

LEARNER HANDBOOK[©]

學員手冊

2013

Welcome to the Literacy for Life (LFL) Program. We are very happy you have come to study at our Center. We understand that it is hard to take the first step to continue your education. We are pleased you have come to us to learn.

歡迎參加Literacy for Life (LEF) 課程。我們很高興您來到本中心學習。我們了解，跨出繼續學習的第一步是很困難的。我們竭誠歡迎您。

Learners have many reasons for coming to our program. Some want to learn to speak English. Some want to earn a GED. Some want to help their children with their homework. Some want to get a better job. Whatever their goal, all our learners have one thing in common – they want to improve their lives!

學員們基於許多不同的原因，來參加我們的課程。有些學員想學說英文；有些想通過GED測試；有些想幫助他們小孩的課業；有些則是想得到更好的工作。不論每個人的目標不一樣，所有我們中心的學員都有一個共同的目標—想要讓生活變得更好。

Adults (18 years or older) may apply to be a learner at LFL. We will help you improve your skills in any of the areas below:

成人(18歲 或超過) 皆可以申請成為LEL的學員。我們將幫助您，提升在任何下述各領域中的技能，包含：

Reading
Writing
Math
English Literacy
Civics & Citizenship
GED preparation
EDP preparation
閱讀
寫作

數學
英文能力
美國公民學& 取得美國公民測試
GED準備
EDP準備

Learner Conduct

學員規範

Literacy for Life is committed to providing a respectful place for learning. LFL does not permit:

本中心致力於提供一個良好的環境給學員們學習。LEL不允許:

- Alcoholic beverages 酒精性飲料
- Animals or pets other than service animals 除了協助服務動物(如導盲犬)之外的動物或寵物
- Disruptive behavior 破壞性行為
- Insufficient attire; shirts and shoes are required 奇裝異服；必須穿著衣服和鞋子
- Smoking 抽菸
- Use of equipment or property without permission 未經允許擅自使用本中心設備或財物
- Weapons 武器
- Willful damage to property 故意毀壞財物

Children 小孩

Children are not allowed to attend your tutoring sessions at our center. If lack of childcare means you cannot attend your tutoring sessions, please talk to the Assessment Specialist, who will try to help you find a solution.

在本中心，不允許小孩和您一起參加您的學習課程。如果您無法找到托兒服務，您便無法參予您的學習課程，若遇到此情況，請聯繫辦公室人員，他們會試著協助您。

Program Calendar

課程表

Center Closings

January

Martin Luther King, Jr. Day

February

Presidents' Day

May

Memorial Day

July (1st two weeks)

Summer Break

September

Labor Day

November

Thanksgiving

December (last two weeks)

Winter Break

REMINDERS

My tutor's name is _____ .
我的老師名字:

We meet on _____
我們上課日期:
at _____ o'clock.
時間_____

If I have to miss a class, I will call this number:
假如我無法上課，我會打這電話請假
_____ .

Open Monday—Thursday 開放時間星期一到星期四
9:00 a.m. – 7:30 p.m. 早上九點到晚上七點30分
Closed Friday, Saturday and Sunday 星期五、六和天閉館

757-221-3325
literacyforlife@wm.edu
www.literacyforlife.org

The College of William and Mary
301 Monticello Avenue
School of Education, Room 1076

Bad Weather 壞天氣

LFL is closed when the College of William and Mary closes for snow and other bad weather conditions. Call 757-221-1766 or go to www.wm.edu to find out if the school is closed.

威廉瑪莉學院因為下雪和其他惡劣天氣而關閉時，LFL也將關閉。請打757-221-1766或上網www.wm.edu查詢學校是否關閉。

Parking 停車

We will give you a parking pass when you first come to our program. You must follow all regulations printed on the parking pass. Do not park in spaces marked

Reserved at All Times.

當您第一次來參加課程，我們將會給您停車證。您必須遵守，所有停車證上的規定。不可停在標示” Reserved at All Times” 的車位上。

Bus Stops 公車資訊

The Williamsburg Area Transport has stops near Literacy for Life. You can reach us by taking the Green Line, Outbound Red Line, or Blue Line.

本中心附近有威廉斯堡當地公車的公車站點。您可以搭乘綠線、紅線(從公車總站出發之紅線)或藍線到本中心。

Cell Phones 手機

Please turn off your cell phone before you enter your tutoring session or use the computer lab. If you must keep it on, use the silence setting and take calls outside.

