, and then produced in sufficient quantities by the teachers themselves, thus taking valuable time away from other more productive activities.

The additional support person referred to in the last report no longer comes to the Center.

Clearly the only conclusion that can be drawn from the above described circumstances is that the BLTC is inadequately supported. It is difficult to see how we can continue to maintain even a facade of quality under these conditions.

APPENDIX A

PERSONS RECOMMENDED BY THE ELTC FOR THE R LEVEL FOR THE SIXTH TERM

Higher Education

Mohammad Nader Rifai  
Ghassan Fallouh  
Widad El Khouri  
Fouad Shukri Kurdi  
Nour Eddin Ibrahim  
Faysal Abbass  
Ali El Akhrass  
Salwa Khatib  
Imad Eddin El Bala'  
Souheil Laila  
Mohammad Al Halabi  
Hala Kahal Azmeh  
Mohammad Seif Eddin Sibai  
Mohammad Bashir Rifai  
Hassan Kaddour  
Buhjeh Manla Hassan  
Mohammad Kassabji  
Nabil Batti

Health

Mohammad Al Rish  
Hisham Diwani  
Malak D. Sheibani  
Mohammad Amin Al Sayed  
Souhbi Ajalyakin

Industry

Rafic Sundouk  
Hala Al Saadi  
Rafah Al Tinawi  
Nabil Tello

Transportation

Ayed Shalash  
Abdul Karim Hausha  
Fayez Nashawi  
Fatema Osman

Economy

Nahil Horani  
Tanios Ferzli

Communications

Najwa Humeidan Samsan

Local Administration

Mohammad Fayez Mahfouz

Agriculture

Ayoub Zaza

Foreign Affairs

Laila Zreik Kayal  
Layla Istwani

Interior

Mohammad Al O'm  
Rabi' Al Khatib

Public Works

Anan Khalil  
Mohammad Al Wattar

Housing

Fahmi Nahlawi

Education

Mourice Zodi  
Mhd. Salah Eddin Shullar

State Planning Commission

Siham Dillo

APPENDIX B

SUMMARY ACTIVITY CHART

This chart indicates the number of participants who began each each course and the number who completed each course, by level, from the beginning of the contract to the 7th term.

	<u>FIRST TERM</u>	<u>SECOND TERM</u>		<u>THIRD TERM</u>		<u>FOURTH TERM</u>		<u>FIFTH TERM</u>		<u>SIXTH TERM</u>		<u>SEVENTH TERM</u>	
	10/15/77 to the end of Feb., 1978	3/12-5/18 1978	5/21-8/1 1978	9/3-11/19 1978	11/23-2/13 1978-79	2/15-5/1 1979	5/10-7/24 1979						
	Finished	start	finish	start	finish	start	finish	start	finish	start	finish	start	finish
At Level A	16	26*	18	30	27	30	29	30	27	55	51	45**	
At Level B	13	21	20	30	26	30	27	30	30	30	27	45**	
At Level C	14	25	24	30	28	30	23	30	30	15	14	45**	
Total Enrolled	43	72	62	90	81	90	79	90	87	100	92	135	
Number of R-Level people produced	22		15		22		19		30		46§		

\*Seven of these people did not take the final test and, therefore, did not formally complete the courses because they were already at the R level and were in class to review.

\*\*According to the initial class lists.

§This number is unexpectedly large relative to the total number of participants enrolled and is due to the fact that the distribution of classes during the 6th Term heavily favored A-level classes. There were four A-level classes, two B-level classes, and only one C-level class.

