

ELP Pre-Arrival Handbook
Professional Development for Jilin University Faculty Members
July 29-August 16, 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 review the best practices of teaching and showcases new interesting venues in education. 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
Mary Wood, Director
Leena Chakrabarti, Associate Director of Student Services
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205 Fairchild Hall
785-532-7324

[International Technology Commons \(or ITC\)](#)
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. Some of these projects are listed below.

- 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 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. 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 is comfortable for walking
- A light raincoat or umbrella.

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

[Jardine](#), the student housing facility where you are going to stay has 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 Jilin 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!

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). 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 Jardine Apartments Building L. The apartments have 4 bedrooms and a shared living room. We have 3 female apartments and 1 male apartment for your group. You will share apartments with group members of the same gender. We assigned rooms for simplicity for each group members. You received information about your assigned room in a separate email.

Each apartment contains a window air conditioner. 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, your apartments do not have kitchens, but 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.

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 courtesies 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.

Meals

During your program, you will have all your meals in Derby Dining Center. You can take an ATA bus shuttle to get there from Jardine. 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 dining centers do not offer Sunday evening dinners. Therefore, the program will either organize picnics or local community members will host you.

You can find information about dining services, meal plans and open hours on the following website:
<http://housing.k-state.edu/dining/>

Transportation

We will transport you to each of the planned cultural events, and our vans will pick you up at the Jardine Circle Drive by Building L.

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 can use the ATA shuttle system for \$1 per ride. 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. 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 and expensive. We recommend that you purchase tourist health 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 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. Visiting a Family Doctor or general health Practitioner

If you get sick during the week, and you need to see a doctor, search your insurance's website to locate a doctor that accepts your insurance. Call the doctor's office to make an appointment. 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 Wendy, Agnes, or other staff member for assistance.

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

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 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 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.

Program Schedule

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

You may view it on the website. www.k-state.edu/elp/short-programs/