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Fifth Semi-Annual Report
16 October 1979 to 10 May 1980
Incorporating Ninth and Tenth 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

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Semi-Annual Report

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Fifth Semi-Annual Report:

16 October 1979 to 10 May 1980

Incorporating Ninth and Tenth Quarterly Reports

1. Substantive Report

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

(1) ELTC Staff

The Georgetown University team consisted of the same seven faculty assigned to the post during the previous report period. At the beginning of the Ninth ELTC Term the Sub-Centers were phased out and the Sub-Centers Coordinator was reassigned to full-time teaching. The Chief of Party, Dr. Davison, continued to teach part-time while training the newly designated Syrian Director, Ms. Hussieni. The second group of Syrian counterpart teachers completed master's degree studies at Georgetown University in December 1979 and returned to Damascus to join the ELTC staff. They were given in-service training assignments on their return in preparation for full-time teaching duties in the Tenth Term, beginning in May, 1980. In January 1980 two more counterparts, Mr. Al-Torh and Mr. Kammouhi, went to Georgetown University to begin MAT studies. Ms. Kanawati began studies at The American University of Beirut. One locally hired teacher was employed at the Center during the Ninth Term.

Support personnel provided by the SPC included morning and afternoon secretary/receptionists, two drivers, and maintenance staff. In addition, the Contractor hired an American typist locally as authorized by AID.

(2) Short term and campus staff

The Testing Consultant, Mr. Kierstead, continued work on the experimental ELTC placement test which was started in January 1979 under a contract amendment. Work continued on campus constructing test format and items, with tryouts on Georgetown EFL students. Ms. Haddad, a Syrian counterpart teacher, assisted in the work. The test was completed and published for restricted use by the ELTC in February 1980.

The Campus Coordinator, Professor Norris, visited Damascus March 15 to 28, 1980, for consultations with the AID mission, SPC, and the ELTC administration and staff.

(3) Enrollment

This report covers the second half of the Eighth Term, the Ninth Term and the beginning of the Tenth Term. Enrollment capacity was 135 students during the Eighth Term, and the term ended with 121 students, of which 19 achieved 'R' level English proficiency. Capacity was increased to 150 students for the Ninth and Tenth Terms. For the Ninth Term 149 began and 140 finished, of which 41 achieved 'R' level English proficiency. The Tenth Term began with 150 enrolled. The total number of 'R' level participants produced by the first nine terms is two hundred sixty-three (263).

Participants in the Eighth Term came from ten (10) different SARG ministries and agencies. In the Ninth Term the number was fourteen (14), and the Tenth Term began with eighteen (18) agencies represented. Two dozen ministries and agencies were served during the first two-and-a-half years of ELTC operation.

Detailed enrollment analyses will be found with the Ninth and Tenth Quarterly Reports (attached). Progress was made to reduce the size of the waiting list.

The decline in Sub-Center sections, reported previously, continued to a point that only 15 'D' level participants remained in November 1979, and the 'D' section was therefore incorporated into the ELTC itself in the interest of more efficient operation, and a further step toward development of a full-range center (see Ninth Quarterly Report, 4., pages 4-5).

(4) Facilities and materials

In anticipation of much needed language laboratory expansion when the Center moves to new quarters, purchase of eight (8) additional laboratory booths and equipment and a high-speed tape duplicator was approved. The equipment was obtained, and delivered to the Center in April and May 1980.

(5) Institutionalization of the ELTC

The efforts of the Syrian Director, Ms. Hussieni, to develop the necessary regulations to govern the operation of the ELTC under Law No. 9 resulted in a detailed document which is summarized in the Ninth Quarterly Report, 3., pages 2-4.

One immediate consequence was to extend the length of each term to approximately fifteen (15) weeks, making three (3) terms a year instead of the previous four (4) terms. Total output capacity will thereby be reduced somewhat in ensuing years, but the ratio of 'R' students produced should be increased by this addition of six (6) weeks to the instructional period.

b. Plans for the ensuing period

Four Georgetown faculty will complete their contracts in August 1980, and will therefore leave Damascus at the end of the Tenth Term, July 21st. Among those leaving will be the Chief of Party and ELTC Director, Dr. Davison. His successor, who will join the team in September 1980, will be designated Chief of Party and Principal Advisor to the Syrian Director, in recognition of the change in responsibilities resulting from Ms. Hussieni's appointment as Syrian Director. The primary objective of the next two years of the project will be smooth and effective transition to Syrian administration and teaching, with special attention to curriculum development.

Plans to move to new physical facilities have had to be deferred, because new quarters will not become available in the immediately foreseeable future. All parties agree, however, that more spacious, centrally located facilities are needed as soon as possible.

c. Recommendations

Because of reductions in funding for the AID participant program, the number of potential AID participants who will be eligible for ELTC instruction may decline sharply during the next period. By the Eleventh Term there will be a decline in participant trainees enrolled at the Center. Discussions between USAID and SPC will need to determine future enrollment capacity and the ratio between participant and non-participant enrollees. This impending change is another aspect of the shift from American to Syrian control of the Center, although it came rather sooner than originally anticipated.

A fuller discussion of numerous aspects of the transitional period for the ELTC appears in the Ninth Quarterly Report, 4., pages 4-5.

2. Administrative Report

a. Expenditures: 3 August 1977 to 31 March 1980

As of 31 March 1980 the budget status was as follows:

	Budget	Expenditures
1. Salaries		
Field Staff	359,930.00	360,152.92
Short term	7,190.00	3,233.40
Campus	<u>32,191.00</u>	<u>33,746.55</u>
Sub Total	399,211.00	397,132.87
2. Allowances	53,530.00	53,505.23
3. Travel & transportation	96,199.00	85,189.54
4. Instructional equipment, materials & supplies	36,725.00	37,177.32
5. Other direct costs	26,844.00	27,092.25
6. Indirect costs	199,069.00	163,782.55
7. Housing	262,945.00	157,390.19
8. Fringe benefits	<u>86,627.00</u>	<u>86,177.82</u>
Total	1,161,150.00	1,007,447.77

b. Personnel employed

During the report period the Sub-Centers Coordinator position was vacated when the Sub-Centers program was suspended; a typist was added. The project staff employed by Georgetown University was as follows:

Field Staff

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

Teachers of EFL
William T. Weir, M.A., Assistant Professor
John W. Bagnole, M.A.T., Instructor
Stephen C. Boeshaar, M.A., Instructor
Robert W.A. Mohr, M.S., Instructor
Marilyn Raschka, M.A., Instructor
William R. Smalzer, M.A., Instructor

Typist

Michelle Morrissey, International Staff

Short Term Staff

Testing Consultant

Marvin L. Kierstead, M.A., Instructor

Language Laboratory Technician

Stephen A. Vann, M.A., Director

Language Learning Technology

Campus Staff

Campus Coordinator

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

Campus Secretary

Josette Selim, Secretary III

Attachments:

Ninth Quarterly Report (October 16, 1979 - January 17, 1980)

Tenth Quarterly Report (January 18 - May 10, 1980)