Welcome to the Indiana University Language Workshop!

This handbook will help you prepare for your Workshop experience. It will tell you what to expect, what to do when, and how to make the most of your time with Indiana.

We are glad to have you with us and look forward to working with you this summer!

– Your Workshop Staff

Kathleen  
Workshop Director

Susan  
Workshop Coordinator

Alonso  
Business Mgr.

Joey  
Project GO Manager

Barbara  
Project GO Coordinator

Drew  
Outreach &  
Project GO Taiwan Resident Director
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ABOUT THE PROGRAM

This handbook provides reference information and details for in-person, online, and overseas Language Workshop programs students.

Contacting the Language Workshop

Main Office: Hamilton Lugar School of Global and International Studies (in the Global and International Studies Building) 1030
Phone: 812 855 2889
E-Mail: languageworkshop@indiana.edu
Site: http://languageworkshop.indiana.edu

People:
Business Manager Alonso Saldivar jasaldiv@indiana.edu
Workshop Coordinator Susan Hingle shingle@indiana.edu
Workshop Director Kathleen Evans ke1@indiana.edu
Arabic Section Head Iman Alramadan imaalram@indiana.edu
Chinese Section Head Yingling Bao yingbao@indiana.edu
Russian Section Head Ala Simonchyk alisimon@indiana.edu
Project GO Manager Joseph Bradshaw Global Studies 1030
Project GO Coordinator Barbara Lambert Global Studies 1030
Project GO Taiwan RD Drew Kunard Global Studies 1030

Mailing Address: Indiana University Language Workshop
355 N Eagleson Ave, Room 1030
Bloomington IN 47405-1105
USA

Willkie Dorm: Willkie Residence Hall
812-856-4804
General Information: willkctr@indiana.edu
Maintenance Request: willkfix@indiana.edu

Emergency Contacts

IU POLICE 812 855 4111
IU EMERGENCY INFO http://emergency.iu.edu/iub.html
STUDENT HEALTH http://healthcenter.indiana.edu
COUNSELING SERVICES http://healthcenter.indiana.edu/counseling or 812 855 8711
IMPORTANT DATES

APPLICATION DEADLINES | General Workshop
Scholarship Application Deadline | January 29
Final Application Deadline | May 18

<table>
<thead>
<tr>
<th>PROGRAM DATES</th>
<th>Arabic 1-5 Chinese 1 Russian 1 &amp; 2</th>
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<tr>
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<td>Add-Drop Deadline</td>
<td>June 1</td>
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<td>50% Tuition Refund¹</td>
<td>June 1</td>
<td>June 6</td>
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<tr>
<td>No Tuition Refund²</td>
<td>June 4</td>
<td>June 10</td>
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<tr>
<td>Juneteenth Holiday</td>
<td>June 20</td>
<td>June 20</td>
<td>June 20</td>
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<tr>
<td>Session A Final Exam</td>
<td>June 28</td>
<td>July 1</td>
<td>July 1</td>
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<tr>
<td>Session B Begins</td>
<td>July 1</td>
<td>July 6</td>
<td>July 11</td>
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<tr>
<td>Add-Drop Deadline</td>
<td>July 2</td>
<td>July 7</td>
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<tr>
<td>50% Tuition Refund³</td>
<td>July 2</td>
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<td>No Tuition Refund⁴</td>
<td>July 5</td>
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<tr>
<td>July 4 Holiday</td>
<td>July 5</td>
<td>July 5</td>
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<tr>
<td>Session B Final Exam</td>
<td>July 29</td>
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<tr>
<td>Classes end</td>
<td>July 30</td>
<td>July 30</td>
<td>August 4</td>
</tr>
<tr>
<td>Move-Out / Departure</td>
<td>July 31</td>
<td>July 31</td>
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Classes do not meet on June 20, in observance of Juneteenth, or on July 4, in observance of U.S. Independence Day.

THE IMMERSION CONTRACT (Arabic, Chinese, Hungarian, Russian)

The Immersion Contract is a key component of Workshop Arabic, Chinese, and Russian classes (excepting the online classes Arabic 5 and Russian 7).

In-person students of Arabic, Chinese, or Russian commit to speaking only the language of study between the Opening Ceremony of the Workshop and the Closing Ceremony (and the equivalent events in Taiwan).

Students of Hungarian commit to speaking only the language of study during the overseas portion of their program.

