

ELP Pre-Arrival Handbook
Professional Communication Workshop for UNTAN Faculty
Spring 2019

Welcome!

We feel honored to host you and be part of your professional journey. We have tried our best to create a program that prepares you for the English oral and written communication needs of your professional career. We are sure that your visit will be a great professional and personal experience.

Travelling to a new country and staying there without family is exciting but can be also a stressful experience. This handbook contains useful information about your program, the city, and the university that can make your transition smoother and your stay more comfortable. Please feel free to talk to us or send us an email if you have any other questions or you need help. We are excited that you are going to study and explore the USA with us.

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Kansas State University

Kansas State University is a community of 5,600-plus faculty and staff and nearly 24,000 students from every state and more than 100 countries. K-State was founded in 1863 as the nation's first operational land-grant university, and now has campuses in Manhattan, Salina and Olathe, as well as our Global Campus, which serves thousands of distance students.

K-State has been recognized as one of the nation's top universities by Forbes Magazine, The Princeton Review and U.S. News & World Report, not to mention the most beautiful campus in the state by Travel + Leisure magazine. Our students can choose from more than 250 majors and options in nine colleges, and more than 100 academic programs in the graduate school. Research opportunities abound for both undergraduate and graduate students, as K-State is home to more than 90 research centers and laboratories.

English Language Program

The English Language Program is a CEA-accredited program with twenty-five faculty who hold advanced degrees in TESL or related fields. The ELP is also a member of Education USA (formerly AAIEP) and UCIEP (University and College Intensive English Programs). The ELP is committed to quality instruction for both undergraduate and graduate students. The ELP offers five levels of intensive English classes, support courses, and courses designed for special programs. ELP advisors help students with academic, social, and personal issues. The ELP collaborates and works closely with departments on campus to provide transition support for ELP students as they move into their academic programs.

The ELP has been involved in numerous initiatives either as collaborator or main organizer over its 30-year history. These special programs include:

- International Teaching Assistant (ITA) training program (1991-2013)
- Graduate Support Courses (1986-2016)
- World Bank Grant participation to rebuild English departments and train faculty at Kabul and Balkh Universities in Afghanistan (2007-2011)
- Joint MA TEFL degree with the Modern Languages department (2008-present)
- Go Teacher training for the Ministry of Higher Education in Ecuador with the College of Education (2012-2015)
- Teacher Training Workshops in Santiago, Chile and Short Program for Universidad Central funded by the Chilean Ministry of Higher Education (April and July 2016)
- Professional development workshops for English teachers from Paraguay (Summer 2016)
- Research Writing Workshop for faculty from Indonesian universities sponsored by DIKTI (Fall 2016)
- PDPI Brazilian High School English Teachers Program administered by IIE (Spring 2018)
- Khbrat Summit Program for Saudi Public School Teachers (Spring and Summer 2018)
- COMEXUS Program for prospective graduate students from Mexico (Spring and Summer 2018)
- Teacher Professional Development Workshops for faculty member of Jilin University, China, Summer 2018
- Fulbright English for Graduate Students, Summer Program, 2018
- DIKTI Academic Communication Institute, Fall 2018

You can find more information about the ELP at our website: <http://www.k-state.edu/elp/>

Our student handbook also contains helpful suggestions and tips:
<http://www.k-state.edu/elp/students/studenthandbook.html>

What to Pack

Clothing and Weather

Manhattan and Kansas have a continental climate. February is a winter month where you might still experience freezing temperatures and some snow, while in March the average temperature gets warmer, but the nights are still cold. The temperature can fluctuate substantially during the day and within the week, even in winter. The average temperatures are:

February: low: -6 °C (21 F) high: 9 °C (47 F)

March: low: -1 °C (30 F) high: 14 °C (57 F)

The temperature in the classrooms and in the apartments are around 20-22 °C. As heating is expensive, the buildings may not be heated above these temperatures.

People usually wear a coat outside. They wear long pants and several layer of tops so that they can take off a layer if they are warm. The table below gives an indication what kind of clothes to pack for your stay. You will need:

- several layers of clothing (undershirt, shirts, blouses, tunics of varying thickness)
- closed shoes (or boots) that are comfortable for walking
- some warm clothes (a couple of pullovers or cardigans)
- a coat if you have one, gloves, and a warm hat

Health Care Items

1. **Pack your prescription medication and over-the-counter medication.**

You might not be able to buy the same medication in the USA that you use in your home country because the pharmacies do not accept foreign prescriptions and because the medication might not be available. Therefore, you should bring all the prescription medication you need for your stay. When travelling, you must have a valid prescription or a doctor's note written in English with the medication. The medication must be in its original packaging.

Also bring the over-the counter medication that you take regularly (for example painkillers or headache medication). Your insurance does not cover over the counter medication.

