

Conversation time

We previously had a conversation partner program, but with increased enrollment, it became nearly impossible to manage and it was hard for people to commit to a standard amount of time each week- lots of disappointment on both sides.

In Fall 2010, we switched to a conversation time during the lunch hour (12:15-1:00) every Wednesday- Thursday year-round, and it's been a big success for all involved.

Promote the program through professors and students you meet and do cultural exchanges with, and encourage professors and organizations to give credit for volunteer service at conversation time- we can write a letter verifying participation.

Also promote through LA Tech emails- these can only be sent out by someone with a LA tech email address. If you don't have one, get one!- see the Computing Center to check into having it set up. There's a template for the LA Tech emails in the conversation program folder (mentioned below). Send to everyone-l@latech.edu and it will go to all faculty and staff.

Keep a clipboard with a sign-in sheet for each conversation time, and letter templates that you only need to sign, date, and put the participating Tech student's name on. Put out the sign-up sheet at the beginning of conversation time, and make sure to write letters 15 minutes or so before the end. In George, there's a "conversation program" folder and templates for the sign-in sheet and participation letter can be found there.

Each week, add the names and email addresses of new participants to the "conversation mixer contacts" and paste the address over in the column for the student activities list if they checked that they wanted to be added when they signed in. Remember to delete the current "student activities distribution list" and copy and paste in all the emails from the column and make a new list every few weeks. Do the same if you have a conversation time participants distribution list.