



## Communication Protocol between the ASE Hub & CALCs

As the ASE Hub, our work with you, our partners, is vital to making our students' experience in our program a positive and constructive one. You are our students' first contact; you set the tone and provide a solid beginning in the screening and orientation. We continue that work providing academic support and guidance. We all provide ongoing support. It is a team effort, and because of that, our communication with each other needs to be a consistent two way street whereby we share important information and insights with each other that will help our students to succeed.

In order to make this happen, **we will be sharing information with you in the following ways:**

- 1) Monthly progress reports (one per CALC) listing each of your students, their projected and actual attendance, notes on their progress written by their DL teacher, with comments on issues we may be aware of. These monthly progress reports will be shared using Dropbox and emailed to each CALC. It is important that CALCs continue this dialog with the Hub staff by adding their own comments on this form so we are all providing the support for our students to succeed.
- 2) Continued communication through emails and phone if any issues come up between meetings and reports.

**There are important pieces of information we need from you on a regular basis as well:**

- 1) Orientation dates (at least a week ahead of time), names of students to be oriented, email addresses, phone numbers, MAPT scores, and whether student is a non-native speaker.
- 2) *After the orientation, it is important that we know the names of those students who completed orientation.* This helps us to keep track of students in the program and the number of seats we have used in the online curriculum.
- 3) It is important that CALCs continue this dialog on the monthly progress reports in Dropbox with the Hub staff by adding their own comments on this form so we are all providing the support for our students to succeed.
- 4) Any pertinent information regarding our common students that will impact their attendance and progress and will help the Hub teachers in their work (e.g. they moved, etc.).

***Important note – Both the Hub and the CALCs need current contact information for each other – emails and phone numbers where we can reach you. If you give us an email address, please make sure it is one you check on a regular basis.***

## **Dropbox:**

Dropbox is a handy way to share information. The hub uses Dropbox to share screening materials, orientation materials, and monthly reports. The beauty of Dropbox is that all these materials are kept electronically in one place.

*Important notes – You can alter the screening and orientation documents to meet your individual needs, but if you do, please rename them so that the original document is saved for others' use. Also – Please do not delete documents from the folders. This will delete the document from all members of the shared folder.*

**What's Dropbox?** "One place for all your stuff, wherever you are."

Dropbox is a home for all your photos, docs, videos, and files. Anything you add to Dropbox will automatically show up on all your [computers](#), [phones](#) and even the [Dropbox website](#) — so you can access your stuff from anywhere.

Dropbox also makes it super easy to share with others, whether you're a student or professional, parent or grandparent. Even if you accidentally spill a latte on your laptop, have no fear! Relax knowing that your stuff is safe in Dropbox and will never be lost.