APPENDIX C

TOTALS OF R-LEVEL PARTICIPANTS BY TERM AND BY MINISTRY

	1st Term	2nd Term	3rd Term	4th Term	5th Term	6th Term	Ministry Totals
1. Higher Education	1	3		2	3	18	27
2. Health	6	4	6	1	1	5	23
3. Agriculture	5		3	1	3	1	13
4. Education		3	2	2	3	2	12
5. State Planning Commission		4	3	2	2	1	12
6. Interior				4	6	2	12
7. Transportation			1		4	4	9
8. Communications	1	1	1	1	2	1	7
9. Petroleum	4		1	1			6
10. Industry					1	4	5
11. Economy	1		1		1	1	4
12. Social Affairs & Labor	1		1	1	1		4
13. Public Works			1	1		2	4
14. Foreign Affairs						2	2
15. Housing/PIGBH					1	1	2
16. Information			1		1		2
17. Central Bureau of Statistics	2						2
18. Pharmacy				1		1	2
19. Supply	1						1
20. Electricity			1				1
21. Central Organization				1			1
22. Local Administration						1	1
23. Finance					1		1
<u>Term totals</u>	22	15	22	18	30	46	153

APPENDIX D

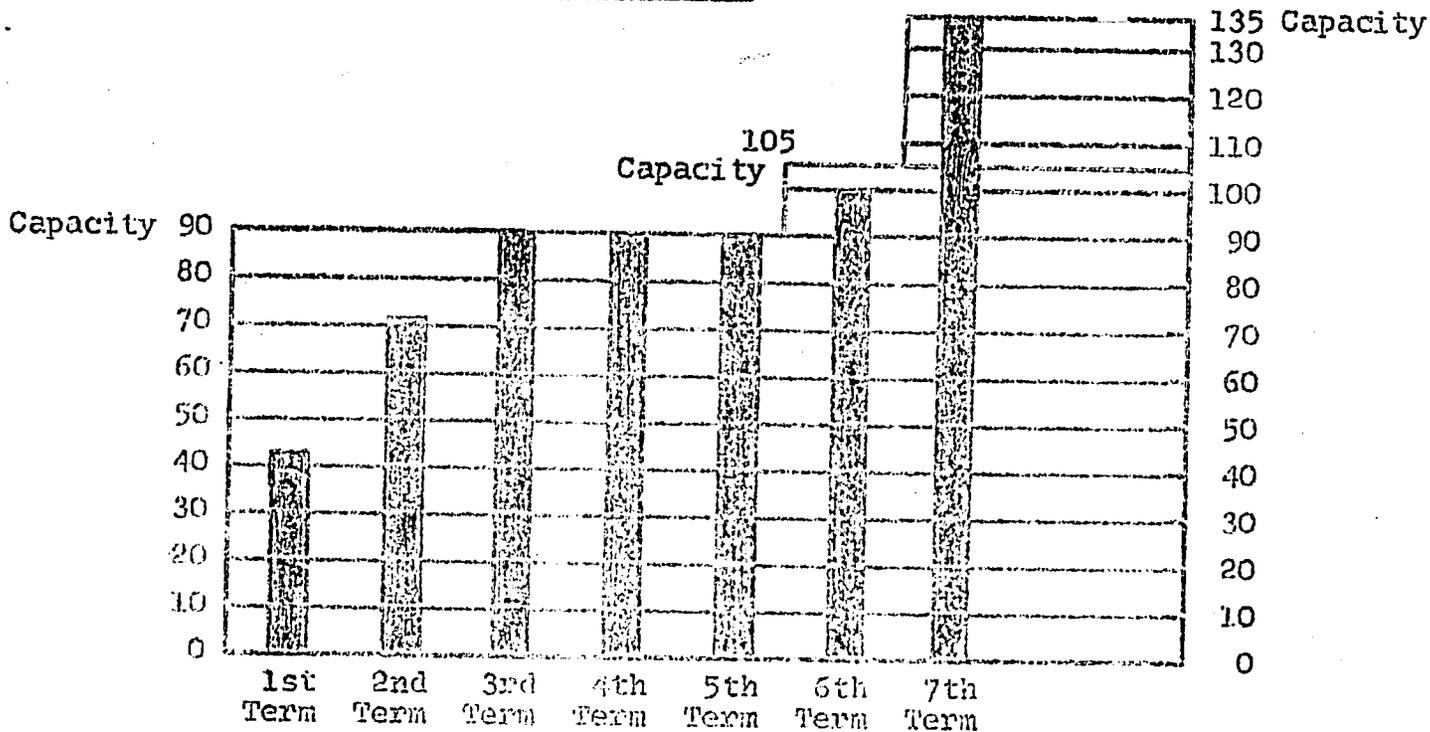
Representation of Ministries at the ELTC During the Fourth, Fifth, Sixth, and Seventh Terms.