¹ Students who before this date receive a full tuition refund for Session A courses. Students who withdraw after this date receive a 50% tuition refund for Session A courses.
² Students who withdraw after this date receive no tuition refund for Session A courses.
³ Students who withdraw before this date receive a full tuition refund for Session B courses. Students who withdraw after this date receive a 50% tuition refund for Session B courses.
⁴ Students who withdraw after this date receive no tuition refund for Session B courses.
What Immersion Means

By signing the Immersion Contract, students commit to speaking the language of study whenever feasible, including:

- in the dorm (or homestay in overseas programs)
- while with a tutor, skills trainer, conversation partner
- any time they are with an instructor of their language
- any time they are with another Workshop student of their language
- any time they are at a Workshop event or activity in their language

Exceptions to Immersion

The immersion requirement can be lifted during class at the discretion of the instructor. Most instructors will permit limited use of English for the sake of clarity during structural explanations that may be difficult or impossible to explain in the language of study. Outside of class, instructors will not speak English with immersion students except in emergencies.

The other major exception to immersion is interactions with Indiana University staff, including dorm staff, academic advisors, Workshop advisors, etc.

Why Immersion?

The purpose of the immersion commitment is to maximize each student's exposure to the language of study and to increase the amount of time each student spends actively communicating in that language. Exposure even to less-than-perfect language can help develop language skills (for example by recognizing and correcting errors in others).

What about Students in Other Languages?

Students of other languages do not sign an Immersion Contract but are expected to support the immersion students by helping them honor their commitment to speak only Arabic, Chinese, or Russian.

THE WORKLOAD

Accelerated language learning is very time-intensive. In addition to 4 hours of class each weekday, students participate in extracurricular cultural events, language tables, group activities in their language, and more. Students of Arabic, Chinese, Korean, Japanese, Russian, and Turkish will also have daily drill and conversation sessions. Homework loads range from 3-4 hours/day. Depending on the language, the daily minimum workload for successful students is 7-10 hours.

These workloads apply in person, online, and abroad. No matter what the format, students should plan to devote 7-8 hours a day to their language study to be successful.

*Students taking multiple courses, holding part-time jobs, or maintaining busy non-academic calendars report finding it difficult to succeed in the accelerated classroom.*

PLACEMENT AND PROFICIENCY TESTING

Online Placement Estimate

Participants in Level 2 or above must complete a placement test before enrolling. They will then receive a conservative estimate of their placement. A placement of “Level X” means: “We expect you to study at a level
no lower than X. You may place higher during on-site placement, but we believe X is the lowest level you can expect.”

You will receive your placement estimate before you make any financial commitment to the Workshop and can withdraw without penalty if you are unable to accept a placement at that level.

On-Site Placement
Participants in Level 2 courses and above will complete a second placement on the weekend before their classes begin (in-person students) or on the first day of class (online students) to ensure that they are enrolled at the correct level.

On-site placement results are final.

OPI Proficiency Assessment
All participants complete externally administered oral proficiency assessments at the end of the Workshop.

Conducted by an independent testing company, these assessments provide an unbiased view of your progress throughout the summer and come with a nationally recognized ACTFL certificate of proficiency. ACTFL certificates are accepted in many government agencies, in some universities, and private businesses as documentation of language mastery.

These assessments do not affect your grades or your placement.

Participants in courses at Level 2 and up also complete the external assessment at the beginning of the program, to establish a baseline against which to measure their progress.

ADMISSION AND ENROLLMENT

Priority Admission
The Priority Admission application deadline is January 29, 2022\(^5\). This is also the deadline for most Workshop scholarship programs. The Workshop strives to send out early acceptance notices and scholarship notices by the end of February and to begin the Indiana University intake process for non-IU students in March.

Rolling Admission
From March to May, students may apply to the Workshop for Rolling Admission without funding. During Rolling Admission, if a student meets the minimum requirements for acceptance to the Workshop, and if the course they are applying for has seats open, they will be admitted in rank order once a month.

Waiting Lists
If a course has a waiting list, students will be admitted in order of merit, not in order of application.

Late Admission
After Rolling Admission ends, only current Indiana University students may apply for Workshop classes. (This is because after that date it may be too late for a non-IU student to get through university admissions in time to join a Workshop class.)

\(^5\) ROTC Project GO students have different deadlines. See IMPORTANT DATES above.
Registration and Enrollment
Enrollment for Workshop classes begins in April. Admitted students will receive details on enrollment in their admission packets.

ORIENTATION

Orientation Sessions
There are several mandatory orientations the weekend before classes begin.

