

### **ELP Pre-Arrival Handbook**

#### **English Teacher Professional Development for Xinzhou Teachers University**

#### **June 30 – July 20, 2019**

#### **Welcome!**

We feel honored to host you and be part of your professional journey. 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 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 read this handbook carefully. Feel free to contact us with any questions and concerns. We are looking forward to seeing you.

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## **Campus Contact Information**

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**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 being identified as 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-four 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 English Teachers Six-Week 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/>

## Preparing for this Program

### Visit your doctors before departure!

In the United States, health care is expensive. You or your university has purchased insurance for your travel and stay. However, 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 and visitors to complete a **Tuberculosis (TB)** screening form. Wendy Matthews has already sent you the form. Fill it out and send it back, if you haven't done so.
2. Bring your vaccination records proving that you received two doses of **MMR (measles, mumps, rubella) vaccination**. Your records should be translated into English. If you do not have a record, you will need to take a lab test in the university's Lafene Health Center to prove immunity.
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.
- 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. Here is some additional advice from the U.S. government about entering the U.S. with medications:

<https://www.fda.gov/consumers/consumer-updates/5-tips-traveling-us-medications>

### 2. Bring an extra pair of glasses.

Most travel 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 Xinzhou 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 in a safe place. Don't forget to pack your password!

**Important:** Prior to 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. (You will receive your course books from the ELP, but you need to have your own stationery, pens, pencils, and notebook.)

## 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](mailto:zwendy@ksu.edu)). 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 flights get 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.

## 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 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. You will receive bedding, linen, and towels. Hotel 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 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.

**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.

**Mail:** 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 dining center 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.

**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 needs 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.

## 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 3<sup>rd</sup> floor and higher. If you stay on the 1<sup>st</sup> floor or 2<sup>nd</sup> 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 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. You will be responsible for purchasing your Sunday dinner.

You can find information about dining services, meal plans and open hours on the following website:

<http://housing.k-state.edu/dining/>

## Transportation

You can use ATA (Flint Hills Area Transportation Services) 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 **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 you 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. Travelling 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. Travelling to other cities on your own

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 Care Services in Manhattan

The American health care system is complicated and expensive even if you have insurance. Make sure that you bring the insurance documents with you to the USA, and carry your insurance card with you all the time. 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 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, 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, 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 Viktoria, 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 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 in Manhattan**

Every evening you will have a few hours to relax. We will offer some program suggestions for most evenings, and staff members might accompany you to some of 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 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](https://issuu.com/sunflower_publishing/docs/mm19sp_singles)

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

### **Professional Development Program**

After a day of orientation, you will attend a professional development seminar every morning and workshops in the afternoon. During the seminar, you will listen to short presentations and participate in discussion about various topics relevant to English Teaching in colleges. The workshops will consist of interactive sessions with ELP faculty and K-State personnel. You will receive a detailed schedule of the program after your arrival.

## Activities Schedule

The following chart contains the dates of the scheduled activities that are financed by the program. If you wish to go on any additional trips, you will need to pay the expenses.

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>June 2019</b>	<b>30</b> Week 1 Arrival	<b>1</b>  Shopping in Manhattan	<b>2</b>	<b>3</b>	<b>4</b> Field Trip to Wamego: Fair and fireworks	<b>5</b>	<b>6</b> Field Trip: Hutchinson (Salt Mine + Cosmosphere)
	<b>7</b> Week 2 Exploring Manhattan Bison Ranch tour and picnic	<b>8</b>	<b>9</b> Call Hall Ice Cream	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Filed Trip to Kansas City
<b>Jul 2019</b>	<b>14</b> Week 3 Picnic in Tuttle Creek Park	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Closing Ceremony	<b>20</b> Departure

You will receive a more detailed schedule during orientation after your arrival.