

ELP Pre-Arrival Handbook
Academic Communication Institute
Fall 2018

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.

Campus Contact Information:

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International Student and Scholar Services (or ISSS)

104 International Student Center
785-532-6448

English Language Program (or ELP)

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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 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)
- 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

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>

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 Clothes to Pack?

Manhattan and Kansas has a continental climate. October and November are usually the fall months when mornings are chilly, but the afternoons are pleasant. People usually wear long pants, and several layers of tops so that they could take off a layer if the afternoon gets hotter. Winter usually starts in December, and it 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:

- several layers of clothing (undershirt, tops 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

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. (You will receive your course books from the ELP, but you need to have your own stationary /pens, pencils, and notebook.)

When the weather turns colder, you will also have to chance to purchase warmer clothes in case you are not able to bring warm clothes with you

Weather in Manhattan:

	October	November	December
Average High in °C	20.9	13	5.8
Average Low in °C	6.2	-0.7	-6.7
Average Precipitation (mm)	68	44	27

Data from:

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

Arriving at the Airport

A welcome team will be waiting for you at your flight exit 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 dorm. 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, or 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 gives home to about 10,000 soldiers.

Accommodation

During your program, you will stay in Jardine Apartments Building L. The apartments have a couple of bedrooms and have a little 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.

Each apartment contains a window air conditioner and 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. Moreover, there is a small refrigerator and microwave oven in each apartment, but the apartments are not equipped with cooking appliances. (Your program provides you 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, where you can exercise.

You can find a detailed description of the facilities in this handbook:

<http://housing.k-state.edu/pdfs/housing/2017/081017%20Jardine%20Handbook%20AR.pdf>

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.

Hygiene Tips

- Generally, Americans shower every day.
- Americans consider body odor unpleasant, so they use deodorant.
- Toilet paper should be flushed down the toilets. However, other items should be discarded in waste bins.
- Toilets and the sink area of bathrooms are dry. If you splash water in these areas, it is polite to wipe the splashed water before you leave. Bidets are not commonly used in the USA.

Meals

During your program, you will have your meals in the dining center closest to your residence hall, Kramer Dining Center. You can walk there or you can take a shuttle bus. The dining center offers a wide variety of meals including vegetarian dishes. However, halal meals are not directly offered.

Also, the dining centers do not offer Sunday evening dinners, and they will be closed during the Thanksgiving break. You will receive a card with \$8 for each Sunday meal, and \$20 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

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

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. Please find your map in your welcome packet, or 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 a KSU minivan 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>. Our staff members are also happy to give you advice.

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.

Once you arrive, 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 when 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**

Required Vaccines:

Please 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 simple 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)

- **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

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.

Thanksgiving Break and Thanksgiving Holiday Season

The regular university students as well as some of the ELP instructors will have a week-long break from November 19 to 22. However, as requested your sponsoring agency, DIKTI you are going to have workshops on Monday, Tuesday, and Wednesday November 19-21. Thursday, November 22 is Thanksgiving Day, one of the greatest holiday in the USA. You will have the opportunity to participate in a traditional Thanksgiving dinner. The following day is Black Friday, the largest shopping day in the USA. Some transportation for shopping will be provided on this date and over the weekend. Other weekend activities may be arranged if there is interest.

As a holiday, Thanksgiving is uniquely American. Although it began as a religious holiday for Protestants in the New England region of the U.S., American people from every religious, ethnic, regional, and cultural background now celebrate this important holiday every year. Quite similar to the Lebaran holidays in Indonesia, there is a strong emphasis on family life at Thanksgiving, and all Americans who are able to do so feel an obligation to travel to their home regions for family visits and other activities

Your program allows you to travel within the U.S. from the morning of Thanksgiving Day, November 22 until the evening of Sunday, November 25, when you must return to campus. However, please know that air, train, and bus ticket prices during the Thanksgiving holiday are likely to be several times higher than at other times of the year. For this reason, *any travel that you and your colleagues wish to arrange within the U.S. during the four-day period of November 22-25 must be pre-arranged as quickly as possible, before the very expensive holiday ticket prices come into effect.*

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-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 Magazine contains useful information about dining, shopping, and attractions: http://issuu.com/sunflower_publishing/docs/manhattan_cvb_2018?e=1125847/58836551

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

Important Program Dates

All dates are tentative and subject to change.

Date	Event
October 21	Arrival
October 22	Checking in and Program Orientation
October 23	First Day of Classes
November 19-21	Workshops during Student Break
November 22	Thanksgiving Day with Traditional Dinner
November 22- 25	Thanksgiving Break
December 14	Closing Ceremony
December 15	Departure

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

Academic Program

The program consists of three courses as well as several workshop series. Class attendance, completion of assignments, workshop participation are required in order to receive the program certificate. If an accident or illness prevents you from full participation at any point in the program, contact Wendy Matthews and notify your teachers.

Advanced Integrated Skills Course

This course provides participants with the support needed to be successful in academic communication at the graduate level. Participants will read articles related to their fields. They will practice summarizing and following appropriate conventions for citation. Participants will polish their communication skills by participating in small group discussions and group work and practicing academic presentations.

Advanced Writing Course

This course addresses academic writing skills in order to improve the writing of various academic texts, such as analyses, summaries, reports, proposals, and research papers. Focus areas include grammar review, the study of style, development of academic vocabulary, and conventions of academic writing including incorporating sources and citations. The common goal is a higher level of performance and understanding of academic writing. Techniques of effective written expression are developed through writing, evaluation, and revision. In addition to the textbooks, an online library research module developed by University library staff for use by international participants will be used to provide background information and hands-on practice using available research resources and navigating academic library systems.

Academic Preparation Course

The course serves as an introduction to the U.S. higher education system and U.S. culture and will feature lectures and activities in class, as well as workshops outside of class with guest lecturers from the campus community.

Workshops

Technology and Pronunciation workshops will allow participants to build on their skills in these areas. Additional workshops

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.