

PDPI Program Handbook

KANSAS STATE
UNIVERSITY

English Language Program

205 Fairchild Hall | Manhattan, KS 66506 | 785-532-7324 | elp@k-state.edu

Welcome!

Congratulations on being awarded the PDPI Scholarship. We feel honored to have been selected to host you and be part of your professional journey.

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. We are sure that your visit will be a great professional and personal experience.

Campus Contact Information:

Wendy Matthews,

Assistant Director of Special Programs, Office of International Programs (or OIP)
213 Fairchild Hall,
785-532-7229
zwendy@ksu.edu

International Student and Scholar Services (or ISSS)

104 International Student Center
785-532-6448

English Language Program (or ELP)

205 Fairchild Hall
785-532-7324

Agnes Chikan

ELP instructor and Special Program Coordinator
785-532-7324
agnesc@ksu.edu

International Technology Commons (or ITC) – classroom location

Wildcat Landing suite 204 at 1800 Claflin Road
785-532-7329

Testing and Tutoring Center (or TTC)
Wildcat Landing Suite 204 at 1800 Claflin Road
785-532-2802

Introduction

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 thirty-two faculty with advanced degrees in TESL or related fields. The ELP also holds membership in 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, special student support courses, and courses designed for short and special programs. ELP advising staff helps 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.

- 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)

You can find more information about the ELP at our website:

<http://www.k-state.edu/elp/>

Our handbook also contains helpful suggestions and tips:

<http://www.k-state.edu/elp/students/studenthandbook.html>

Preparing for Your Stay:

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 it might not be available. Therefore, you should bring all the prescription medication you need for your stay. When travelling, you should 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.

<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. Bring even an extra pair.

What to Pack?

Manhattan and Kansas has a continental climate. The winter can be freezing cold with lots of snow or it can be relatively hot. The temperature can fluctuate substantially during the day and within the week, even in winter. The table below gives an indication what kind of clothes to pack for your stay. You will need:

- a coat
- closed shoes (or boots) that are comfortable for walking
- some warm clothes

(You can also pack small cultural items, traditional clothes or accessories in case you have a chance to showcase your country and cultural heritage.)

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| Average high in °C: | 4.8 | 8.1 | 13.9 | 19.6 | 24.8 | 30.1 | 33.1 | 32.3 | 27.7 | 20.9 | 13 | 5.8 |
| Average low in °C: | -8.1 | -5.9 | -0.9 | 5.4 | 12 | 17.2 | 20.2 | 18.8 | 13.2 | 6.2 | -0.7 | -6.7 |
| Av. precipitation (mm) | 16 | 27 | 63 | 81 | 129 | 145 | 112 | 105 | 87 | 68 | 44 | 27 |

<https://www.usclimatedata.com/climate/manhattan/kansas/united-states/usks0358/2017/1>

After your arrival, you will have the opportunity to go shopping for school supplies and personal hygiene items.

Arriving at the Airport

A welcome team will be waiting for you at your flight exit at the airport. They will hold a **KSU sign** so that you can recognize them. They will drive you to Manhattan and help you get settled in your dorm.

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 gives home to about 10,000 soldiers.

Accommodation

During your program, you will stay in a residence hall. You will need to share a room with another person. The housing program is trying to assign you to rooms with other program participants. Each room is furnished with a dresser, desk and bed for each student, and provides a wireless internet connection. You have access to laundry facilities, study rooms, TV rooms, and a community kitchen. The residence halls have Student Success Centers, where the students have free tutoring, and use free computer stations. Smoking is forbidden in the residence halls, and it is allowed only in designated areas outdoors. It is violation of law to use any illegal drugs.

It is recommended that you discuss basic courtesy rules with your roommate 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.

You find more information about the residence halls in their website:

http://housing.k-state.edu/living-options/res_halls/

You can read the residence hall handbook:

https://issuu.com/kansasstatehousinganddining/docs/081017_res_hall_handbook_links_ar

Meals:

During your program, you will have all your meals in the dining center closest to your residence hall. The dining centers do not offer Sunday evening dinners. Therefore, the program will either offer you activities with food or provide you with funds for meals.

