

**LANGUAGE TRAINING COMMITMENT  
FOR LANGUAGE LEARNERS, MANAGERS AND INSTRUCTORS**

**PURPOSE:**

To establish clear expectations between language learners and instructors to improve attendance and maximize engagement in language classes, as well as to meet time to competency requirements. Our goal is to offer high quality virtual personalized training that is flexible to your timing constraints.

**REQUIREMENTS:**

Learning a language requires a significant amount of time, effort and commitment on the part of the learner, as well as management support. Please note the following requirements for all language learners:

**1) ATTEND CLASS REGULARLY**

There is a 75% minimum attendance requirement for all language courses, and 100% attendance requested for intensive courses. During each class session, there is a lot of practice, explanation and interaction which cannot be duplicated outside of class.

**2) PLAN AHEAD**

Learners should inform the instructor in advance, if possible, of occasional absences and/or vacation days. It is the learners' responsibility to keep up with assignments during absences to be prepared when returning to class.

**3) BEGIN ON TIME AND BE PREPARED TO LEARN.**

Late arrivals and cell phones disrupt the class. Learners should be ready to start on time and minimize outside distractions.

**4) BE PREPARED FOR CLASS.**

Homework will be assigned at each class session. Learners can typically expect to spend one hour outside of class for every hour in class. Short but regular study sessions are recommended, to avoid "cramming" for several hours the day before class.

**5) MEET T2C (TIME TO COMPETENCY) REQUIREMENTS.**

Oral and written language proficiency will be validated by periodic tests and quizzes.

**English, Spanish, Portuguese and French Courses for Employee's Spouse/Domestic Partner**

For the English, Spanish, Portuguese and French courses for spouses and domestic partners of Michelin employees, the expected T2C is nine months (120 total class hours) to achieve the target proficiency level of 2 (A2) Survivor. Successful learners must achieve a minimum score of 80% on tests/quizzes and meet the 75% minimum attendance requirement.

**As an instructor, I will commit to:**

- 1. Building a trusting, respectful, and caring classroom community.**
- 2. Assisting you as the learner to achieve short- and long-term language goals.**
- 3. Identifying your learning style(s) and using strategies that address that style.**
- 4. Providing objectives for each class session and writing a journal of class activities.**
- 5. Making lessons relevant and meaningful to business needs.**
- 6. Using authentic materials and instructional activities which are meaningful to you as an adult learner.**
- 7. Giving clear guidelines and recognition for accomplishments and progress and providing timely feedback.**