



HAMILTON LUGAR
SCHOOL OF GLOBAL AND INTERNATIONAL STUDIES

INDIANA UNIVERSITY

SUMMER LANGUAGE WORKSHOP



2020 STUDENT HANDBOOK



HAMILTON LUGAR

SCHOOL OF GLOBAL AND INTERNATIONAL STUDIES



Welcome to the Indiana University Language Workshop!

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

We are glad that you are here and we look forward to working with you this summer!

-- Your Workshop Staff



Kathleen



Isak



Joey



I-Ting

TABLE OF CONTENTS

TABLE OF CONTENTS	2
ABOUT THE PROGRAM	4
Contacting the Language Workshop	5
Emergency Contacts	5
IMPORTANT DATES	6
THE LANGUAGE PLEDGE	6
THE WORKLOAD	7
PLACEMENT AND PROFICIENCY TESTING	7
Online Placement Estimate	7
On-Site Placement	7
OPI Proficiency Assessment	7
ACCEPTANCE, ADMISSION, REGISTRATION	8
ORIENTATION	8
Orientation Sessions	8
PREPARING FOR THE WORKSHOP	9
Course and Workshop Websites	9
Books and Materials	9
Pre-Arrival Assignments	9
Emails	9
HOUSING, DINING, PARKING	10
Housing	10
Dining	10
Cooking in the Dorm	11
PARKING	11
ACADEMIC MATTERS	11
Academic Load and Extracurricular Activities	11
Changing Classes/ Add-Drop Deadlines	11
Absence Policy	11
Events, Lectures, Outings	12

Academic honesty	12
Bias Reporting	12
Counseling and Psychological Services	12
Participants with Disabilities	12
FINANCIAL MATTERS	13
Billing Schedule	13
Insurance	13
Transcripts/Credit Transfer	13
“CrimsonCard” Student ID	13
COMPUTING SERVICES	14
Wireless Access	14
IU Account and one.iu.edu	14
IU EMail and Mail Forwarding	14
IU Print Allotments	14
ABOUT BLOOMINGTON AND THE IU CAMPUS	14
Getting Around Bloomington	15
Things to do in Bloomington	15
CAMPUS MAP	16

ABOUT THE PROGRAM

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

Text in RED refers to aspects of the program that have been added or changed due to Indiana University's COVID-19 response. They are specific to summer 2020.

~~Text that is struck through refers to aspects of the program that have been removed from the Workshop in 2020 as part of Indiana University's COVID-19 response.~~

Other text refers to regular components of the Language Workshop

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:

Program Coordinator	I-Ting Green	Global Studies 1030
Manager/Project GO:	Joseph Bradshaw	Global Studies 1030
Assistant Director:	Isak Nti Asare	Global Studies 1035
Director:	Kathleen Evans	Global Studies 1031

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

Willkie Dorm: ~~Willkie Residence Hall~~
~~812-856-4804~~
~~General Information: willketr@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

	Arabic 1–4 Chinese 1 Russian 1–2	All others, except Project GO Taiwan	Project GO Taiwan courses
Move-In	May 30	June 6	
Intake Testing & Orientations	May 31	June 7	June 21
Session A Begins	June 1	June 8	June 22
Add-Drop Deadline	June 2	June 9	June 23
Session A Final Exam	June 30	July 2	July 17
July 4 Holiday		July 3	
Session B Begins	July 1	July 6	July 20
Add-Drop Deadline	July 2	July 7	July 21
Session B Final Exam		July 30	August 13
Classes end		July 31	August 14
Move-Out	August 1		

Classes do not meet on Friday, July 3, in observance of U.S. Independence Day

THE LANGUAGE PLEDGE

The language pledge is a key component of Workshop Arabic, Chinese, and Russian classes, but will not be enforced in summer 2020 due to the online format.

~~Students of Arabic, Chinese, Russian, and Turkish commit to speaking only the language of study between the Opening Ceremony of the Workshop on June 7 and the Closing Ceremony on July 31. Students of other languages do not have a pledge.~~

~~By accepting the Language Pledge, students commit to speaking the language of study whenever feasible, including:~~

- ~~• in the dorm~~
- ~~• while with a tutor or activity 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~~

~~Note that the Language Pledge 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 target language. Outside of class, instructors will not speak English except in emergencies.~~

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

~~The purpose of the pledge is to maximize the amount of exposure each student has to the target language, and the amount of time each student spends thinking in the target language. Exposure even to less-than-perfect language still helps one develop their language skills (for example by recognizing and correcting errors in others).~~

THE WORKLOAD

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

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

The Workload in 2020 is not expected to change. Even in the online format, students should expect to devote 7-8 hours a day to their study in order to be successful.