	Fourth Term	Fifth Term	Sixth Term	Seventh Term*
Higher Education	10	11	31	58
Agriculture	7	8	10	26
Health	10	9	15	16
Transportation	0	13	9	7
Education	6	7	5	4
State Planning Commission	9	8	3	3
Economy	2	4	3	3
Housing & Water	1	5	1	2
Foreign Affairs	0	0	2	2
Petroleum	0	0	0	2
Industry	4	6	5	1
Local Administration	0	0	2	1
Electricity	1	0	0	1
Central Bureau of Statistics	0	1	0	1
Tourism	0	0	0	1
Interior	13	0	3	0
Communications	4	3	1	0
Public Works	3	1	2	0
Social Affairs & Labor	2	1	0	0
Information	1	1	0	0
Others	4	0	0	1

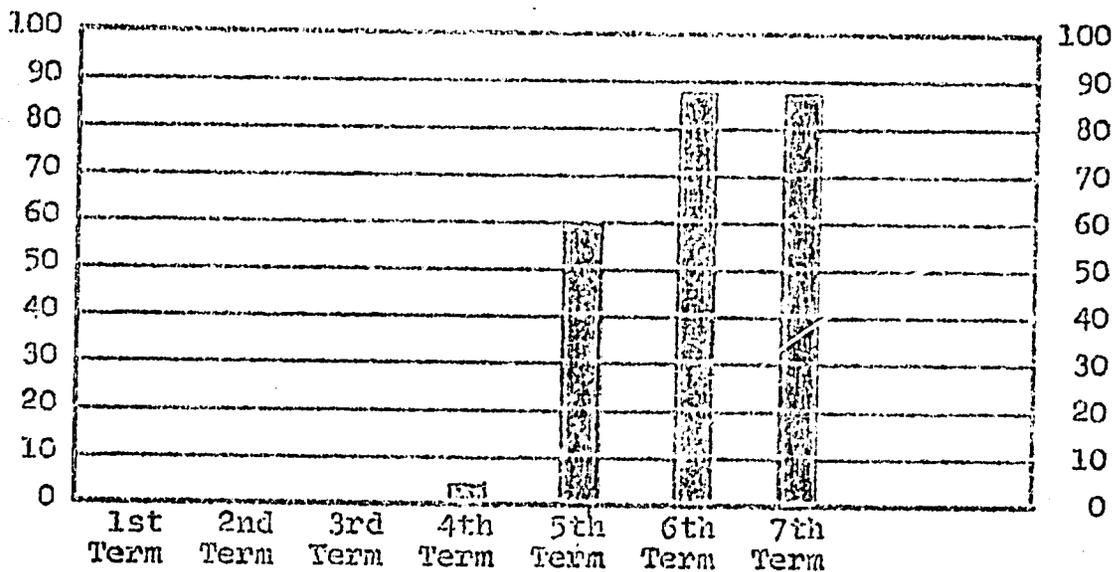
\*Based on class lists after two weeks of classes.  
 Figures for the other terms are based on the number of people who took the final exam.

