

PDPI Pre-Arrival Handbook- 2023

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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.

Traveling to a new country and staying there without family is exciting but can also be 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 WhatsApp +1-785-317-7522
zwendy@ksu.edu

English Language Program (or ELP)
 205 Fairchild Hall
 785-532-7324
elp@ksu.edu

Introduction

Kansas State University

Kansas State University is a community of 3,600-plus faculty and staff and nearly 20,000 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 165 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 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)
- GoTeacher training, Ministry of Education (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 Indonesian faculty sponsored by DIKTI (Fall 2016)
- PDPI Brazilian High School English Teachers Program administered by IIE (2018-2019)
- Khbrat Summit Program for Saudi Public School Teachers (2018-2020)
- COMEXUS Program for prospective graduate students from Mexico (Spring and Summer 2018)
- Teacher Professional Development for faculty member of Jilin University, China (Summer 2018)
- DIKTI Academic Communication Institute (Fall 2018)
- Camino Program, Ecuadoran university faculty professional development (Fall 2021, Fall 2022)
- Fulbright English for Graduate Studies, Summer Program (2018 -2019-2022)

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

Preparations for this Program

Visit your doctors before departure!

In the United States, health care is expensive. Even if you have insurance, you will have some expenses if you need to go to the doctor. Therefore, we suggest that you visit your family physician and have a check-up before your departure. Also, most travel insurance does not cover dental care including exams, fillings, crowns, etc. Visit your dentist and have all your dental problems taken care of before you travel.

Vaccination Records

1. K-State requires all international students to complete a **Tuberculosis (TB)** screening form. Wendy Matthews will email you the form. Please fill it out and email it back.
2. Bring your vaccination records proving that you received two doses of **MMR (measles, mumps, rubella) vaccination**. Your records should be translated into English.
3. Bring your records proving that you received **meningococcal immunization**. If you did not receive it, you will fill out a waiver form during orientation.

What to Pack

Clothing and Weather

Manhattan and Kansas have a continental climate. In winter, the morning temperature is around 20-30° F (-6 to -1°C). The warmest part of the day is usually 5:00 pm, when the temperature can be up to 50° F (10°C). Therefore, rooms and buildings are heated, where the temperature is kept at around 68-70 F (20 – 21.1°C). It will most likely snow at least once while you are here!

People usually wear comfortable casual or semiprofessional clothes on campus. Based on the information about the local weather, please bring:

- Clothes that you can wear in cold weather: clothes made of thick cotton, long-sleeve shirts, heavy sweatshirts. Jeans are acceptable. We usually wear layers of clothing in winter so that we can have on as many or as few layers as needed depending on the temperature in the classroom or apartment.
- Footwear that is comfortable for walking (You will walk 15 minutes from your housing to the classroom.) Cotton socks help keep your ankles warm when the wind is blowing at your pant leg.
- A heavy coat, gloves, scarf, and raincoat or umbrella.
- We will assemble kits for purchase that include a hat, scarf, and gloves for \$6.00, and you can let us know if you want one in the Pre-Arrival survey we send you.

Health Care Items

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

You should bring all the prescription medication you need for your stay because you might not be able to get the same medication in the USA. 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. **Bring an extra pair of glasses**

Most insurance policies do not cover eye exams and glasses. Bring an extra pair of glasses if possible.

Documents and Passwords

Most importantly, bring all the official documentation from IIE, CAPES and K-State, including invitation letters and immigration documents. Write all your email addresses with the passwords and other passwords on a piece of paper and keep the records with you in your **carry-on luggage**. Don't forget to pack your password!

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

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 your flight exit at the Kansas City International Airport (MCI). They will hold a sign so that you can recognize them. A charter bus will drive you to Manhattan and help you get settled in your apartment.

Important: If there is a last minute change that affects your arrival time, if one of your flight 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. WhatsApp +1-785-317-7522

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 56,000 people. Two major institutions employ most of the people: Kansas State University (KSU) and Fort Riley US Army base. Kansas State University has about 20,000 students. Fort Riley is a large army base about 10 miles (15 kilometers away) from the city, and it is home to about 9,000 soldiers.