You can read more about the regulations concerning medication at:

<https://www.fda.gov/ForConsumers/ConsumerUpdates/ucm484154.htm>

2. **Visit your dentist.**

Your insurance does **not** cover dental care including exams, fillings, crowns, etc. Visit your dentist and have all your dental problems taken care of.

3. **Visit your eye doctor and bring an extra pair of glasses.**

Eyes exams and glasses are not covered by your insurance. Consider bringing an extra pair of glasses in case your main pair is lost or broken.

Important: Prior departure, check your airlines' weight and size baggage restrictions!

Very important: After your arrival, you will have the opportunity to go shopping for school supplies and personal hygiene items and even winter clothes. (You will receive your course books from the ELP, but you need to have your own stationary /pens, pencils, and notebook.)

Arriving at the Airport

A welcome team will be waiting for you at the airport. They will hold a sign so that you can recognize them. They will drive you to Manhattan and help you get settled in your apartment in Jardine. If you do not see someone right after your arrival, do not panic! Your welcome team might get delayed, but they will be coming shortly.

Important: If there is a last minute change that affects your arrival time, if one of your flights gets delayed, or if you miss your flight, send a message to Wendy Matthews right away with the new arrival information so that she can arrange transportation for you.

Welcome to Manhattan

Manhattan is situated in the Flint Hills region of Kansas. As the name indicates, this area has rolling hills and you can find the largest uncultivated prairie of North America here. Kansas is also called the Bread Basket of the USA because it produces the largest amount of wheat. Manhattan has a population of 50,000 people. Two major institutions employ most of the people: Kansas State University (KSU) and Fort Riley. Kansas State University has about 24,000 students. Fort Riley is a large army base about 10 miles (15 kilometers away) from the city, and it is home to about 10,000 soldiers.

Accommodations

During your program, you will stay in Jardine Apartments Building L. The apartments have four bedrooms and have different floorplans. You will share apartments with group members of the same gender and have your own separate bedroom. You will receive information about your assigned room in a separate email. For your privacy, you will have a bedroom key. Be careful! The bedroom doors can automatically shut which can lock you out

Each apartment contains central heating. Free wireless internet is included, and units are also wired for internet and cable in the living room. Your apartment will not have a washing machine. However, the Jardine Apartments Complex has several laundry rooms that are open 24 hours a day. There is a small charge to use the washing machines and the dryers.

There is a hotplate, a small refrigerator, and a microwave oven in each apartment, but they are NOT equipped with cooking appliances. (You will be provided with three meals a day. See below for details.) Your building is just a few blocks from the International Technology Commons (ITC) where most of your workshops will be held. It is also very close to the Recreation Center. If you wish to purchase a pass to use the Recreation Center, contact Wendy Matthews.

You can find a detailed description of the facilities in this handbook: <https://housing.k-state.edu/pdfs/housing/2018/122118%20Jardine%20Handbook%20AR.pdf>

It is recommended that you discuss basic courtesies rules with your roommates when you move in to help you both accommodate to the new living arrangements and to avoid future conflicts. In the USA, quiet hours are usually between 10:00 pm and 6:00 am.

Hygiene Tips

- Neither the private toilet in your room nor the public restrooms will have a *bak mandi* available.
- Instead, Americans use western-style toilets with toilet paper for cleaning and not water. Toilet paper should be flushed down the toilets. Other items should be discarded in waste bins.
- All toilet facilities will include sinks for hand-washing.
- Bidets and bidet attachments (such as Eco Washer) are not commonly used in the USA.
- Toilets and the sink area of bathrooms are kept dry. If you splash water in these areas, it is polite to wipe up the splashed water before you leave.

Meals

During your program, you will have your meals in Kramer Dining Center except on Saturday, when you will eat at Derby Dining Center. You can walk or take a shuttle bus to both places. The dining centers offer a wide variety of meals including vegetarian and Asian dishes. However, there is no rice for breakfast, and halal meals are not directly offered.

Also, the dining centers do not offer Sunday evening dinners, and they will be closed during the spring break. You will receive a card with \$8 for each Sunday meal, and \$20 to use for each day when the dining centers are closed. The program will also several activities where food will be offered.

You can find information about dining services, meal plans and open hours on the following website: <http://housing.k-state.edu/dining/>

Transportation

With the help of your K-State ID card, you can use ATA (Flint Hills Area Transportation Services) transportation services free on campus and in the city.

1. The ATA Shuttle connects the dining center and Jardine apartments through a loop that operates from **6:30 a.m. to 8 p.m. Monday through Saturday and 8 a.m. to 1:30 p.m. on Sundays**. You can catch the shuttle at any of these stops, in this order:
 - Jardine's Tunstall Circle between the Frith Community Center and Cornerstone Coffee & Bakery
 - In front of Marlatt Hall
 - Between Ford and West halls

The ATA bus schedule is reduced during the Spring Break.