APPENDIX E

BEGINNING ENROLLMENT FIGURES FROM THE START  
OF THE CONTRACT TO THE 7TH TERM



NUMBER OF PEOPLE WHO WERE PLACED ON THE WAITING  
LIST FOR FUTURE ENROLLMENT



EIGHTH

QUARTERLY REPORT

June 2, 1979 to October 15, 1979

submitted by

Walter F. Davison, Ph.D.  
Georgetown University  
Chief of Party

October 15, 1979

Project ..... English Language Training  
Contract No. ... AID NE-C-1397(Syria)  
Project No. .... 276-11-690-002

## 1. Enrollment

The capacity of the Center increased to one hundred thirty five(135) for the Seventh Term. The additional capacity was due to the temporary utilization of two Personal Services Contract people to cover two afternoon classes until the arrival of the first returning counterparts in September when the need for outside teachers to teach any of the current nine Center classes ceased. Of the initially enrolled 135 participants, one hundred thirty one(131) actually started class and one hundred twenty six(126) completed the courses and took the final exam(see Appendix A and Appendix B). Of these, fifty(50) achieved the R level(see Appendix C and Appendix D); forty eight(48) were at the A level; twenty(20) were at the B level; six(6) were at the C level, and two were evaluated as being at the D level.

There were only ten(10) ministries represented at the Center for the Seventh Term. Appendix E shows a breakdown of representation by ministry. Representation of women during the Seventh Term was twenty one percent(21%). Women represented only nineteen percent(19%) of the stabilized enrollment for the Eighth Term which began in September. The lower percentage of women for these two terms is accounted for by the fact that there is a high percentage of participants from the Ministry of Higher Education. If officials only from ministries other than Higher Education are considered for the current term, the percentage of women would be thirty seven percent(37%). Of the sixty officials from the Ministry of Higher Education now at the Center, only two are women. This may be due in part to the fact that many of the Higher Education people at the Center are not originally from Damascus.

## 2. The Waiting List

Controls over who shall take the weekly ALIGU test, who shall be considered in fact to be on the waiting list, and who precisely has priority over whom on the waiting list, apparently have not yet been firmly set.

There are presently only about fifty(50) people who have come to the Center to enter their names on the new waiting list. This number is misleading, however, in that it does not provide a true reflection of the number of people who may want to enroll in Center classes for the coming Ninth Term. None of the current Higher Education D-level participants are included and most of the people who have been classified as A, B, and C on the weekly ALIGU test are not included. To illustrate how the absence of the people from the lists of the weekly test affects the waiting list, if those people who are classified as A, B, and C and who took the test just during the past three months, July, August, and September, were considered as being on the waiting list, the number on the list would currently be almost ninety(90) not fifty(50)

as indicated on the chart in Appendix F. If the people who take the weekly test and score above "C" do not establish their names on the waiting list, and, in addition, know that they are supposed to establish their names on the list, then fair questions to ask are "Who are these people?" and "Why did they take the test?"

Priority for certain officials is another important factor in determining the make-up of the waiting list. Although agreement concerning who will have priority in placement has been reached by all the determining parties, the actual implementation of the priorities does not take place far enough in advance of the coming term to avoid communication problems between the SFC and the ministries and/or between the ministries and the individuals concerned. Thus, it is still only at the last moment that the final decisions are made concerning who will be allowed to attend classes at the Center. Because no one is sure who will be at the Center from term to term except at the last minute, many people do not receive notification that their names are on the class lists. When these people do not come to the Center, we are obliged to take their names off the list and replace them with new names from the waiting list. These new people are also not informed in time except by chance or unless their interest in the Center is such that they are physically at the Center almost daily waiting for a chance to take one of the vacant places. The result is under-utilization of the services offered at the Center. The final class lists of the current term show rather well the result of the above described process: a capacity of 135 participants with eleven(11) vacancies after four weeks of classes.

Another problem having to do with communication difficulties is the fact that a number of ELTC participants simply drop out at the end of the term without informing the Center of their intention to do so. For example, seventy one(71) people should have returned for the Eighth Term, having been participants during the Seventh Term. Instead of 71 returning people, there were only fifty three(53) returning participants. Thus, eighteen (18) qualified people on our initial class lists did not come to class because they had either independently decided to drop or had been dropped by their ministries. In either case, the Center received no notification of a decision by any of them not to continue. A disproportionately high number of the eighteen missing people were officials from the Ministry of Agriculture which strongly suggests a lack of enduring interest from that ministry. A further demonstration of the apparent lack of support from that ministry comes from the fact that of the thirteen people in the Agriculture sub-center who achieved "C" or above on the test at the end of the Seventh Term only seven actually came to the Center.