PLACEMENT AND PROFICIENCY TESTING

Online Placement Estimate

Participants in courses at the 2nd-year level or above must complete a placement test before their first class and will receive a conservative estimate of their placement. Essentially, this is a low-end estimate: “You will place no lower than level X.” You will receive your placement estimate before you make any financial commitment to the Workshop and can withdraw without penalty if you would not be able to accept a placement at that level.

On-Site Placement

Participants in courses at the 2nd-year level or above will complete a second placement procedure in Bloomington to ensure that they are enrolled at the correct level. During this placement, students can move up from their estimated level, but not down (except by student request).

On-site placement will now be conducted online the day before classes begin.

OPI Proficiency Assessment

Participants at the 2nd-year level and up complete externally administered oral proficiency assessments in the weekend before their first class.

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

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

These assessments do not affect your grades.

OPI assessments will be conducted as planned, although scheduling may change.

ACCEPTANCE, ADMISSION, REGISTRATION

Early Acceptance

The Early Acceptance application deadline is January 31, 2020. 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.

If you are accepted, you will need to be admitted to Indiana University as a summer student and set up your accounts and IDs before you can register for classes. (if you are not already an IU student)

Indiana University is transitioning to a new admission and registration system in fall 2019, so we cannot include details on the admissions process here. We will send you detailed instructions in your intake packet.

Rolling Acceptance

From March to May, you may apply to the Workshop for Rolling Acceptance. During Rolling Acceptance, if you meet the minimum requirements for acceptance to the Workshop, and if the course you are applying for has seats open, you will be accepted immediately. If there is a waiting list, you will be placed on the waiting list in order by merit (not in order of application).

Late Acceptance

Rolling Acceptance ends on **May 8**. After that point, only current Indiana University students can 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.)

ORIENTATION

Orientation Sessions

There are a number of mandatory orientations the weekend before classes begin.

All students are required to attend the All-Workshop orientation the day before classes start.

This orientation is now online. Details will be send to each enrolled student before classes begin.

Arabic, Chinese, and Russian have independent orientations, as do Project GO Scholars and Title VIII Fellows.

These are also online in 2020.

You will receive full details on your orientations prior to arrival on campus.

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, gradebook, 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: SU20: 2ND YEAR CHINESE 1: and SU20: 2ND YEAR CHINESE 2.

Books and Materials

All required texts and materials are listed in your syllabus, accessible through Canvas for all enrolled participants.

Textbooks will be available on campus at the Indiana University Bookstore (iub.bncollege.com/) in the Indiana Memorial Union (900 E 7th Street) and in town or online at the T.I.S. College Bookstore (tisbookiu.com).

Please purchase your materials and books **before** the first day of class and bring them with you. If you purchase your textbooks through a service other than the IU Bookstore or T.I.S., be sure to check the ISBN number so that you purchase the correct edition of your textbook.

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 e-mail 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 primarily contact you using the email address you provide to us on your application forms. It is important that you use an email address that will remain active throughout the summer months.

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 \$30.70/night[†]. 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.

Willkie residents are housed together by the language of study. If you are studying Arabic, Chinese, Russian, or Turkish, you will live on a Language Pledge 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.

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

Students of Chinese are *required* to live in the language dorm. Graduate students of Chinese with 12-month leases in Bloomington may petition for a dorm housing exemption, but approval is not automatic. Housing petition instructions will be included in your acceptance packet.

Students of Arabic, Russian, and Turkish are *highly encouraged* to live in the language dorm. You may opt out by completing the Opt Out section of the housing form (part of your intake packet), but be aware that Workshop classes and activities in these languages are designed for students adhering to the language pledge. Students living off campus will have less language exposure and may have to compensate in order to keep up.

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

Dining

On-campus dining options are limited during the summer. The Indiana Memorial Union and some dormitories will 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 all price points. There are several grocery stores within walking distance of the campus.

For more information about on-campus dining options and hours of operation, see: <http://www.dining.indiana.edu/index2.cfm>

For information about campus meal plans, see: <http://www.dining.indiana.edu/mealplans.cfm>.