Adapted from: <http://housing.k-state.edu/shuttle-index.html>

2. Park 'n' Ride ATA Bus Route

This shuttle runs from 6:30 am to 6:30 pm connecting the main buildings and parking facilities in a loop. You can find the detailed map on this website: <http://www.k-state.edu/parking/shuttle/> .

3. ATA Shuttles in Manhattan

During your stay, you will be able to use all ATA shuttle fixed routes with the help of your K-State ID. There are more routes offered during the week than on Saturday, and there is no ride on Sunday. Each route has a color signal. The buses stop at the designated bus stops and run according to a fixed schedule. There are no shuttle rides on Sunday. You will receive a map in your welcome packet. Or you can view it online: <https://www.rileycountyks.gov/1683/Bus-Routes>

4. Travelling with K-State Minivans

During your stay, ELP staff members will drive you in KSU minivans to scheduled cultural activities and fieldtrips. All the drivers have special van certification.

If you are planning to rent a car, find some tips in the main website of K-State International Student and Scholar Services: <http://www.k-state.edu/iss/resources/transportation.html>.

Important Traffic Rules in Manhattan:

- Always buckle your seatbelt when you travel by car, even if you are a passenger.
- Texting and talking on the phone is forbidden while driving.
- Driving under the influence of alcohol is forbidden.

Health Insurance and Health Care Services in Manhattan

During your stay, you will have access to the university's Lafene Health Center, where most of the services are free or cheaper than anywhere else.

You will also have insurance. After your arrival, you can create an account at the health insurance company's website www.uhcsr.com and print out a card to carry with you. You can find the instructions on this website: http://www.k-state.edu/iss/students/health_insurance/Plan%20Details.html

Even if you have health insurance, you need to pay copayments, deductibles, and out-of-the pocket expenses. As mentioned above, your insurance does NOT cover dental care, vision care, and over-the counter medication.

Required Vaccines: You have been asked already to complete the Meningococcal vaccination waiver form required by Lafene Health Center. Alternately, you may choose to receive the vaccination or provide proof that you already have received it. Please also bring the paper form of your immunization records in case it is needed.

What To Do If You Get Sick

1. If you catch cold, you can simple buy some over the counter medication. All major stores (Wal-Mart, Target, Dillons, Hy-Vee) have pharmacies. Over-the counter medications are NOT covered by insurance.
2. **Lafene Health Center:** If you get sick during the week, and you need to see a doctor, visit Lafene Health Center. You will need your K-State student ID to make an appointment. While you can simply show up, you should make an appointment to save time. The center is open during the week and on Saturday morning. Browse the website for all the services provided: <https://www.k-state.edu/lafene/> (Address: 1105 Sunset Avenue, Manhattan, KS 66502) To make an appointment, call: 785.532.6544. A faculty member, Agnes or Cary will be happy to help.
3. **Urgent Care Clinics:** If you need to see a doctor in the evening or during the weekend, you can choose to visit an urgent care facility. These facilities are cheaper than hospital emergency care. They are open till 7:00 pm daily except on Sundays (till 6:00 pm).
 - **Manhattan Urgent Care** (Open daily 8am-8pm, except Sundays 10am-3pm)
1404 Beechwood Terrace Suite C & D, Manhattan, KS 66502;phone: (785) 320-6770
This facility is the closest to the dorms, and close to West Loop Shopping Center.
 - **K-STAT Urgent Care PA** - (This facility is close to Walmart. The shopping shuttle takes you there. It is open till 7:00 pm from Monday to Saturday and till 6:00 on Sunday.
930 Hayes DR B, Manhattan, KS 6650; phone: (785) 565-0016
4. **Via Christi Hospital :** In case of an emergency, call **911** for an ambulance. Or visit the emergency room: 1823 College Avenue, Manhattan; phone (785)-776-2800

Mobile Phones

Wi-Fi access will be available in nearly all campus buildings, so it may still **be possible to send and receive messages on your mobile device** when it is connected to the Internet without purchasing any additional services. Previous program participants used either **WhatsApp** or **Facebook Messenger** with success. There are also many other apps (Snapchat, Telegram) that you might try. **However, when you are not on campus, your cellphone will not work without *the appropriate SIM service.***

If you are like most visitors from Indonesia, you will probably arrive on campus at K-State carrying a cellphone that uses global systems for mobile communication, also called “GSM.” This means that your cellphone operates using a SIM card, or “kartu SIM.” There are five major cellphone carriers in our part of North America: Verizon, Sprint, T-Mobile, U.S. Cellular, and AT&T. Of these, only two, T-Mobile and AT&T, offer GSM service using *kartu SIM*.

You will find two possible situations:

Situation 1: Your cellphone does not work in Kansas.