Accommodations

During your program, you will stay in a "traditional furnished" apartment, which means that a bed, couch, and refrigerator is included. You will share the apartment with 3 other faculty of the same gender, and each person has their own bedroom. Each apartment has one or two bathrooms. The Jardine Apartments provide a wireless internet connection.

It is recommended that you discuss basic courtesy rules with your roommates when you move in to help you acclimate to the new living arrangements and to avoid conflicts. In the USA, quiet hours are usually between 10:00 pm and 7:00 am.

Family members are not permitted to join you at this program.

Housing Guidelines for Special Program Guests

The K-State Housing and Dining Services welcomes you to Jardine Apartments and dining centers! Here is some information to help you get settled in your room.

Staff on Duty / After Hours: call/text/WhatsApp +1-785-564-2409

The front desk is staffed during by student workers. Please treat them with kindness and patience. Workers are not allowed to take possession of personal items from participants. (You cannot ask a desk worker to give an item to another resident.)

Entry to buildings: Building access card / KSU ID allows entry until 9:00 pm in the dining center.

Loss of keys: If you lose your key, you must pay a \$50 fine.

Lock out: If you lock your key in your private bedroom or in your apartment, go to the Jardine Tower front desk and tell them the password you gave them at check-in. The first three lock-outs are at no charge, and you will pay a fine for any additional lock-outs.

Lost items: Contact the Jardine Tower front desk if you lose something

Laundry: You have to wash your own clothes. You can purchase a laundry card at the Tower front desk. The cost to do a load of laundry is about \$2.00 to wash, \$2.00 to dry.

Mail: To receive mail, your address should be listed like this:

YOUR NAME, PDPI Group
Jardine Building L, Apartment _____ (insert your apartment number)
1948 Jardine Drive
Manhattan, KS 66502

Mailboxes are located in Building 7, next door to the Tower. All packages are logged and a delivery slip is placed in your mailbox. To get the package, you give your ID and the delivery slip to the front desk at the Jardine Tower, and they will log the pick-up and give you the package.

- **Recycling:** The campus cares about our environment. We encourage residents to recycle (cleaned) glass, aluminum cans, paper, cardboard by using the BLUE recycling bins located by the dumpsters.
- **Room check:** Authorized Housing staff are allowed to unlock and enter your room only if necessary if they must check on safety or health concerns.
- **Room maintenance:** Housing staff clean the public spaces. You are responsible for keeping your own living area clean. No one will enter your apartment or room to clean it.
- **Toilet paper** should be flushed down the toilets. Other items should be discarded in waste bins.
- **Towel and linen laundry:** You are responsible to wash your own towels and bedding. Self-service laundry facilities are located next to the Jardine Tower.
- **Trash:** Trash must be placed in (plastic) trash bags and tied shut before being placed in a trash bin.
- **Vacating:** When the program ends, residents are expected to clean the apartment, remove trash, clean out drawers, and wipe down furniture. You will be charged for any damages. You can 'donate' any item that you do not wish to take home. Wendy Matthews will assist you with that.
- **Visitors:** Visitors must be with a resident while inside the apartment. Residents are responsible for the actions and noise of their visitors.

- **Walls:** Please do not use nails or other permanent item to mount things to walls. Residents are encouraged to use “molding strips” to hang things on the wall. Resident is charged for any damages.

Emergencies

- **Severe weather and tornado:** Go to the lower levels by stairs. Do not use the elevator. Stay there until the storm has passed and the staff release you.
- **Fire alarm:** Get out of the building. Staff will tell you what to do.
- **Smoke detector sound:** Notify the hall staff so that they can look for fire.
- **Medical or police emergency:** Tell the Jardine Tower front desk staff if a person is in need of police or medical help. A call to 911 reaches emergency dispatch unit.

Building Use

- If something is not working or is broken, tell the staff at the Jardine Tower front desk who will report it to Maintenance and request repairs.
- It is illegal to tamper with the fire alarm system and the room smoke detector. If you tamper with the room smoke detector, you will be charged \$50.00.
- Do not remove window screens. There is a \$25 charge for damage to the red seal on the screen.