在您開始您的學習課程前或使用電腦教室時請關閉手機。若您真的需要開機，請用靜音模式並到教室外接聽電話。

Adult Basic Education Program 成人基礎教育課程

(ABE)

Literacy for Life's ABE program is for people who speak English as their first language but need to work on their reading, writing, or math skills. Some people are learning to read for the first time, while others read well but need help passing the GED exam or achieving another goal.

本中新的ABE課程是提供給，英文為第一語言但在需要閱讀、寫作或是數學技能上須再加強的學員。有些人第一次學習閱讀，然而有些人有良好的閱讀技巧但須協助通過GED考試或是達到其他目標。

In this program, tutors help learners to achieve many different personal goals. Some of these goals include

在本課程，老師幫助學員達到各自不同的目標。這些目標包含：

- getting a driver's license 預備取得汽車駕照
- learning to fill out job applications 學習填寫工作申請表
- being able to help a child in school 幫助在學的孩子
- passing a certification exam aft work 通過工作的認證考試
- learning to read prescription bottles and health information 學習閱讀處方瓶上的敘述和健康方面的資訊
- learning to use computers 學習使用電腦
- preparing to enter college 進大學準備

Ability to Benefit Policy 繼續參加課程之規則

Learners may not be eligible for services if one or more of the following criteria are met: 60 or more hours of study without attaining personal goals, formal assessment scores remain constant at the lowest level, inconsistent attendance, general absence of discernable progress.

假如符合下面一個或多個以上條件時，學員可能無法繼續參加課程，其中包含60或超過60小時的學習，但未達到個人目標，正式測驗分數仍然維持最低水平，不穩定的出席率和缺乏明顯的進步。

Hours of Instruction 學習時數

Learners at Literacy for Life are expected to achieve 2 instructional hours per week and 60

hours in a year. Attending less than this amount may not help you achieve your goals.

Attending more is even better!

我們期待在LFL的學員每週兩小時和一年達到60小時的學習。少於這時數的學習可能無法幫助您達到您的目標。參加越多課程越好。

All of the services listed above are counted as hours of instruction.

所有的上述課程皆可計算在學習時數之內。

Incentives 獎勵辦法

We offer rewards to learners who reach 12 and 60 hours of instruction. At 60 hours, you must schedule a post-assessment.

我們提供獎勵給達到12小時和60小時學習的學員。60小時後，您必須有一個考試來評量您的學習成果

12 Instructional Hours = 12小時學習時數

Free Book! 免費書籍

60 Instructional Hours + Post-Assessment =60小時學習時數+學習後測驗

Gift Card! (美金25元禮物卡)

English Literacy and Civics Program

英文能力和取得公民

(EL/Civics)

The EL/Civics program is for people who were born in another country but need to improve their English and Civics skills to succeed in the United States.

EL和Civics課程是針對，出生在其他國家，但需要改善他們的英文和政府 and 法律的知識，進而在美國達成目標。

English Literacy includes: 英文能力包含

- understanding English 英文理解
- speaking English 英文口說
- reading English 英文閱讀
- writing English 英文寫作

Civics includes: 美國公民學包含

- understanding American history and government 了解美國歷史和政府
- knowing the rights and responsibilities of American citizenship, and knowing how to become a citizen 知道美國公民的權利及義務，了解如何成美國公民
- being able to participate in American society, including

- ◇ finding and keeping a job 找工作和繼續工作
- ◇ helping a child in school 幫助就學中的孩子
- ◇ using stores, community services, doctors, banks, etc. 使用商店、社區服務、醫生和銀行等
- ◇ understanding American customs 了解美國文化

Computer-Assisted Learning Lab (CALL) 電腦教室

All learners have access to educational computer programs that they can use to achieve their goals. You are encouraged to use the computers anytime the Center is open. A staff member or volunteer can help you learn to use a computer or assist you with the educational software. Some programs are available online, and you can use them from any computer with Internet access.

所有學員可藉由使用電腦教學程式達到個人目標。我們鼓勵您在本中心有開放時使用電腦資源。所有職員或志工會協助您使用電腦或幫助您使用教學軟體。一些程式可在網路上使用，因此您可以在任何可以上網的電腦上使用他。

Literacy for Life's Services

Literacy for Life offers many services to help learners achieve their goals. As a learner at Literacy for Life, you may choose from the following services:

LFL 提供許多協助學員達到他們目標的服務。身為在LFL的學員，您能選擇以下的服務：

- Tutoring (one-to-one or small groups) 教師(一對一或小團體)
- Classes and Groups (EL/Civics) 課程 (英文學習/公民學)
- Conversation Groups (EL/Civics) 會話班 (英文學習/公民學)
- Computer-Assisted Learning Lab 電腦教室
- Distance Education Computer Programs 遠距離電腦教學程式
- WorldWork Assignments

Waiting List 候補名單

LFL usually has a waiting list of learners. It often takes a few weeks to be matched with a tutor. While you are waiting for a tutor, you are enrolled in our program, and you are expected to begin using our services (see p. 6). For example, you should use the educational software in our

computer lab or join a conversation group.