Solutions to the difficulties mentioned above, that is,

1) early implementation of priorities for assigning places on the waiting list, 2) the timing of the issuance of the class lists, 3) problems stemming from communication difficulties, 4) controls over who shall take the placement test, and 5) an early determination of who is and who is not on the waiting list, all of these difficulties, have been discussed with the State Planning Commission by the new Director of the ELTC, Ms. Husieni, and are in the process of being resolved. But the final solutions to these difficulties will take time and involve, probably, a transfer of authority from the State Planning Commission to the Center itself.

### 3. Return of the Senior Counterparts

The two most senior counterparts of the original group of five, Ms. Husieni and Ms. Haddad, have returned after having completed requirements for the M.A. degree at Georgetown University. Ms. Husieni has taken over the position of Director of the ELTC while Ms. Haddad will be in charge of testing. The return of these two key people marks the beginning of the transfer of the daily administration of the ELTC to Syrian hands. Their return will also test the resolve of the State Planning Commission to provide adequate conditions to insure that the counterparts stay with the ELTC on a permanent basis. Their return provides an excellent opportunity for the SPC to demonstrate its support not only for Ms. Husieni and the other counterparts but for the future of a viable ELTC.

Ms. Husieni's assumption of the position of Director of the Center is an essential step in the institutionalization of the ELTC into the Syrian governmental system. Ms. Husieni has already been instrumental in identifying points crucial to the future well-being of the Center as an institution and in making arrangements with officials from the State Planning Commission to establish as fact the necessary conditions to ensure a solid base for the Center as the Georgetown Team and AID financial support are phased out. Some of these points concern the status of the Syrian ELTC teachers, promulgation of the regulations governing the Center, the status of the ELTC within the Syrian governmental system, and, in general, the source of authority by which the Center will continue to exist.

### 4. Facilities

The 12-seat Chevrolet van ordered last year was delivered in good condition to the State Planning Commission in July, 1979, and it is now being used daily by the Center.

The purchase of a high-speed reel-to-cassette magnetic tape duplicator will be authorized as of the signing of the most recent amendment to our contract. Additional booths for the language laboratory will also be authorized with the amendment. Supposing that the new location for the Center will be ready by the end of the first quarter of the next

calendar year, as we have been informed by the SPC, the booths and the duplicator should be ready for installation at that time.

#### 5. Support Personnel

The State Planning Commission has supplied the ELTC with a secretary/receptionist to replace the person we previously had but who departed for the U.S. for study in order to become an additional counterpart. The SPC has also assigned a second driver for the new Chevrolet van as a driver is needed from 7 a.m. to 5 p.m. daily. The ten-hour period, six days per week, is in excess of the amount of time one driver can be available.

USAID/Damascus has been very helpful in its efforts to alleviate our need for a typist, and as a result AID/Washington recently provided early authorization to hire a typist/office assistant locally.

APPENDIX A

Results of the 7th Term Final Exam and Current Placement

<u>ELTC</u>				<u>Sub-Centers</u>		
Level Assigned	Number of Academic Higher Education People	Other	Totals	Number of Academic Higher Education People	Other	Totals
R	26	24	50			
A	24 22(92%) now at Center	24 15(63%) now at Center	48 37(79%) now at Center			
B	6 6(100%) now at Center	14 12(86%) now at Center	20 18(90%) now at Center	12 10(83%) now at Center	10 9(90%) now at Center	22 19(86%) now at Center
C	1 1 at the Center	5 none at Center	6 1 at Center <del>Center</del>	10 9(90%) now at Center	10 4(40%) now at Center	20 13(65%) now at Center
D		2 1 at Center	2 1 at Center	2 1 at sub-center	10 5(50%) at Health Sub-C	11 6(55%) at sub-centers

APPENDIX B

Summary Activity Chart

This chart indicates the number of participants who began each course and the number who completed each course, by level, from the beginning of the contract to the 8th Term.