All students complete an online Workshop orientation before classes start. Title VIII Scholars complete a special online orientation before classes start.

Arabic, Chinese, and Russian have separate in-person orientations, as does Project GO Bloomington.

You will receive full details on your orientations in your admission packet.

PREPARING FOR THE WORKSHOP

Course and Workshop Websites
Every Workshop course has a site on Canvas (canvas.iu.edu), Indiana University’s online learning management system. Canvas is the single point of information for your course, including syllabus, schedule, group communications, grade book, etc.

You will be automatically enrolled into the Canvas site for your course. Because the Workshop spans two summer sessions, you will see two separate Canvas sites when you log in.

For example, if you are enrolled in second-year Chinese, your Canvas page will list SU22: 2ND YEAR CHINESE 1: and SU22: 2ND YEAR CHINESE 2.

If you are enrolled in supplemental courses, for example, an Arabic dialect or culture course, you will see canvas pages for them as well.

Books and Materials
All required texts and materials are listed in the syllabus posted on your course’s Canvas page.

Most Workshop textbooks are available at well-known online vendors. Be sure to check the ISBN so that you purchase the correct edition of your textbook.

Textbooks for some less common languages may need to be purchased through specialty vendors. Your syllabus will provide details if necessary.

In-person students can purchase textbooks online and pick them up at the T.I.S. College Bookstore (tisbookiu.com) or can purchase them at the Indiana University Bookstore (iub.bncollege.com/) in the Indiana Memorial Union (900 E 7th Street).

No matter how you purchase your textbooks, please purchase them in advance. You are expected to have them on the first day of class. Be sure to check your syllabus early and leave time for shipping.
Pre-Arrival Assignments
Some instructors will assign work to be completed before the course begins and submitted during the first class meeting. For example, some courses require students to learn the alphabet and/or to send an introductory email before the first class, using resources provided by the Canvas site.

Be sure to consult your syllabus early and check your email regularly in the weeks leading up to the workshop, in case your class has assignments due on day one.

Emails
The Workshop will communicate with you using the email address you provided in your application. You must check this email address regularly.

ACADEMIC MATTERS

Academic Load and Extracurricular Activities
Workshop classes meet for 4 hours a day. Some courses will have up to 4 hours of drill or conversation sessions a week, as well as up to 4 hours a week of extramural activity (language tables, skills training, etc.) Homework loads average 2–4 hours a day. Depending on your language, you may expect 4–6 hours of class and activities daily, plus 2–4 hours of homework, not including special events and workshops.

Given the heavy load of the Workshop, most participants find it difficult to succeed in their courses while working, taking other classes, or maintaining a busy extracurricular schedule.

Changing Classes/Add-Drop Deadlines
If you need to change levels, to add or drop a course, or to withdraw, contact Workshop staff. Add-Drop deadlines in the accelerated program fall on days 2 and 3 of the first week of class. After this time, late fees will apply to course changes and tuition will not be refunded in case of withdrawals.

Withdrawing, Dropping, and Your Fees
Be sure to let Workshop staff (languageworkshop@indiana.edu) know if you withdraw from the program or drop a course. Your Workshop fees may need to be refunded manually. If you fail to alert Workshop staff, this may not happen promptly.

Absence Policy
Participants who miss more than 4 hours of class throughout either of the Workshop’s two Sessions may be asked to withdraw from the program.

Events, Lectures, Outings
In addition to events organized by individual languages, the Workshop organizes frequent extra-curricular events. These include career seminars, foreign policy talks, networking events, academic lectures, films, musical events, sports, and other cultural programs.

The Workshop events calendar is available at: http://languageworkshop.iu.edu/events.

Academic Honesty
Indiana University expects participants to uphold and maintain academic and personal honor and integrity. Review the Indiana University Code of Student Rights, Responsibilities, and Conduct at
Workshop instructors and staff are obligated to report violations of the code or instances of academic dishonesty and misconduct. Review the definitions of and penalties for academic misconduct at: [http://studentcode.iu.edu/responsibilities/academic-misconduct.html](http://studentcode.iu.edu/responsibilities/academic-misconduct.html).

**Bias Reporting**
Participants can report any act of discrimination or harassment based on race, ethnicity, religious affiliation, gender, gender identity, sexual orientation, or disability by mailing [biasincident@indiana.edu](mailto:biasincident@indiana.edu) or calling the Dean of Participants’ office at 812-855-8187.