LFL通常有學員候補名單。通常需要數週的時間來配對教師。當您在候補名單內時，您已經註冊我們課程，我們期待您使用我們所提供的服務(參閱第六頁)。例如，您應該使用我們電腦教室的教學軟體或是參加會話班。

If anything changes while you are waiting for a tutor, such as your phone number or available days and times, please let us know.

等待老師候補名單時若有任何資料變動，例如您的電話號碼變更或是欲變動上課的日期或時間，請告知我們。

Tutors 老師

- Most learners work with a tutor one-to-one or as part of a small group. 多數學員和老師一對一上課或是小團體一起上課
- Our tutors are community volunteers. They are not paid. 我們的老師都是社區的志工。他們是無給薪的。
- We will contact you when we find you a tutor. 我們會聯繫您當我們找到適合您的老師。
- You will meet with your tutor at least 90 minutes every week. 您將每週至少90分鐘和你的老師碰面。
- If you and your tutor choose not to meet at the LFL Center, you must meet in a public place such as the library or a coffee shop.

假如您和您的老師選擇不在LFL碰面，您必須約在公共場所，例如圖書館或是咖啡館。

Evaluation 評估

Your literacy skills will be evaluated when you join our program. This pre-assessment helps us know what you need to learn and helps us offer you the best services. Your skills will be evaluated again after 60 hours of instruction. The assessment specialist will share your results with you.

在您參加我們課程時我們會評估您的閱讀寫作能力。這學期前測試幫助我們了解您的需求並協助我們提供最好的服務給您。您的英文能力將在60小時的學習後再次被測試。辦公室人員將與您分享您的結果。

Library 圖書館

When LFL is open, you can use the books in our library. Many books can be borrowed by checking them out at the front desk. Some books are available for purchase.

當LFL開放時，您可以使用在我們圖書館內的書籍。很多書是可以外借的，您可在櫃檯辦理借書手續。一些書可供購買。

Learner Rights 學員權利

As an LFL learner, you will: 身為LFL學員，您有

- Be matched with an enthusiastic, caring, trained tutor one-to-one or in a small group 被配對與有熱心、愛心並受過訓練的老師，進行一對一或是小團體的課程
- Have access to all of LFL's learning resources including educational software in our computer lab 使用所有LFL學習資源，包含我們電腦教室的學習軟體
- Create your own learning plan with your tutor 和您的老師規劃您個人的學習計劃
- Receive support from LFL staff 得到LFL職員的協助

Learner Responsibilities 學員責任

As an LFL learner, you are expected to: 身為LFL的學員，我們希望您

- Begin using our services immediately, even while waiting for a tutor 立刻使用我們的服務 即時在等待配對的老師
- Follow the LFL Attendance Policy 遵守LFL參加準則
- Arrive on time for all appointments 準時參加所有課程
- Call the office at 757-221-3325 if you are running late or need to reschedule 若您預計會遲到或需要重新預約時間，請致電辦公室 757-221-3325
- Achieve 2 hours of instruction per week. This includes time with your tutor (at least 1½ hours per week) as well as time using other services 達到每週兩小時的學習。這包含和您的老師(每週至少1½小時)的時間，以及使用其他學習資源的時間。
- Reach 60 hours of instruction in a twelve month period. 達到12個月60小時的學習。
- Work with your tutor to identify personal goals 和您的老師規劃個人學習目標。
- Finish all assigned homework 完成所有家庭作業。
- Practice what you have learned every day 每天練習您所學習的東西。
- Tell the LFL staff if you change your address or telephone number 假如您要變更地址或電話號碼請告知LFL人員。
- Communicate openly with LFL staff and your tutor 坦率地和LFL人員跟您的老師溝通
- Meet with staff as requested 配合LFL人員的要求

The Literacy for Life Staff is here to help you succeed!



**Joan Peterson,
Executive Director**



**Fiona Van Gheem,
Program Manager**



**Katie Watson
HEAL / Development
Coordinator**



**Tisha Sawyer,
Administrative Assistant**



**Annie Mitchell,
EL/Civics Coordinator**



**Mary Lynch,
Human Services
Coordinator**



**Iris Ayala,
Receptionist**



**Peg Monahan,
Computer-Based Learning
Specialist**