	<u>1ST TERM</u> 10/15/77 to the end of Feb., 1978	<u>2ND TERM</u> 3/12-5/18 1978	<u>3RD TERM</u> 5/21-8/1 1978	<u>4TH TERM</u> 9/3-11/19 1978	<u>5TH TERM</u> 11/23-2/13 1978-9	<u>6TH TERM</u> 2/15-5/1 1979	<u>7TH TERM</u> 5/10-7/24 1979	<u>8TH TERM</u> 9/4-11/20 1979
	End	Start End	Start End	Start End	Start End	Start End	Start End	Start
Level A	16	26 18	30 27	30 29	30 27	55 51	46* 44	44*
Level B	13	21 20	30 26	30 27	30 30	30 27	41* 41	43*
Level C	14	25 24	30 28	30 23	30 30	15 14	44* 41	37*
Total Enrolled	43	72 62	90 81	90 79	90 87	100 92	131 126	124
Number of R-level people produced	22	15	22	18	30	46	50	

\* According to the stabilized class lists three weeks into the term. The figures for the number of participants starting the other terms are according to the initial class lists.

APPENDIX C

Persons Recommended by the ELTC for the R Level for the Seventh Term

Higher Education

Bahjat Abu-Hamdan  
Mhd. Yahya Dabbagh  
Abdallah J. Al-Dakhil  
Ramez Al-Dawoud  
Mohammad A. Dimashki  
Salah-Ed-Din Fares  
Kamal Fattal  
Shihab Ghaya  
Salim Hariri  
Nizar Al-Helou  
Layla Hobballah  
Nabil Kabalan  
Husein Al-Khatib  
Ibrahim Makarios-Laham  
Mhd. Sobhi Al-Masri  
Ahmad Massasati  
Mohammad Mazid  
Mhd. Kheir Mekhallalati  
Mhd. Ghassan Nayal  
Mhd. Hasan Rajab  
Abdul-Rahim Sabouni  
Hasan Sanawbara  
Kasem Sara  
Sharif Shahim  
Hani Taleb  
Mhd. Nazih Z. Al-Yaghashi-Eiloush

Central Bureau of Statistics

Hana Shalati

State Planning Commission

Hana Al-Huseini

Prime Minister's Office

Jihan Jannan

Petroleum

Riyad Darkazanli

Health

Taj-Ed-Din Abo  
Ramzi Enebtawi  
In'am Rihawi  
Mohammad Taleb

Transportation

Ahd. Adnan Mawlawi  
Mohyeddin Sheikh-El-Jabal  
Ahmad Safwan Soufi

Agriculture

In'am Al-Dayeh  
Hana Al-Deiri  
Hiyam Ibrahim  
Hassan Tarshahani  
Sahar Al-Turk