Housing Rules:

- **Smoking** is forbidden in all university buildings and [on the K-State campus](#). It is violation of law to use any illegal drugs.
- Please be mindful of other residents. Keep noise levels reasonable for the time of day.
- Housing may remove a disruptive person (causing problems) from living in an apartment.
- Reasons for being removed include: threat of violence, causing violence, physical or verbal threats, verbal abuse or inappropriate language, destruction of property, being on a window ledge, breaking into the building. Damage charges will be your responsibility.
- **Alcoholic beverages:** In Kansas it is illegal to drink alcohol if you are younger than 21 years old (a minor.) NO OPEN CANS or BOTTLES are allowed in the hallway or any public area on campus.
- **Prohibited (not allowed) items in the residence hall:** personal air conditioner, space heater, halogen lamp, open flame item like candle, incense, incense burner, appliances with open or closed heating device (coffee makers and electric candle warmers allowed), drugs, fireworks, explosives, stolen items, weapons, BB guns, air rifles, paintball guns, knives, switchblades, swords, brass knuckles, martial arts weapons, ammunition, tasers, stun guns, Airsoft toy guns, bows and arrows.
- CLEAN UP any mess you make. You will be charged a fine if Housing must clean up your mess or repair something you break.
- No animals allowed in the building for short program guests except service dogs.
- You may not sell food or items on the housing property.

You can find more information about the Jardine apartments in their website:

<https://housing.k-state.edu/living-options/apartments/>

You can read the Jardine apartment handbook:

https://housing.k-state.edu/living-options/handbooks/reshall_handbookpages/reshall_apartments.html

Meals

During your program, you will have all your meals in Kramer Dining Center, which is the closest dining center to the Jardine apartments. You are also welcome to use the Derby Dining Center, located on the opposite side of campus. Your K-State ID card will serve as a meal card that you can use once for each meal. The food plan includes 3 meals a day Monday through Saturday, and 2 meals on Sunday (no evening meal.) Meals are served 'buffet' style, or, all-you-care-to-eat. Usually you will find a choice of main dish, vegetables, salads, breads, desserts and beverages. There is always a choice of 2 or 3 meat or meatless entrees. Vegetarian options are always available. Vegan options are often available. The program will provide a pre-paid gift card loaded with \$10.00 per Sunday evening meal.

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. With your student ID, all their services are free.

1. The ATA Shuttle connects the campus to the city through a loop that operates from **7:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 7:00 p.m. Saturday.** You can ride the shuttle at any of these stops, in this order:
 - Jardine Apartments (between Frith Community Center and Cornerstone Coffee)
 - K-State Union on campus
 - Aggieville (south east corner of campus, mini-town strip of restaurants, coffee shops, and stores)
 - Manhattan Town Center Mall and Downtown
 - Dollar Tree
 - Walmart

Find the Route maps here: <https://www.fhata.org/manhattan-ogden>

2. **Park 'n' Ride ATA Bus Route** connects the dining center and Jardine apartments through a loop that operates from **7:00 a.m. to 7:00 p.m. Monday through Friday.** You can catch the shuttle at any of these stops, in this order:
 - Jardine Complex: between the Frith Community Center and Cornerstone Coffee
 - Lafene Health Center (across the street from the west side residence halls and Kramer).
 - K-State Union
 - McCain Auditorium (and Fairchild Hall – English Language Program)
 - Holton Hall (Hale Library and coffee shop is right behind Holton)
 - Derby Dining Center and Leadership Studies (coffee shop inside)
 - Recreation Center

You can find the detailed map here: https://www.fhata.org/files/ugd/056f4d_616a739b77414dc98aa3cdf11262ae08.pdf

3. ATA Shuttles in Manhattan

There are other routes offered during the week, and there are no buses 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 can view routes online at the sites above, and you can download the TRANSIT app on your phone



4. Traveling with K-State Vans

During your stay, ELP staff members and Student Ambassadors will drive you in KSU vans to scheduled cultural activities and fieldtrips. All the drivers have special van certification. Some trips will be taken by school bus or charter bus.

5. Traveling during Free Weekends

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

You will have CISI Health insurance provided by IIE. This insurance is accepted by many physicians in the area and by the emergency clinics. Also, you can visit the university's Lafene Health Center in case you have to visit a general practitioner.

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

What to do if you get sick?

