

PDPI Pre-Arrival Handbook

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.

Content:

[Campus Contact Information](#)

[Introduction](#)

[Kansas State University](#)

[English Language Program](#)

[Preparing for this Program](#)

[Visit your Doctor](#)

[Vaccination Records](#)

[What to Pack](#)

[Arriving at the Airport](#)

[Welcome to Manhattan](#)

[Accommodations](#)

[Housing Guidelines](#)

[Emergencies](#)

[Building Use](#)

[Air Conditioning](#)

[Rules](#)

[Meals](#)

[Transportation](#)

[Health Care Services](#)

[What to do if you get sick](#)

[Communication: Cell Phones, Wireless Internet](#)

[Activities and Event on Campus and in the City](#)

[Recommended Destinations for the Free Weekends](#)

[Important Program Dates](#)

[Academic Program](#)

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Introduction

Kansas State University

Kansas State University is a community of 5,600-plus faculty and staff and nearly 22,000 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)
- 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)
- Fulbright English for Graduate Studies, Summer Program (2018 -2019)

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 has already sent you the form. Please fill it out and send 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. Summer days can be very hot and humid. The morning temperature is around 60-70 F (18-20°C). The hottest part of the day is usually 5:00 pm, when the temperature can be above 100 F (38 °C). Therefore, most rooms and buildings are air-conditioned, where the temperature is kept at around 72-75 F (22 - 24°C). Thunderstorms occur frequently, mostly in the evening.

People usually wear comfortable casual or semiprofessional clothes on campus. It is advisable to wear modest clothing. Based on the information about the local weather, please bring:

- Clothes that you can wear in warm weather: clothes made of thin cotton, shorts, T-shirts, short-sleeve shirts, skirts. Jeans are acceptable.

- Footwear that is comfortable for walking (You will need to walk 15 minutes from your housing to the classroom.)
- A light raincoat or umbrella.

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. They will drive you to Manhattan and help you get settled in your dorm.

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 50,000 people. Two major institutions employ most of the people: Kansas State University (KSU) and Fort Riley. Kansas State University has about 22,000 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 a coeducational residence hall, which means that male and female residents live in the same floor but different wings of the building. You will share a room with another person of the same gender. The housing program will try 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 you can use computer stations. You will receive bedding, linen, and towels. Soap can be requested at the front desk.

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 conflicts. In the USA, quiet hours are usually between 10:00 pm and 7:00 am.

Housing Guidelines for Special Program Guests

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

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

Entry to buildings: Building access card / KSU ID allows entry to residence hall 24 hours a day, and until 9:00pm 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 the room, go to the front desk and tell them the password you gave them at check-in.

Toilet paper should be flushed down the toilets. Other items should be discarded in waste bins.

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

YOUR NAME, PDPI Group
___ Marlatt Hall (insert your own room number)
1855 Claflin Road
Manhattan, KS 66506-1800

Check the message board. 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, and they will log the pick-up and give you the package. *Note:* Packages arrive in the residence hall 1 day later than the reported delivery date because it first gets delivered to University Central Mail.

Visitors: Visitors must be with a resident while inside the residence hall. Residents are responsible for the actions and noise of their visitors.

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.

Lost items: Contact your front desk or the Guest Services Office if you lose something.

Towel and linen exchange: Towels can be exchanged as needed. Linen exchange is once a week on Wednesday.

Laundry: You have to wash your own clothes. You can purchase a laundry card at the front desk at Haymaker Hall. Linens may be exchanged at the front desk once per week.

Room maintenance: Housing staff clean the hallways and public spaces. You are responsible for keeping your own living area clean. No one will enter your room to clean it.

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 front desk staff if a person is in need of police or medical help.

Building Use

- If something is not working or is broken, tell the staff at the 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.
- **Beds** – ONLY maintenance staff are allowed to change the bed to a bunk, or to separate beds. Please tell your hall staff or floor Residence Assistant if you want your bed changed to or from bunk style.
- Ping pong and billiards (pool) equipment can be checked out with your KSU ID/housing access card.