Housing

Farouk Adli  
Zafer Massouh

Tourism

Mazen Al-Zobi

Industry

Mazen Salahi

Economy

Ayda Al-Najjar

Education

Nazir Daghestani

Other

Firas Naser  
Ihab Naser

APPENDIX D

Totals of R-Level Participants by Term and by Ministry

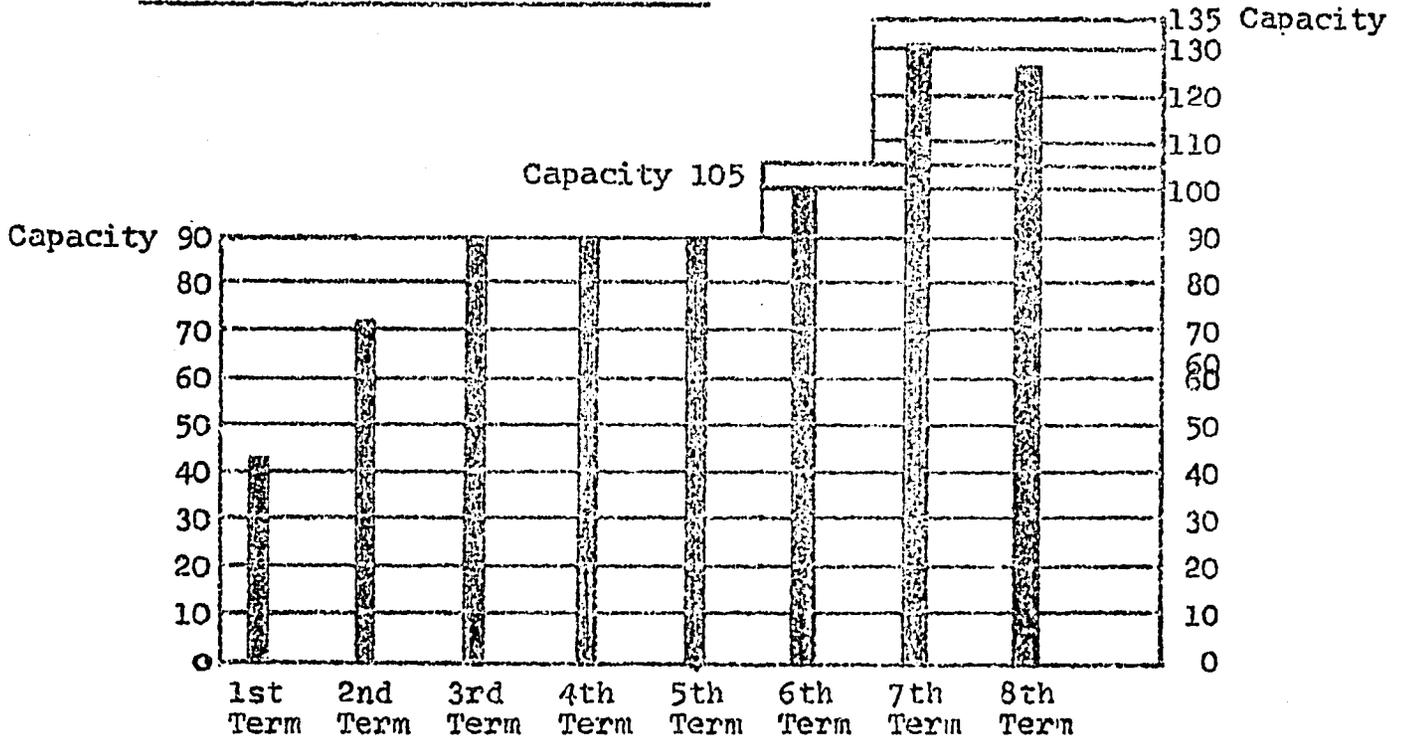
	1st Term	2nd Term	3rd Term	4th Term	5th Term	6th Term	7th Term	Ministry Totals
1. Higher Education	1	3		2	3	18	26	53
2. Health	6	4	6	1	1	5	4	27
3. Agriculture	5		3	1	3	1	5	18
4. Education		3	2	2	3	2	1	13
5. SPC		4	3	2	2	1	1	13
6. Transportation			1		4	4	3	12
7. Interior				4	6	2		12
8. Petroleum	4		1	1			1	7
9. Communications	1	1	1	1	2	1		7
10. Industry					1	4	1	6
11. Economy	1		1		2	1	1	6
12. Housing					1	1	2	4
13. Social Affairs	1		1	1	1			4
14. Public Works			1	1		2		4
15. CBS	2						1	3
16. Foreign Affairs						2		2
17. Information			1		1			2
18. Pharmex			1			1		2
19. Prime Min. Office							1	1
20. Tourism							1	1
21. Other							2	2
22. Electricity			1					1
23. Central Organization				11				11
24. Local Administration						1		1
25. Supply	1							1
<u>Term Totals</u>	22	15	22	18	30	46	50	203

APPENDIX ERepresentation of Ministries at the ELTC from the 4th Term thru the 8th Term

