



LanguageBird®

Thank you for enrolling your student at LanguageBird. Now that you have chosen the language, the course and provided us with your availability, what's next?

Meeting your Instructor

1. LanguageBird will review your student's availability and match them with an instructor who is available at the requested time.
2. Once the instructor has confirmed they are available, they will reach out to you and your student with their introduction email. This introduction email will provide you with the background of the instructor as well as their contact information; Skype and email.
3. In the event there is any delay in matching your student, LanguageBird will contact you immediately.
4. The lesson will take place at the scheduled time. Please make sure that your student's computer, video camera and internet connection is working prior to the lesson. We recommend students also use headphones with a microphone if necessary.
5. If there are any changes to the schedule or preferred times for your student's lesson, you may contact the instructor directly and arrange a new schedule with them.

The First Lesson

The very first lesson will include a short review session. To ensure the success and enjoyment of the learning process, it is important your student is placed in the correct level. If the student is placed in Level 1, an assessment is not needed.

1. If the student is enrolled in level 2 or above, the instructor will review concepts from the previous level to ensure that the student has developed a solid foundation before pursuing studies in the currently enrolled level.
2. If the instructor feels the student is not ready for the current level, they will make recommendations. Recommendations may include but are not limited to:
 - The student is recommended to level down. (Ex: If the student is currently enrolled in Level 2, they will study at Level 1.)

- The student may need to use a few of the lessons to review concepts from the previous level before continuing in the currently enrolled level.
Ex: If the student is enrolled in a Semester course (12 lessons) The instructor may use 2-3 of the lessons as review.
- Tutoring options.

LanguageBird will always inform parents of the assessment results and work with parents to implement a recommendation that meets their expectations for their student. In rare cases, the student may need to level up. The assessment lesson is a very important part of your student's initial LanguageBird experience.

The Course

1. During the lesson the instructor will be assessing the student's progress and noting any areas of weakness on the lesson notes. Lesson notes are completed and shared by the teacher with the student and parent after each lesson. Students are assessed at the end of each lesson.

Lesson Notes include information such as:

- Topics the student needs to work on/study or review
- Student strengths
- Homework assignment
- Additional study information
- Homework and Participation grades.

Staying in Touch

1. Please contact LanguageBird's Director of Educational Programs and Services, Angie White at any time to address your questions or concerns such as:
 - The student would like to change their instructor
 - Issues relating to the course's content, pace, level etc...
 - Any issues related to the course or instructor.

CONTACT: Angie White: angiewhite@languagebird.com

After the Course

For Transcripts: <https://www.languagebird.com/certification-of-completion-request/>

To re-enroll your student, please [follow this link](#).

Expectations of the LanguageBird Student

In preparation for your lessons you will:

- Have regular access to a computer that meets LanguageBird's minimum requirements (camera, internet speed, necessary applications/programs downloaded).
- Have basic computer skills and be able to navigate the Internet, resource access and video chat.
- Purchase or download necessary course materials as required and requested in LanguageBird's course syllabus.
- Attend your session in an appropriate location. This means you are sitting at a table or desk in a location that is quiet to hear and be heard and where you won't be distracted during the lesson.
- Need to have an adult, parent or guardian supervising in the room where you are taking your video chat lessons **if you are under 13 years old.**

In the online classroom you will:

- Be an enthusiastic learner who comes to class on time, is prepared and actively participates in the lesson.
- Will have all necessary class notes, assignments, documents etc... and your book opened to the correct page(s) before the start of class.
- Be respectful of your instructor and your learning space by being attentive, engaged and willing to use new modes of communication and learning.

As a responsible World Language Learner you will:

- Use your time wisely, be organized, be self-directed and complete all homework assignments and projects on time.
- Be willing to put in the needed time outside of class for self-study to progress in your language learning (1-2 hours for every hour you meet with your instructor).
- Check communication frequently (email, Google Drive notes), and discuss any concerns and questions with the instructor.
- Inform your instructor 24 hours in advance if you cannot attend class and need to cancel and/or reschedule.