If your cellphone only operates on 900 and 1800 megahertz, then it likely will not work in Kansas.

Typically, this happens with the most popular and expensive smartphones. In this situation, you will be able to purchase a month of pre-paid telephone service and a cellphone that will work in Kansas for about \$90.

Situation 2: Your cellphone works in Kansas.

Samsung, Nokia, and other common brands will sometimes work in Kansas, even if purchased in Asia. If your cellphone can be operated on AT&T’s frequency or T-Mobile’s frequency, you will be able to use it here and purchase only the service at a cost of around \$60.

Important Program Dates

Date	Event
February 24	Arrival
February 25	Checking in and Program Orientation
February 25	First Day of Seminars
March 27	Last Day of Seminars
March 28	Presentations and Closing Ceremony
March 29	Departure

You will receive detailed information about orientation and a detailed schedule of activities upon arrival.

In case of inclement weather, scheduled field trips will be cancelled and rescheduled if possible. The work week starts on Monday morning finishes Friday afternoon. Saturdays and Sundays are weekends.

Professional Program Components

You will attend two different seminars as part of your program. Workshops and presentations given by university librarians and university officials are required parts of the seminars.

1. Advanced Integrated Skills Seminar

This seminar will help participants enhance their professional English communication skills so support success in international academic environments. Participants will read articles related to their fields and will practice summarizing and following appropriate conventions for citation. They will also practice proofreading and editing their writing with the aim of becoming more independent writers. Participants will polish their communication skills by participating in small group discussions and practicing professional presentations. An online library module developed by University library staff will be used to provide background information and hands-on practice using available research resources and navigating academic library systems.

2. U.S. Higher Education and Associated Workshops

This series consists of two seminars, one for developing professionals who may wish to continue their academic career by completing doctoral studies abroad and another for established professionals who wish to enhance their ability to participate in international collaborations. Some workshops will be held jointly with participants from both seminars. When you were selected for the program, the seminar that you will attend was identified.

2.1. Pre-Doctoral Seminar

This seminar will provide an introduction to the U.S. higher education system and academic culture. Units will help participants prepare to apply for doctoral studies program at an American institution.

2.2. Professional Development Seminar

This seminar will provide post doctorate participants the opportunity to learn about University structure in the U.S. and to meet various members of the University community. Participants will also have the chance to enhance their professional writing skills in English.

The following presentations will be offered to participants in both U.S. Higher Education Seminars:

- Introduction to Kansas State University Graduate School
- Institutional Research Board and Implications for Human Subjects Research
- U.S. Copyright Law and Compliance in Your Academic Career
- Discover, Manage and Use Data
- The Library & Your Research - Your Publication Impact (Q3 and Impact Factor)
- The Library & Your Research - Web of Science & PubMed

Additional Components

1. Contact with Kansas State University Faculty

We will try our best to arrange networking meeting for you with a KSU faculty member from your area. In cases where it is not possible, every effort will be made to find a suitable alternative.

2. Optional Computer Workshops

You have the opportunity to attend technology-related workshops to develop new skills. After your arrival, you will receive a detailed workshop list.

3. Optional Pronunciation Workshops

If you wish to improve your pronunciation skills, you may opt to join this series of workshops. Workshop topics will be tailored to participant needs but may include consonant sounds, vowel sounds, consonant clusters, intonation, word stress, fluency, compensation techniques and strategies.

Expectations of Professional Conduct

1. Punctuality – Always be on time.

Americans consider time important, so students generally arrive a couple of minutes before the class starts. Arriving late is considered impolite. If you come late, you disturb the presenter and the other participants.

2. Group Discussions without Social Hierarchy

In an American classroom, it is very common that participants have to work in groups or have discussions in groups. Group members need to work together to achieve a common goal, and they are required to participate equally. The groups usually have diverse participants and everyone is expected to have the opportunity to contribute to the discussion.

3. Attendance

If you are sick or have a problem that hinders participation, please inform Wendy Matthews and your instructors.

Cultural Activities and Events on Campus and around Manhattan

During your stay, you will have the opportunity to explore Manhattan, its vicinity, and to visit Topeka and Kansas City. You will have free transportation to scheduled fieldtrips and cultural events.

During your stay, you will receive updates about other optional activities and events that you can attend. However, you will need to pay for your own entrance tickets and arrange your own transportation.

- Check out what you can do on campus: <http://www.k-state.edu/elp/students/what-to-do.html>
- Check out what you can visit in the city and its vicinity: <http://www.k-state.edu/admissions/life/manhattan.html>
- Sports fans can attend a game: <http://www.k-s tatesports.com/>
- You can attend event in the city: <http://www.manhattancvb.org/>
- You can attend an event on campus: <http://www.k-state.edu/calendar/>
- The Manhattan Visitors' Guide: https://issuu.com/sunflower_publishing/docs/visitmhk2019