



Fulbright English for Graduate Studies – ELP Pre-Arrival Handbook

Welcome!

Congratulations on being awarded the Fulbright Scholarship to pursue your graduate studies in the United States. We feel honored to have been selected to host you and be part of your educational and professional journey. We are excited to give you an introduction to American graduate school life, to provide you with some further English training, and to prepare you for living in the USA. 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 at K-State, the city, and the university that can make your transition smoother and your stay more comfortable. Please read this handbook carefully. Feel free to contact us with any questions and concerns. We are looking forward to seeing you.

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 Programs Facilitator
785-532-7324
agnesc@ksu.edu

International Technology Commons (or ITC) – classroom location
Wildcat Landing suite 204 at 1800 Claflin Road
785-532-7329

University police: 785-532-6412

Emergency in the USA: 911

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 twenty-five 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)
- PDPI Brazilian High School English Teachers Program (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)

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

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

Weather in Manhattan:

Manhattan and Kansas has 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. Kansas is also famous for its tornadoes, but tornadoes usually happen in the spring, so you do not need to worry about them.

Preparing for Your Stay:**1. What to pack?**

Students usually wear comfortable casual or semiprofessional clothes. 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.
- Footwear that are comfortable for walking
- A light raincoat or umbrella.

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

The dorms have washing machines and dryers, so you will have chance to do laundry.

Personal hygiene items can be easily purchased in Manhattan. You will have the opportunity to visit the local stores to buy supplies. We recommend that you bring supplies that last for a couple of days, and purchase a larger supply in the country.

2. 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 before you travel.

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

Eyes exams and glasses are not covered by your insurance. Bring an extra pair of glasses if possible.

4. Documents and Passwords: Most importantly, bring all the official documentation from Fulbright, K-State, and your graduate institutions including invitation letters and contracts. Write all your email addresses (private, K-State, and research institution) with the passwords and other passwords on a piece of paper and keep the records in a safe place. Don't forget to pack your password!

Travelling to Manhattan

Remember to purchase your airplane ticket with **Manhattan Kansas Regional Airport, Kansas (MHK)** as a final destination. Prior to your departure from your home country, send your detailed itinerary to Wendy Matthews (zwendy@ksu.edu). It is a program requirement that we keep your travelling information from your home country to Manhattan and from Manhattan to your final destination on file. This information is also necessary to arrange transportation for you from the airport to campus.

An ELP staff member or a small welcome team will be waiting for you at the baggage claim area holding a sign. They will drive you to campus 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 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.

Welcome to Manhattan!

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

Accommodation

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 need to 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 the students can use free computer stations. Smoking is forbidden in the residence halls and [on the K-State campus](#). 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.

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.

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 by student workers. Treat them with kindness and patience.

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.

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.

Mail: 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.

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 dining center office if you lose something.

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 or 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 69° to 73° F (20.5C – 22.7C). 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.

RULES:

- 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.
- **Smoking** is forbidden in any university building and [on the University campus](#).
- **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.

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://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 organize picnics with food or local community members will invite you to have a meal with them on Sunday evening. The families have been carefully selected. They enjoy the company of international students and are looking forward to meeting you. The pre-arrival survey contains questions about your dietary restrictions or food allergies. Your answers will enable us to notify the dining services and the families about you, and it will help us prepare for the picnics.

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 centers 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. 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. During the summer only the **red** and the **blue** routes are in service. 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>

3. Shopping Shuttle Schedule - ATA Bus - with the sign **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/isss/services/shuttleservices.html>

4. Travelling with K-State Vans

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

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 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-pocket expenses. As mentioned above, your insurance might not cover:

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

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. You can ask Agnes to help you make an appointment.

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

Communication:

Emails

Make sure that you are able to access your private email account from a computer and/or from your cell phone. Also, during your stay you will receive emails from your instructors, program organizers, and workshop presenters in your K-State account. Finally, your final graduate institution will need to get in touch with you. Create a list of your email addresses and passwords, and keep it in a safe place. You can also keep the same information on your phone.

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.

Activities and Events on Campus and in Manhattan:

Every evening you will have a few hours to relax. We will offer some program suggestions for most evenings, and staff members will accompany you to the suggested events. However, you might decide to explore the campus and the city on your own. You can check out the following websites:

- 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 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.

Academic Program

You are going to take two different courses and attend daily workshops as part of your program. The courses and workshops were designed to meet the program requirements as described by Fulbright. Therefore, you are required to attend the classes and workshops and work on assignments to receive the program certificate. If you are ill or have had an accident, contact Wendy Matthews and notify your teachers.

Fulbright Advanced Integrated Skills

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. They will also practice proofreading and editing their writing with the aim of becoming more independent writers. Students will polish their communication skills by participating in small group discussions and group work and practicing academic presentations. In addition to the textbooks, an online library research module developed by University library staff for use by international students will be used to provide background information and hands-on practice using available research resources and navigating academic library systems.

Fulbright Skills for Academic Success:

This course supports students as they prepare to begin graduate work at U.S. universities. The course serves as an introduction to the U.S. higher education system and U.S. culture. Some class sessions feature guest lecturers. Topics covered in the course include: Structure of the U.S. Higher Education System, U.S. Classroom Culture, and Adjustment to U.S. Cultures, Understanding GPA and Other Academic Status Issues, and Appropriate Face to Face Interpersonal Relationships in U.S. Academic Settings.

Workshops:

Every day, ELP instructors and guest lectures will give you presentations and workshops about the following topics:

- A series of Pronunciation Workshops
- Student code of conduct: policies on harassment, discrimination, principles of community
- Panel discussion with previous Fulbright recipients and other K-State graduate students
- Introduction to On-line Safety and Etiquette
- Introduction to presentation software
- Academic Integrity and the K-State Honor System
- Introduction to Using Graphics and Video
- Streaming and Live Chat for discussions on-line
- Principles of Copyright
- Collaboration and group work on-line
- Streaming and Live Chat for discussions on-line
- Starting a Literature Review
- Managing Citations and References
- Discover, Manage, and Use Data
- Research Compliance (IRB, human subjects, etc.)

You can find a schedule draft online: <http://www.k-state.edu/elp/short-programs/grad-studies-fulbright.html> You will receive a detailed schedule upon arrival.