



HAMILTON LUGAR
SCHOOL OF GLOBAL AND INTERNATIONAL STUDIES

INDIANA UNIVERSITY
**SUMMER
LANGUAGE
WORKSHOP**



2023 STUDENT HANDBOOK



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
Director



Susan
Coordinator



Alonso
Business Manager



Joey
Project GO Manager

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ABOUT THE PROGRAM

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

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@iu.edu
Workshop Coordinator	Susan Hingle	shingle@iu.edu
Workshop Director	Kathleen Evans	ke1@iu.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

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

Dorm Address: PENDING

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

DEADLINES	General Workshop
Priority admission and scholarship Deadline	February 3
Rolling admission begins for open seats (no funding)	March 1
Rolling admission ends (no funding)	May 19

PROGRAM DATES ¹	Arabic, all levels Chinese 1 Russian 1-2	Chines 2-4 Russian 3-6	Online Courses	Hungarian	ROTC Taiwan
Move-In	May 27	June 3	N/A	N/A	
Intake Testing & Orientations	May 29	June 4	N/A	N/A	
Session A Begins	May 30	June 5	June 5	June 5	June 26
Add-Drop Deadline	Pending	Pending	Pending	Pending	
50% Tuition Refund ²	Pending	Pending	Pending	Pending	
No Tuition Refund ³	Pending	Pending	Pending	Pending	
Juneteenth Holiday	June 20	June 20	June 20	June 20	N/A
Session A Final Exam	June 27	June 30	June 30	June 30	July 21
International Travel Days	N/A	N/A	N/A	July 1-8	N/A
Session B Begins	June 28	July 6	July 6	July 10	July 24
Add-Drop Deadline	Pending	Pending	Pending	Pending	
50% Tuition Refund ⁴	Pending	Pending	Pending	Pending	
No Tuition Refund ⁵	Pending	Pending	Pending	Pending	
July 4 Holiday	July 4	July 4	July 4	N/A	N/A
Session B Final Exam	July 27	July 27	July 27	August 3	August 17
Classes end	July 28	July 28	July 28	August 4	August 18
Move-Out / Departure	July 29	July 29	N/A	August 5	August 19

Classes do not meet on June 20, in observance of Juneteenth, or on July 5, in observance of U.S. Independence Day.

THE IMMERSION CONTRACT

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

In-person Arabic, Chinese, or Russian students 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).

What Immersion Means

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

- in the dorm (or homestay in overseas programs)
- any time you are with a tutor, skills trainer, conversation partner, visiting presenter, or guest of the program
- any time you are with an instructor of your language
- any time you are with another Workshop student of your language

¹ Subject to change before March 1, 2023

² 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.

³ Students who withdraw after this date receive no tuition refund for Session A courses.

⁴ 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.

⁵ Students who withdraw after this date receive no tuition refund for Session B courses.

- any time you are at a Workshop event or activity in your 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 break the Commitment except in emergencies.

The Immersion Contract does not apply to interactions with Indiana University staff, including dorm staff, academic advisors, Workshop advisors, etc.

The Immersion Contract does not apply to Workshop events conducted in English (career events and cross-language events).

Why Immersion?

Immersion dramatically increases your exposure to the language of study and the number of opportunities you have to communicate actively in that language. Exposure even to less-than-perfect language can help develop your language skills (for example if you recognize and correct errors in others).

Immersion is a Communal Effort

Maintaining Immersion is difficult and at times frustrating but can also be tremendously rewarding. Students commit not only to speaking their language of study but to supporting other students in their efforts to do the same. Faculty also commit to supporting students in their commitment. Together, faculty and staff strive to ensure that every student can take full advantage of the immersion commitment to further their language acquisition.

THE WORKLOAD

Accelerated language learning is extremely time intensive. In addition to 4 hours of class each weekday, you will participate in extracurricular cultural events, language tables, group activities in your language, and more. Students of Arabic, Chinese, Korean, Japanese, Russian, and Turkish also have daily one-on-one training 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, you should plan to devote 7-8 hours a day to your language study to be successful.

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

PLACEMENT AND PROFICIENCY TESTING

Online Placement Estimate

Participants in Level 2 or above complete a placement test before being admitted. You will receive a conservative placement estimate. A "Level X" placement means: "We expect you to place no lower than level X. You may place higher during intake 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. You can withdraw without penalty if you are not able to accept a placement at that level.

Placement testing begins in March and is calibrated to take into account that you are likely to be in the middle of a semester at the time of placement.

Intake Placement

Participants in Level 2 or above courses complete a second placement at the beginning of the program to ensure that they are enrolled at the correct level. Intake placement results are final.

OPI Proficiency Assessments

All participants complete externally administered oral proficiency assessments at the end of the Workshop⁶.