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

Transportation

ATA (Flint Hills Area Transportation Services) provides transportation services 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

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. Shopping Shuttle Schedule - ATA Bus - Jardine 3

The shopping shuttle is sponsored by the OIP and it runs only **on Saturday morning**.

Bus Stop

| | | | | | | | |
|--------------------------------|------|-------|-------|-------|-------|-------|------|
| Clafin Apartments | 9:00 | 9:40 | 10:20 | 11:00 | 11:40 | 12:20 | 1:00 |
| Jardine Apts (Tunstall Circle) | 9:04 | 9:44 | 10:24 | 11:04 | 11:44 | 12:24 | 1:04 |
| Moore Hall | 9:10 | 9:50 | 10:30 | 11:10 | 11:50 | 12:30 | 1:10 |
| Haymaker Hall | 9:13 | 9:53 | 10:33 | 11:13 | 11:53 | 12:33 | 1:13 |
| Walmart (bikes racks) | 9:22 | 10:02 | 10:42 | 11:22 | 12:02 | 12:42 | 1:22 |
| 11th and Thurston Ave. | 9:28 | 10:08 | 10:48 | 11:28 | 12:08 | 12:48 | 1:28 |
| Student Union (Bosco Plaza) | 9:33 | 10:13 | 10:53 | 11:33 | 12:13 | 12:53 | 1:33 |
| College Heights & Denison | 9:36 | 10:16 | 10:56 | 11:36 | 12:16 | 12:56 | 1:36 |
| Clafin Apartments | 9:40 | 10:20 | 11:00 | 11:40 | 12:20 | 1:00 | 1:40 |

Adapted from: <http://www.k-state.edu/issv/services/shuttleservices.html>

4. ATA Shuttles in Manhattan

During your stay, you will have a pass to use all ATA shuttle fixed routes. 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. Please find your map in your welcome packet, or view it online: <http://www.rileycountyks.gov/DocumentCenter/View/10063>

5. During your free weekends, you need to arrange your own transportation.

The university is not responsible for arranging a trip for you. However, we are happy to give suggestions about destinations.

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

The American health care system is complicated. However, you do not need to worry as you have health insurance and have access to the university's health care center, Lafene.

You have CISI Health insurance provided by the IIE. This insurance is accepted by many physicians in the area and by the emergency clinics. Also, as you are an international student at K-State, you are automatically enrolled for health insurance coverage with United Healthcare Student Resources (UHCSR). After you have enrolled in classes, you can create an account at the health insurance company's website www.uhcsr.com and print off a card to carry 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 expenses. As mentioned above, your insurance might not cover:

- Dental care
- Vision care
- Over-the-counter medication

Required Vaccines:

You have been asked already to complete the vaccination record and the TB written screen form required by Lafene Health Center. In case you are at risk and Lafene requires you to be tested, you will have time for the test after your arrival and the test is paid for by your insurance. With your e-ID and password, you can upload your immunization record from your computer on myLafene+ account: <https://www.kstate.edu/lafene/vaccinationrequirement.html>
Please also bring the paper form of your immunization records in case it is needed.

What to do when you get sick?

1. If you catch cold, you can simply buy some over the counter medication. All major stores (Wal-Mart, target, Dillons, Hi-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 for an appointment. While you can simply show up, you can make an appointment on phone or online to save time. The center is open during the week and on Saturday morning. Browse the website below for all the services provided.

