

DEAR STUDENT:

WELCOME!

The faculty and the staff of the English Language Institute welcome you. We hope your stay here will be rewarding.

You are now joining thousands of students from all over the world who have studied at the OSU English Language Institute. In order to improve your command of English, you will have 20 hours of classes each week in listening/speaking, reading, composition, and grammar. We also strive to provide you with opportunities to learn about your surroundings, and interact with Americans.

We hope that you find ELI, Oklahoma State, the town of Stillwater, and the great state of Oklahoma a great place to live and learn. We're certainly happy that you're here!



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HERE ARE SOME IMPORTANT CONTACT NUMBERS:

CONTACT	PHONE
ELI OFFICE	405-744-7519
EMERGENCIES	911
AMBULANCE	405-372-4171
LOST & FOUND	405-744-6527

OSU FIRE DEPARTMENT	405-744-7241
OSU POLICE DEPARTMENT	405-744-6523
POISON CONTROL	800-222-1222
OSU RESIDENCE HALLS	405-744-5592
OSU UNIVERSITY APARTMENTS	405-744-5353
OSU HEALTH CENTER	405-744-7665

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PROGRAM INFORMATION

PROGRAM OVERVIEW

The English Language Institute (ELI) is an intensive English program for students who would like to attend an American university or improve their language skills for business or personal reasons. ELI students are placed in 8-week elementary, intermediate, or advanced levels and study grammar/composition, listening/speaking, and reading with highly qualified instructors. Classes meet 4 hours a day or 20 hours a week. Extra services such as activities, trips, holiday parties, and volunteer opportunities put students in contact with American English speakers to make their learning more interesting.

HELPFUL TIPS

As a student at ELI, you should remember these three things:

1. To succeed in this program, a **total commitment** to English is required. Only by **attending all classes and participating in class activities** can you expect to reach proficiency in English, which is the key to success in other areas of study as well. **Speaking only English in class will help you progress faster.**
2. Attending the English Language Institute does not guarantee that you will be accepted into OSU. In order to study at OSU, you must be found admissible based on an evaluation of your academic transcripts as well as your language proficiency.
3. ELI students are subject to the same Code of Conduct as other OSU students. You can find this document online at <http://studentconduct.okstate.edu/>.

DO...

Turn off personal electronic devices before class starts (for example--cell phones, i-pods, mp3 players, laptop computers, etc.)
Bring books, pencils, pens, and paper to class.
Look at the instructor when he or she is talking.
Participate actively in class.
Complete your homework every day.
Learn instructors' names and use them when you are speaking to them.
Take restroom breaks *between* classes.
Read this handbook!

DON'T...

Use your cell phone during class. (See the attached ELI Cell Phone Policy for a complete explanation.)
Speak your native language in class.
Knock on the door and apologize if you arrive late. Just come in.
Eat or drink during class.
Use too much perfume or aftershave (some people have allergies).
Leave class to use the restroom or take a phone call (see above).

PLACEMENT AND LEVEL CHANGES

In the week before classes, you must come at the scheduled time for a placement test in order to determine your level within the program. ELI uses the Michigan Test; it consists of a listening section and a grammar and usage section. In addition, you will write an essay upon a topic provided to you. The testing takes approximately 2 hours. The ELI Office will notify you of the testing schedule during enrollment.

During the first week of classes, if you feel you have been placed in the wrong level, please speak to an instructor first. He or she will communicate your concerns to the Academic Coordinator. On Thursday of the first week, the instructors and Academic Coordinator will meet and consider level change requests. We will take into account your performance in class so far as well as your placement test results. The decision made by the program instructors and Academic Coordinator is final. You will be informed of the decision in your case on Friday of the first week of class.



ABSENCES AND TARDIES

In order to improve your language skills, you must attend class regularly. A record of all absences will be kept for each student. If a student misses class for any reason, that absence will be noted on the student's record. Three tardies (late arrivals) are equal to one absence. **NO ABSENCES ARE EXCUSED ABSENCES.**

In each session, if a student misses 8 classes (hours), the instructor in charge of his or her section will have a conference with the student to discuss the absences. If a student misses 12 classes, he/she will receive a letter warning of impending suspension. The student's sponsor or scholarship agency, if applicable, will receive a copy of this letter. Finally, if a student misses 16 classes, a letter of suspension will be sent to the student, the student's sponsor, and appropriate university officials.