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, some universities, and private businesses as documentation of language mastery.

These assessments do not affect your grades or 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 & Scholarship Deadline

The Priority Admission and Scholarship application deadline are February 3, 2023⁷. The Workshop strives to send out early acceptance notices and scholarship notices by the end of February.

Rolling Admission

From March to May, you may apply to the Workshop for Rolling Admission without funding. During Rolling Admission, 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 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.

Registration and Enrollment

Admitted students will receive details on registration and enrollment in their admission packets.

⁶ Exception: OPI exams are not available for all languages. If you are studying a language for which no OPI assessment is available, the Workshop will endeavor to set up an unofficial external assessment. OPI availability changes from year to year, but in 2022 the following languages had no OPIs: Latvian, Lithuanian, Kyrgyz. The following languages had informal assessments: Estonian.

⁷ ROTC Project GO students have different deadlines. See IMPORTANT DATES above.

Orientation Sessions

All students complete an online Workshop orientation before classes start.

Arabic, Chinese, and Russian also have in-person orientations, to the Workshop as a whole and to their individual sections. Project GO students have additional orientations.

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 on the Canvas site for your course 6 to 8 weeks before the beginning of classes⁸. 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 SU23: 2ND YEAR CHINESE 1: and SU23: 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.

Please purchase your textbooks 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.

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

Pre-Arrival Assignments

Some instructors will assign work to be completed before the course begins. For example, many elementary courses in the Workshop 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 Canvas site early and check your email regularly in the weeks leading up to the workshop, in case your class has assignments due on day one.

⁸ Or as early as possible for late registrants.

Emails

The Workshop will communicate with you using the email address you provided in your application. Be sure to check this email address regularly.

HOUSING, DINING, PARKING

Immersion Housing

Students of Arabic, Chinese, or Russian are housed together in a language dorm (currently Willkie Residence Hall (<https://www.rps.indiana.edu/housing/locations/Willkie/index.html>) at an estimated rate of \$33/night⁹). Willkie features private bedrooms with basic furnishings (bed, desk, dresser). Two single rooms share one full bathroom. There is a shared kitchen and common area on every floor. Laundry facilities are available on site. Willkie is a short walk to classes, offices, and cultural events.

In the language dorm, you will live on an immersion floor¹⁰, where the Immersion Commitment will apply. You will share your floor with language-enabled Workshop personnel and other students of your language.

Immersion students are required to live in the language dorm¹¹.

A limited number of rooms will be available in Willkie for students and faculty from online languages.

Dining

IU offers meal plans during the summer, but you should review plans carefully before signing up. IU meal plans provide a discount on meals but require up-front payment and may not refund unexpended funds. Depending on your circumstances, you may find paying as you go may be more economical.

For more information about on-campus dining options and hours of operation, see <https://www.dining.indiana.edu/hours/index.html>

If you are interested in off-campus dining options, there are communal kitchens in the language dorm¹² and grocery stores within walking distance of campus. There are several restaurants at a range of price points.

Cooking in the Dorm

Willkie dorm residents have access to shared kitchens¹³. 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 in Bloomington.

The kitchen and shared areas on immersion floors are subject to the Immersion Contract.

⁹ All rates contained in this handbook are subject to change. IU reserves the right to change to another dorm. Consult the Billing Authorization forms in your intake packet for 2023 rates.

¹⁰ IU will make every effort to house late registrants and students with special needs in the language floors, but cannot guarantee success.

¹¹ 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.

¹² This is true in Willkie Hall. If the Workshop is housed in a different dorm in 2023, staff will alert you to the change.

¹³ Workshop staff will alert you if the language dorms are in a different resident hall in 2023.

PARKING

Participants living in Willkie may request free parking permits for the Willkie dorm lot the first week of residency. They may purchase longer-term parking permits from IU Parking Services.

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>

ACADEMIC MATTERS

Academic Load and Extracurricular Activities

Workshop classes meet for 4 hours a day. Some courses will have up to 45 minutes of one-on-one training a day, as well as up to 2 hours a week of required extramural activity (language tables, activity clubs, etc.) Homework loads average 3–4 hours a day. Depending on your language, you may expect 4–6 hours of instruction and activities daily, plus 3–4 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, add or drop a course, or 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. See the IMPORTANT DEADLINES section above for details.

Withdrawing, Dropping, and Your Fees

Be sure to let the 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 in either of the Workshop's two Sessions may be asked to withdraw from the program.

Events, Lectures, Outings

The Workshop offers weekly programs of extra-curricular activities in all languages, both online and in-person. For Arabic, Chinese, and Russian, a certain number of activities will be mandatory, while others will be optional. The exact requirements differ from language to language.