1. If you catch a cold, you can buy over-the-counter medication. Major stores (Wal-Mart, Target, Dillons, Hy-Vee, Walgreens) 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, you should make an appointment with the university's student health care center. While making the call, you should tell your symptoms openly so that you can see the doctor as soon as possible. If you are hesitant to call a doctor, Wendy or other staff members for assistance.

Hours: Monday-Friday: 7:00 – 5:00 pm

Address: 1105 Sunset Ave, Manhattan, KS 66502

Phone: **(785) 532-6544**

Please check out the health center link to learn about available services: <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)

- **Manhattan Urgent Care** (Open daily 8am-8pm, except Sundays 10am-3pm)
1404 Beechwood Terrace Suite C & D, Manhattan, Kansas 66502
(785) 320-6770
This facility is the closest to Jardine, 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 66502
(785) 565-0016
- **Xpress Wellness Urgent Care** (This facility is also close to Walmart. It is open until 8:00pm daily, and 1:00pm until 7:00pm on Sunday.
435 McCall Road, Manhattan KS 66502
(785) 669-4152

4. Via Christi Hospital

In case of an emergency, call **911** for an ambulance. Or visit the emergency room. You will be charged at least \$550 for an emergency room visit, unless you are admitted for an overnight stay.

1823 College Avenue, Manhattan
785-776-2800

Communication - Mobile Phones and Wireless Networks

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.

Wireless networks:

KSU Wireless is available in campus buildings and in dining centers.

KSU Guest is available in dorms. You will need to accept terms and conditions every 8 days.

Activities and Events on Campus and around Manhattan

- 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 events in the city: <http://www.manhattancvb.org/>
- You can attend events on campus: <http://www.k-state.edu/calendar/>

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

Recommended Regional Destinations for your Free Weekends

Manhattan, Kansas is located in the center of the continental United States. You may choose to fly to cities farther way such as Dallas or Chicago, but locations closer to Manhattan that you might want to visit instead include:

Shorter Trips:

- [Abilene: Eisenhower Museum](#)
- [Hutchinson, Kansas: Strataca](#) (salt mine), [Cosmosphere](#)
- [Wichita, Kansas](#): the largest city in the state of Kansas

Longer Trips:

- [Omaha](#) and [Lincoln](#), Nebraska
- [Chicago, Illinois](#)
- [Kansas City](#)
- [Saint Louis, Missouri](#)
- Colorado: [Denver](#), [Rocky Mountain National Park](#)
- [Dallas, Texas](#)

Important Program Dates

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.

Saturday, January 21	Arrival at Kansas City Airport, Check in at Housing, Walmart
Sunday, January 22	Optional Recreation Center Tour, Welcome Dinner
Monday, January 23	International Student Orientation, Program Orientation, Speaking Assessment, Arrival validation on IIE Self-Service Portal
Tuesday, January 24	First day of classes
Saturday, January 28	Service Learning Projects, Ice Skating
Sunday, January 29	Optional visit Downtown Manhattan, Mall, Movie Theater
Saturday, February 4	Cultural trip to Kansas City: Nelson Atkins Art Museum, Legends Outlet Mall
Sunday, February 5	Optional American board games
Saturday, Sunday, Feb. 11-12	Free weekend to travel
Saturday, February 18	Cultural trip to Topeka: State Capitol, Brown vs Board of Education
Wednesday, February 22	Visit K-State Insect Zoo, and Call Hall Dairy Bar for homemade ice cream
Saturday, Sunday, Feb 25-26	Free Weekend to travel
Friday, March 3	Closing Ceremony
Sunday March 5	Departure

Academic Program

You will participate in three different courses as part of your program, as well as meet in small groups and individually with faculty mentors. The courses and mentoring component were designed to meet the program requirements. The program requires 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

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 on how the historical and cultural content could be integrated into your own English courses.

Oral Communication Skills

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

Teaching Methodologies and Practices

The course includes a review of methodology 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 visit several local schools.

Homeroom

The name of the course reflects its more relaxed nature. On two days of the week, you will have group discussions and presentations about the U.S. public education system and TESOL best practices. Once a week, you will watch a movie for your U.S. History and Culture Class. On the other two days, you may have homework time or activity reflection time.