**Counseling and Psychological Services**
In addition to handling serious mental health crises, CAPS staff offer support for participants who just want to discuss problems with someone they can trust. CAPS offers counseling services in English, Mandarin, and Spanish. Contact them at [http://healthcenter.indiana.edu/counseling](http://healthcenter.indiana.edu/counseling) or 812-855-8711.

**Participants with Disabilities**
If you need special accommodations to help you perform at your best, register with the Office of Disability Services for Participants (DSS) as soon as you have been accepted.

Whether your condition is physical, medical, learning-related, psychiatric, or a temporary disability, DSS will help you achieve your academic goals.

Services do not automatically transfer from your previous school; you must apply for services at IU. Services are confidential.

Services may take time to put into place and are not retroactive; captions and alternate media for print materials may take three or more weeks to produce, so be sure to contact DSS in March or April to ensure that materials are ready for you in June. Services may not be available in all languages taught in the Workshop.

Register with Indiana University Disability Services for Participants at [https://studentaffairs.indiana.edu/student-support/disability-services/index.html](https://studentaffairs.indiana.edu/student-support/disability-services/index.html), or by phone at 812-855-7578.

In-person students may register at:
Herman Wells Library
1320 10th St., Suite W 302
Bloomington, IN 47405.
812 855 7578

**FINANCIAL MATTERS**

**Billing Schedule**
Workshop participants are responsible for paying tuition, fees, and all other charges by the due date on their bill. Every Workshop participant receives an Indiana University email account. Check your Indiana University email account for billing information regularly. For more on student billing, see [https://studentcentral.indiana.edu/pay-for-college/pay-bill/index.html](https://studentcentral.indiana.edu/pay-for-college/pay-bill/index.html).
University and Workshop Fees
The University assesses tuition and mandatory fees automatically. Fee amounts vary depending on the number of credits you are taking. You can find an estimate of tuition and fees for your course, at http://lanugageworkshop.indiana.edu. Navigate to your course. Fees are listed about halfway down the page. Actually fees may differ if you are taking additional courses at IU this summer.

Workshop courses also carry program fees. These are assessed on day two of the program. They become non-refundable on the same schedule as tuition.

Be sure to let Workshop staff know if you drop a course or withdraw from the program. (languageworkshop@indiana.edu) Your fees may need to be adjusted manually and this may not happen in a timely manner if you do not contact the Workshop.

Important Note for Out-of-State Participants
You will be charged in-state tuition, but this will be accomplished in two stages. First, you will be billed the full out-of-state tuition. Then, two to five days later, you will receive a credit to bring your tuition down to in-state rates. Do not be surprised if you see a large tuition bill during the gap between these two actions. If a matching credit does not post to your account by the last week of the month, however, please alert Workshop staff (languageworkshop@indiana.edu) so they can correct the problem.

Insurance
Participants are responsible for providing their medical insurance.

Transcripts/Credit Transfer
Participants receive regular credit for their Workshop courses. To request a copy of your Indiana University transcript, visit https://studentcentral.indiana.edu//transcripts/order-transcript/index.html.

Consult the registrar's office at your home institution for information on fees and procedures for transfer of Indiana University credit.

“CrimsonCard” Student ID
The CrimsonCard is the official photo ID of all Indiana University students, faculty, and staff. Each Workshop in-person participant receives one free CrimsonCard. Replacement cards cost $25.

If you are an in-person student in the dorm, your CrimsonCard serves as your building key. You will also need it to access Indiana University facilities like the recreational center and library.

Participants living off-campus may use a CrimsonCard to access university facilities, take advantage of Indiana University student discounts at local merchants, and print on campus.

Online students do not need a CrimsonCard.

The Workshop organizes a group visit to the CrimsonCard office on the first day of the program for in-person students. After that, you may obtain your CrimsonCard at any CrimsonCard office (https://crimsoncard.iu.edu/about/office-locations.html).

To learn more about CrimsonCard, visit https://crimsoncard.iu.edu/index.html.
Wireless Access
Indiana University is a wireless campus with free Wi-Fi access in every building. You will need to register each of your devices the first time you connect them to the system.

Your Indiana University Account and one.iu.edu
Your Indiana University computing account serves as your user ID and is your login for most computer services. Your IU Account gives you access to the online services available through one.iu.edu, the university portal for online services: http://one.iu.edu. ONE.IU will be your first stop for all services, including student accounts, grades, and Canvas.

Be sure to set up your Indiana University computing account as soon as you receive your university ID #, using this link: https://access.iu.edu/starterkit.