In addition, the Workshop offers online and in-person general-interest events in English, for example, career and scholarship presentations, job recruiters, etc.

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 <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

You 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 Student's 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.

Whether your condition is physical, medical, learning-related, psychiatric, or a temporary disability, DSS will help you achieve your academic goals, whether you are studying in person or online.

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>, 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

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>.

Billing/Enrollment Schedule

The 2023 enrollment and billing schedule is as follows:

- Early May Students are enrolled. Canvas sites open.
- Mid-May Tuition posts to student accounts
Tuition adjustments are made for out-of-state students
- Mid-May Scholarship payments post to student accounts
Tuition and any other IU academic fees on student accounts are deducted from scholarship
Any excess funds (e.g. living stipends) are direct deposited to you
- June 10 Tuition payments are due
- Mid-June Academic fees post to student accounts
- July 10 Academic fees payments are due

University and Workshop Fees

The University assesses mandatory fees in addition to tuition. These fees are assessed automatically. The amount depends on the number of credit hours you are taking. To find the fee for your course, visit your course page at <http://languageworkshop.indiana.edu>. Fees are listed about halfway down the page.

Workshop courses also carry program fees. These become non-refundable on the same schedule as tuition.

Note that if you withdraw from a Workshop course, your fees may need to be adjusted manually. Be sure to let Workshop staff know if you drop a course or withdraw from the program. (languageworkshop@indiana.edu)

Important Note for Out-of-State In-Person 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 the 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 to worry about 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>.

COMPUTING SERVICES

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. I, 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>.

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_OSR2gIVR7bACh28-QIHEAAYASAAEgL8DvD_BwE

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>

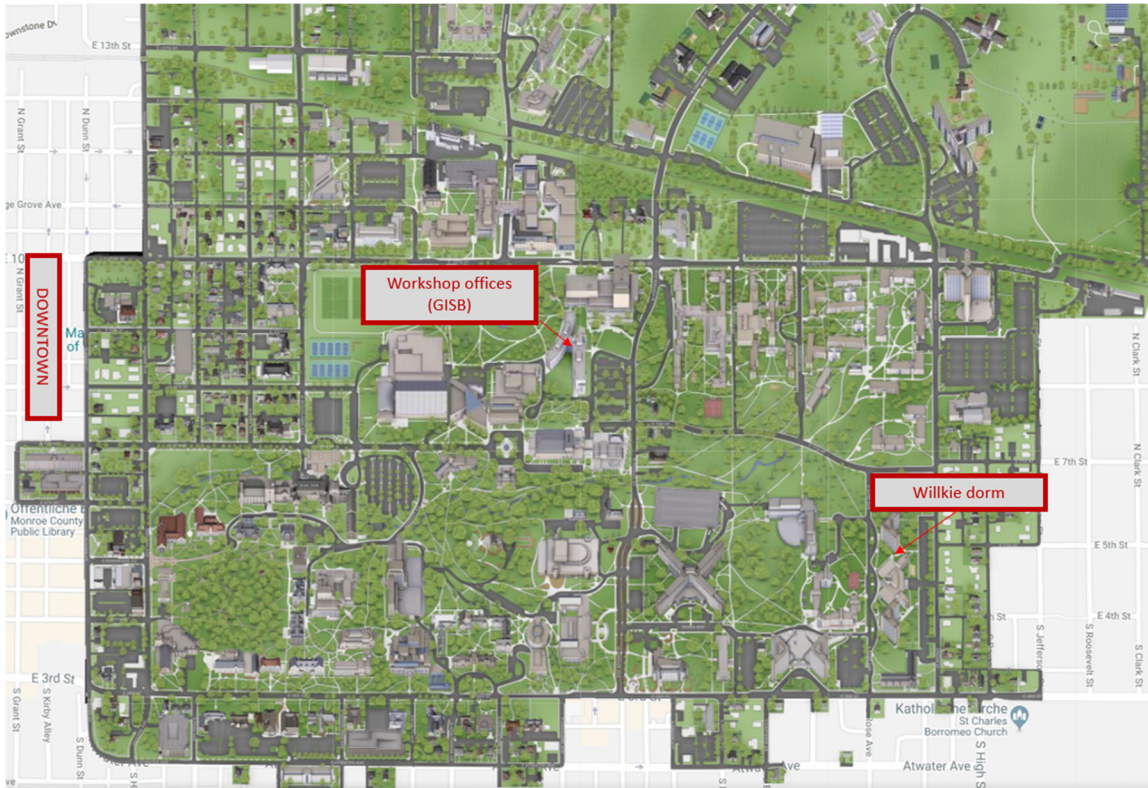
Indiana Public Media: <https://indianapublicmedia.org/events/>

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>