[†] All rates contained in this handbook are subject to change. Consult the Billing Authorization forms in your intake packet for 2020 rates.

Cooking in the Dorm

Willkie dorm residents have access to a shared kitchen. The university does not provide kitchenware, so please plan on bringing it with you or purchasing a set after your arrival. There is a shared refrigerator in each suite of rooms, however past participants have found these very crowded. Mini-fridges and microwaves are available for purchase at several stores in Bloomington, and most have delivery service.

Kitchen and shared study areas in the Arabic, Chinese, Russian, and Turkish sections are subject to the Language Pledge.

Parking

IU has a number of parking lots available to participants. For a current parking map, visit: <https://parking.indiana.edu/maps-locations/index.html>

Workshop participants may purchase parking permits through online parking services or at the Office of Parking Operations at:

Office of Parking Operations

Henderson Parking Garage

310 S. Fess Avenue

Bloomington, Indiana 47401

Website: <https://parking.indiana.edu>

Phone: 812-855-9848

Fax: 812-855-3949

Email: parking@indiana.edu

Hours: Monday to Friday, 8 a.m. to 5 p.m.

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

ACADEMIC MATTERS

Academic Load and Extracurricular Activities

Workshop classes meet 4 hours a day. Some languages will have up to 1 hour more of drill or tutoring sessions daily, 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 structured course time 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 or to add or drop a course, please contact the Language Workshop staff for assistance. Add-Drop deadlines in the accelerated program fall on days 2 and 3 of the first week of class.

Absence Policy

Participants who miss more than **8 hours** of class over the summer may be asked to withdraw from the Workshop.

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 IU Code of Student Rights, Responsibilities, and Conduct at <http://studentcode.iu.edu/>. 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>.

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 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> 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 at IU Bloomington.

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 IU Disability Services for Participants online at <https://studentaffairs.indiana.edu/disability-services-students/request-services/index.shtml>, by phone at 812 855-7578, or in person 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 IU e-mail account. **Check your IU email account for billing information regularly.** For more on student billing, see: <https://studentcentral.indiana.edu/pay-for-college/pay-bill/index.html>.

Out-of-state participants: Be aware that there will be a gap of 2–5 business days between the time your account is billed for tuition and the time that a tuition remission is posted to your account to bring your costs down to the in-state rate. If you still see out-of-state rates on your account in the last week of the month, please contact Workshop staff to correct the problem.

Insurance

Participants are responsible for providing their own medical insurance.

Transcripts/Credit Transfer

Participants receive regular IU credit for their Workshop courses. To request a copy of your IU 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 IU credit.

“CrimsonCard” Student ID

The CrimsonCard is the official photo ID of all Indiana University students, faculty and staff. ~~Each Workshop participant receives one free CrimsonCard. Replacement cards cost \$25.~~

~~CrimsonCards are optional for Workshop participants, but highly recommended. Participants living in IU dorms must have a CrimsonCard to access their dorms and IU facilities like the recreational center. Participants living off campus should procure a CrimsonCard to access IU facilities, to take advantage of IU student discounts at local merchants, and to print on campus.~~

~~The Workshop organizes a group visit to the CrimsonCard office on the first day of the program. After that, participants may obtain their Crimson Card at any Crimson Card office (<https://crimsoncard.iu.edu/about/office-locations.html>).~~

To learn more about Crimson Card, visit <https://crimsoncard.iu.edu/index.html>.

COMPUTING SERVICES

Wireless Access

IU 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 IU system.

IU Account and one.iu.edu

Your IU computing account serves as your user ID and is your login for most IU computer services. Your IU Account gives you access to your IU online services at <http://one.iu.edu>. This is your first stop for all services, including student accounts, grades, and Canvas.

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

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

IU Email and Mail Forwarding

Every Workshop participant receives an IU email account. It is important that you check it or set it to forward to an account that you check. Though The Workshop will email the address you provide us during your application, other IU offices however, will only communicate with your IU email.

Past participants who failed to check their IU mail have missed events and incurred late fees because they did not receive the messages sent to them by the IU system.

You can configure your IU account to forward at <https://access.iu.edu/Email>.

IU Print Allotments

Each Workshop 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>.

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 \$20. For scheduling and tickets, visit:

https://www.goexpresstravel.com/airport_shuttle_schedule?gelid=EA1aIQobChMI5aq3_OSR2gIVR7bACh28-QIHEAAYASAAEgL8DvD_BwE

Getting Around Bloomington

IU Bloomington Campus buses are free for all. For route maps and schedules, see: http://www.iubus.indiana.edu/campus_bus/.