Address: 1105 Sunset Avenue, Manhattan, KS 66502

To make an appointment call: 785.532.6544, or sign up online: <https://www.k-state.edu/lafene/>

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)

-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 66502

(785) 565-0016

-Manhattan Urgent Care (Open daily 8am-8pm, except Sundays 10am-3pm)
1404 Beechwood Terrace Suite C & D, Manhattan, Kansas 66502

4. Via Christi Hospital

In case of an emergency, call **911** for an ambulance. Or visit the emergency room:
1823 College Avenue, Manhattan
785-776-2800

Mobile Phones

If your cell phone operates using a *subscriber identity module*, or “SIM” card and if it can be operated on AT&T and T-Mobile frequency, you need to purchase a US SIM card and SIM service from AT&T or T-Mobile that you can use in the USA. If your mobile telephone does not work in Kansas, you will need to purchase a month of pre-paid telephone service and a mobile telephone that will work in Kansas.

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.

Activities and Events on Campus and around Manhattan: .

- 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-statesports.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 Magazine contains useful information about dining, shopping, and attractions:

http://issuu.com/sunflower_publishing/docs/manhattan_cvb_2017_singles?e=1125847/42910651

During your stay, you will receive updates about activities and events that you can attend.

Recommended Destinations for your free weekends:

Shorter Trips:

- Abilene: Eisenhower Museum
- Fort Riley
- Hutchinson Kansas: Stratata (salt mine), Cosmosphere
- Wichita, Kansas:

Longer Trips:

- Omaha and Lincoln, Nebraska
- Chicago
- Kansas City
- Saint Louis

Important Program Dates

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

In case of inclement weather, a scheduled field trips will be cancelled and rescheduled if possible

| | |
|-------------------------|--|
| January 13 Saturday | arrival at Kansas City Airport |
| January 16 Tuesday: | Arrival validation on IIE Self-Service Portal. International Student Orientation, Health Care Orientation |
| January 17 Wednesday | First day of classes |
| January 20-21 | Free weekend to travel Optional activities on January 20 |
| January 27-28 | Free weekend to travel |
| February 3-4 | Cultural trip to Topeka on February 3 No scheduled activity on Sunday, February 4 |
| February 10-11 | Free weekend to travel Optional activities on February 11 |
| February 17-18 | Cultural trip to Kansas City No scheduled activity on Sunday, February 18 |
| February 22 Thursday | Last day of classes |
| February 23 Friday | 10:00 am - Leave Manhattan for Kansas City Airport 3:30 pm – departure time |

Academic Program

You are going to attend three different courses as part of your program. The courses were designed to meet the program requirements. PDPI and IIE requires us, the English language Program to provide you with 180 hours of coursework. Therefore, you must attend the classes, work on assignments, and participate in school visits and workshops to receive the program certificate. If you are ill or have had an accident, contact Wendy Matthews and notify your teachers.

U.S. History and Culture through Film Course

With all the PDPI participants, you will watch films set in different periods of U.S. history and related to different aspects of U.S. culture that shape present day politics and education. This is an integrated skills course, so you will study new vocabulary and read about historical periods and cultural topics that support the viewing experience and help you learn content. You will be encouraged to reflect how the historical and cultural content could be integrated into your own English courses. As part of this course, you will visit the State Capitol and the Kansas History Museum in Topeka. You will also visit the Brown v. Board of Education national historical site in Topeka, Kansas. Participants will explore the history of the legal case which ended state-sanctioned racial segregation in public schools across the U.S.

Oral Communication Skills – Intermediate I or Intermediate II

You will improve your pronunciation, listening, and communication skills by listening to and discussing various U.S. history and culture related topics. Oral fluency and presentation skills necessary for classroom situations will be emphasized.

Teaching Methodologies and Practices – Intermediate I or Intermediate II

The course includes a review of methodologies with an eye to applications in the classroom, discussions about best teaching practices, and discussions with ELP faculty. This course will focus primarily on the teaching of listening, speaking, and pronunciation with additional units on vocabulary development and oral grammar as time allows. As part of the course, you will attend a workshop organized by the Teaching and Learning Center of K-State, and you will visit several local schools.

Lab Hours/Tutoring

You will have the opportunity to use our language learning software programs and resource materials, prepare your assignments, watch movies as preparation for the culture class, or receive individualized tutoring.