Air Conditioning

All halls are air conditioned. In most of our halls, energy-saving thermostats have been installed. The On/Off button should be ON. The Fan button should display AUTO. The temperature range can be adjusted (using the Warm or Cool buttons) from about 72° to 76° F (22C – 24C). A motion sensor allows the a/c unit to turn off when the room is unoccupied and on when you go in the room. The cool air should cool the room within 10 minutes after you enter the room. The front desk staff is happy to help you with the temperature in the room.

Housing Rules:

- **Smoking** is forbidden in the residence halls and all university buildings and [on the K-State campus](#). It is violation of law to use any illegal drugs.
- Only 2 people may sleep in a dorm room.
- Please be mindful of other residents. Keep noise levels reasonable for the time of day. Contact your RA (resident assistant) if you are concerned about noise levels.
- Housing may remove a disruptive person (causing problems) from living in the residence hall.
- 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.
- **Elevators** are provided for students staying on the 3rd floor and higher. If you stay on the 1st floor or 2nd floor please use the stairways if possible. Overloading an elevator is very dangerous, please wait for another elevator if one is full.
- **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. Adults over 21 may have up to 30 cans of 3.2% beer in their room. However, it is illegal to share alcohol with a minor. Adults over 21 with a minor roommate must have permission from the minor to drink in the room. The door must be closed when drinking alcohol in the room.

- **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 in the residence hall or on the housing property.
- If you lose your key, you must pay \$50 fee for a replacement.

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

<http://housing.k-state.edu/living-options/reshalls/>

You can read the residence hall handbook:

<https://housing.k-state.edu/pdfs/housing/2018/101518%20Res%20Hall%20Handbook.pdf>

Meals

During your program, you will have all your meals in Kramer Dining Center, which is very close to your residence hall. You will have 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 \$8 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 dining center and Jardine apartments through a loop that operates from **7:30 a.m. to 7:00 p.m. Monday through Saturday and 7:30 a.m. to 1:00 p.m. on Sundays.** You can catch the shuttle at any of these stops, in this order:
 - Jardine Complex: between the Frith Community Center and Cornerstone Coffee
 - In front of Marlatt Hall
 - Between Ford and West Halls

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**

The ATA shuttle buses can take you outside of campus. One ride costs one dollar. The bus driver will not be able to give your change. 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. **Traveling with K-State Vans**

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.

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 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 simply 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, 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, ask Dan, Agnes 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 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 66502
(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
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, but not in dorms.

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

Hall Computer Labs: You can use these computers with the following log in:

Username: **hds-guest**

Password: **Summer2019**

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 events in the city: <http://www.manhattancvb.org/>
- You can attend events on campus: <http://www.k-state.edu/calendar/>
- The Manhattan Magazine contains useful information about dining, shopping, and attractions: https://issuu.com/sunflower_publishing/docs/mm19sp_singles

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: Stratataca](#) (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](#)

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.

Friday, June 28	Arrival at Kansas City Airport
Monday, July 1	Arrival validation on IIE Self-Service Portal, International Student Orientation, Program Orientation, Speaking Assessment
Tuesday, July 2	First day of classes
Thursday, July 4	National Holiday (Independence Day) Field trip to Wamego to visit fair and see fireworks display
Saturday or Sunday, July 6 or 7	Buffalo ranch visit and picnic
Saturday, July 13	Cultural trip to Kansas City: Nelson Atkins Art Museum, Legends Outlet Mall
Saturday, Sunday, July 20-21	Free weekend to travel
Saturday, July 27	Visit Riley County Fair and Kaw Valley Rodeo
July 31- Aug 2	Attend SIDLIT Conference in Hays, Kansas
Saturday, Sunday, Aug 3-4	Free Weekend to travel
Thursday, Aug 8	Closing Ceremony
Friday, Aug 9	Departure

Academic Program

You will participate in four different courses as part of your program. The courses 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 attend the SIDLIT conference and visit several local schools.

Happy Hours

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 last two days, you will explore local museums and visit activities organized for the public.