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, in fact, 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>

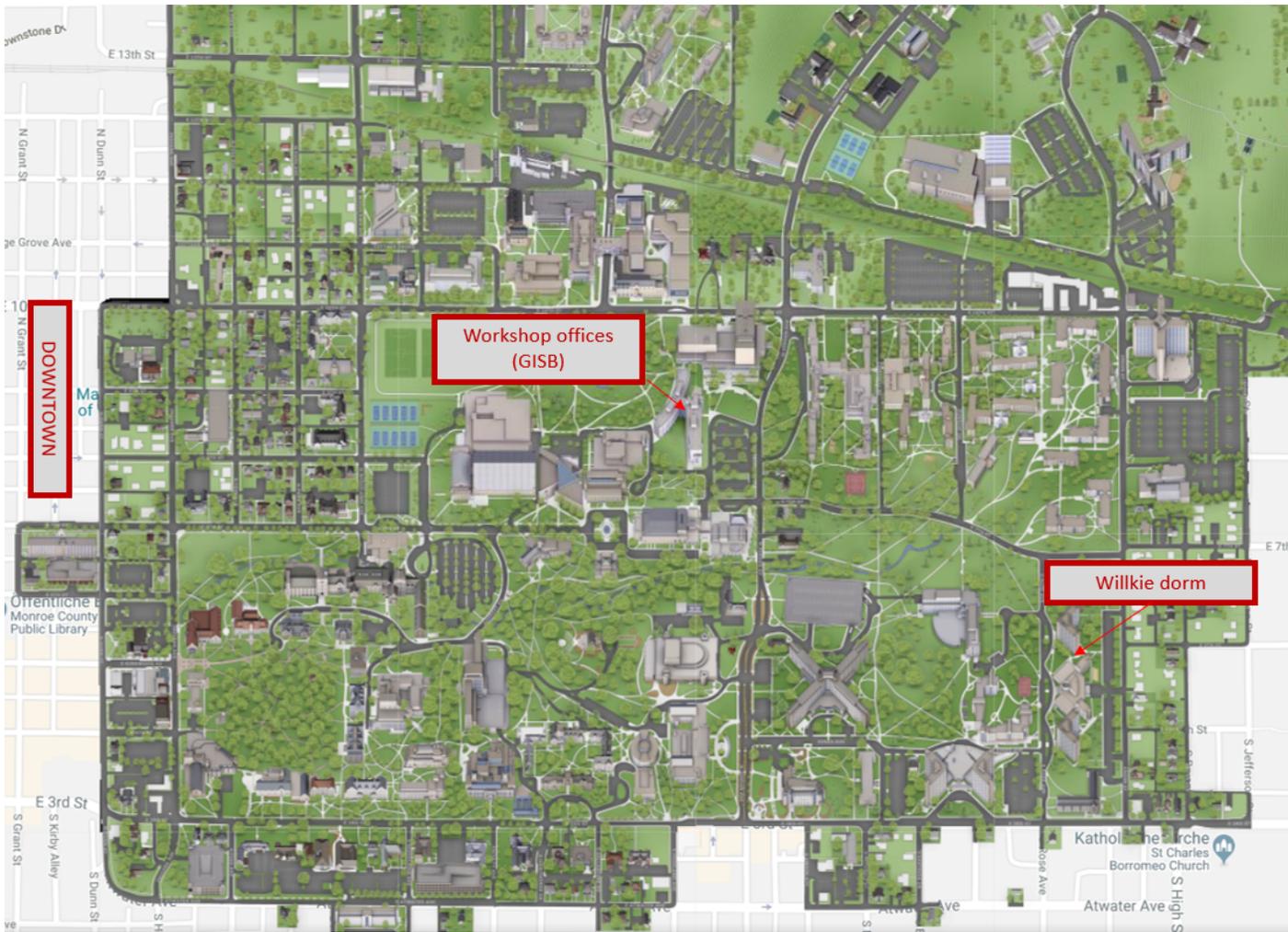
Indiana Public Media: <https://indianapublicmedia.org/events/community/>

Visit Bloomington: <https://www.visitbloomington.com/events/>

Bloomington Scene: <https://bloomingtonscene.com/>

Bloom Magazine: <http://www.magbloom.com/events/>

CAMPUS MAP



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