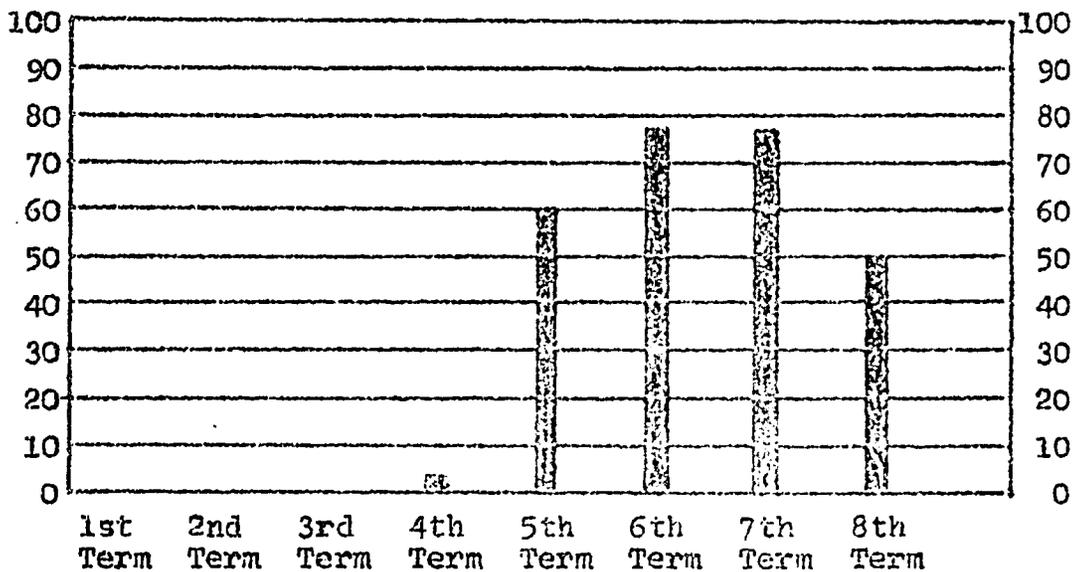
	4th Term	5th Term	6th Term	7th Term	8th Term
Higher Education	10	11	31	59	60
Agriculture	7	8	10	25	19
Health	10	9	15	15	14
Transportation	0	13	9	6	6
Economy	2	4	3	3	17
State Planning Commission	9	8	3	2	3
Interior	13	9	3	0	0
Education	6	7	5	3	1
Industry	4	6	5	1	0
Housing & Water	1	5	1	2	0
Communications	4	3	1	0	0
Public Works	3	1	2	0	0
Foreign Affairs	0	0	2	2	2
Petroleum	0	0	0	2	1
Electricity	1	0	0	1	1
Social Affairs and Labor	2	1	0	0	0
Local Administration	0	0	2	1	0
Information	1	1	0	0	0
Central Bureau of Statistics	0	1	0	1	0
Tourism	0	0	0	1	0
Others	4	0	0	2	0

APPENDIX F

Beginning Enrollment Figures from the Start of the Contract to the 8th Term



Number of People Who Were Placed on the Waiting List for Future Enrollment



APPENDIX G

Sources of Participants for the 8th Term

Level	Higher Education	Other	Totals
A	22 from ELTC <u>5 from outside*</u> 27	15 from ELTC <u>2 from outside</u> 17	44
B	6 from ELTC 2 from outside <u>10 from sub-centers</u> 18	8 from ELTC 8 from outside <u>9 from sub-centers</u> 25	43
C	1 from ELTC 4 from outside <u>9 from sub-centers</u> 14	1 from ELTC 18 from outside <u>4 from sub-centers</u> 23	37
Totals	59	65	124*

\* There are currently eleven(11) vacant places at the Center due to several factors among which are: 1) individuals were not notified in time that their names had been included in the class lists. It is not clear whether this is a communication difficulty between the SPC and the ministries or whether the problem lies within the ministries themselves. 2) Participants scheduled to continue at the ELTC dropped out and failed to inform the Center that they were discontinuing. A total of ~~sixteen~~(19) dropped without notifying the Center or the SPC. For the previous term, the 7th Term, there were only five such dropouts.