If you are having trouble with an Indiana University computer or your account, contact University Information Technology Services at https://uits.iu.edu/tech-help.

IU Email and Mail Forwarding
Every Workshop participant receives an Indiana University email account. You must check it or set it to forward to an account that you check consistently. Even though the Workshop will contact you using the email you provided in your application, other Indiana University offices and services will use your IU email by default.

Past participants who failed to check their Indiana University mail have missed events and assignments and have incurred late fees because they did not see alerts regarding their Indiana University accounts.

You can configure your Indiana University account to forward at https://access.iu.edu/Email.

IU Print Allotments
Each in-person participant is provided a printing allotment based on the number of credits for which you are enrolled. To check your allotment and locate printers on campus, visit: https://kb.iu.edu/d/aouh.

HOUSING, DINING, PARKING
Housing
The Workshop provides on-campus housing in the Willkie Residence Hall (https://www.rps.indiana.edu/housing/locations/Willkie/index.html) at an estimated rate of $32.25/night⁶. Willkie features private bedrooms with basic furnishings (bed, desk, dresser). Two single rooms share one full bathroom. Laundry facilities are available. Willkie is a short walk to classes, offices, and cultural events.

If you are studying Arabic, Chinese, or Russian, you will live on an immersion floor, where only the language of study is to be spoken and where you will live alongside other students of your language and with native speakers.

⁶ All rates contained in this handbook are subject to change.
Immersion students are required to live in the language dorm.

If you are studying another Workshop language in person, we will make every effort to house you alongside other students of your language. In very low enrollment languages, or if you apply after May 1, however, this may not be possible.

Students not staying in Willkie residence hall are responsible for making their living arrangements.

Dining

On-campus dining options are limited during the summer. The Indiana Memorial Union and selected cafeterias have pay-as-you-go food service available, but hours and options are limited.

The Workshop recommends that participants consider off-campus dining options. There are many restaurants near campus serving food at a range of price points. There are several grocery stores within walking distance of the campus. Willkie dorm residents have access to kitchens.

For more information about on-campus dining options and hours of operation, see http://www.dining.indiana.edu.

Cooking in the Dorm

Willkie dorm residents have access to shared kitchens. The university does not provide kitchenware, so plan to bring your own. There is a shared refrigerator in each suite of rooms, however past participants have found these crowded. Mini-fridges and microwaves are available for purchase at several stores in Bloomington, and most have a delivery service.

Kitchen and shared study areas on immersion floors are subject to the immersion contract.

PARKING

Participants living in Wilkie may purchase parking permits for the Willkie dorm lot.

Workshop participants may also purchase other types of parking permits through Parking Services (https://parking.indiana.edu).

For a current parking map, visit: https://parking.indiana.edu/maps-locations/index.html

ABOUT BLOOMINGTON AND THE IU CAMPUS

Getting to Bloomington

The nearest airport is the Indianapolis International Airport, IND, about 60 miles from campus. GO Express Travel operates hourly shuttles from IND Arrivals to the Indiana Memorial Union (IMU student union) and Willkie Residence Halls for roughly $24. For scheduling and tickets, visit: https://www.goexpresstravel.com/airport_shuttle_schedule?gclid=EAIaIQobChMI5aq3_OSXr2gijVR7bACh28-QIHEAYASAAEgL8DvD_BwE

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7 Graduate students with 12-month leases in Bloomington and any student requesting accommodation for an approved disability or other condition may petition for an immersion housing exemption, but approval is not automatic. Housing petition instructions will be included in your acceptance packet.
Getting Around Bloomington
IU Bloomington Campus buses are free for all. For route maps and schedules, see https://iubus.indiana.edu/index.html.

Your CrimsonCard also gives you free access to the Bloomington Transit options. For routes and schedules, see https://bloomingtontransit.com/.

THINGS TO DO IN BLOOMINGTON
Bloomington is a vibrant and diverse town with many options for entertainment, dining, and culture. So many that several organizations maintain events calendars. The most comprehensive include:

City of Bloomington: https://bloomington.in.gov/news
Indiana Daily Student: http://guides.idsnews.com/happenings
Indiana Public Media: https://indianapublicmedia.org/events/
Visit Bloomington: https://www.visitbloomington.com/events/
Hoosier Times: https://www.hoosiertimes.com/calendar/
Bloom Magazine: http://www.magbloom.com/events/

CAMPUS MAP
For a searchable campus map, see: https://map.iu.edu/iub/index.html