In the case of suspension, the student will not be permitted to take the institutional TOEFL exam administered by ELI at the end of the semester. In addition, the student will not receive the official certificate issued by ELI to those students who complete the course. A notation of these actions will also be made on the student's progress report, which serves as the official transcript of ELI.

Students may appeal the suspension; in this case the appeal must be submitted in writing within 24 hours of the suspension. Students must continue to attend classes while waiting for the outcome of the appeal.

The ELI attendance policy is strict. You are here to study English, after all. To repeat: if you exceed the number of allowable absences, you will be suspended from the Institute and will risk deportation by US Immigration officials.

MAKING A STRONG EFFORT

ELI students must make a strong effort in their classes and follow OSU rules and regulations. Behaviors such as talking in class, using a cellphone, smoking, cheating, sleeping in class, not prepared for class, eating or drinking in class, and other patterns that violate the participation policy will result in a participation warning. Behaviors that continue after a participation warning has been given will result in probation and then suspension.

In the case of suspension, the student will not be permitted to take the institutional TOEFL exam administered by ELI at the end of the semester. In addition, the student will not receive the official certificate issued by ELI to those students who complete the course. A notation of these actions will also be made on the student's progress report, which serves as the official transcript of ELI. Students may appeal the suspension; in this case the appeal must be submitted in writing within 24 hours of the suspension. Students must continue to attend classes while waiting for the outcome of the appeal.

The ELI participation policy is strict because students who do not work hard have a negative effect on everyone in the class. To repeat: if you do not work hard, you will be suspended from the Institute and will risk deportation by US Immigration officials.

REPEATING LEVELS

Failing at ELI is defined as receiving a grade lower than the required GPA. If you receive a low GPA (Grade Point Average), you will have to repeat your current level. This option is open only to those with no disciplinary or attendance issues. You may not repeat a level more than once, unless you meet two strict conditions: 1. ELI instructors are **unanimous** in supporting your return, based upon your work ethic, your attitude, and their evaluation of your chance of success; and 2. an excellent attendance record. All decisions in such cases are made by ELI instructors and are final. Therefore, if you repeat a level and do not pass, and fail to meet the conditions described above, you will have to leave ELI.

TUITION

Your ELI tuition will be billed through the Bursar's Office along with your housing and other OSU expenses and fees. Your bursar bill must be paid by the 15th of every month. Students who have not paid ELI tuition, fees, and insurance by the end of week 5 of each session will not be allowed to attend class; absences will count for any missing classes. At the end of the semester, all charges must be paid before you can receive your grade report and TOEFL score (if appropriate).

How to Pay Your ELI Tuition/Fees:

Option #1: Pay in person

Go to the Bursar's Office in the Student Union, Room 113.

Take your OSU ID card with you.

They will tell you the amount that you need to pay.

You can pay with cash, money order, or a check at the Bursar's Office.

Option#2: Pay on-line

This method allows you to pay with a web check or a credit card. (Your O-Key account must be activated to use this method.) A 2.75% or \$3. minimum charge will be added if you choose to pay this way.

To see what has been charged to your Bursar account, on the internet, go to

<http://bursar.okstate.edu/>

Click on "View Billing Statement".

Type in your OKEY userID and password.

Click on "Billing Statements".

Click on "View Bill".

To make a payment, click on "Payment Methods" on the left side of the screen. This explains all the different ways you can pay.

You should check your Bursar account every month. If you do not make payments on time, you will be charged a 1.5% late fee on the balance due each month. It is **your** responsibility to make sure your payments are made on time.

TRANSFERRING TO OSU

Being admitted to ELI does not mean you have been admitted to OSU. In order to gain admission to the university, prospective students need to complete the separate OSU online undergraduate or graduate application process. The Institute's Student Service Coordinator (Omar Khalil) can help you with this process.

Concerning English proficiency, the requirements are as follows:

Undergraduate Admissions

- General Admission Requirement
 - TOEFL iBT: 61+; IELTS: 5.5+; TOEFL PBT: 500+; TOEFL ITP: 500+*

- Alternative Admission Requirement
 - TOEFL iBT: 48+; IELTS: 5.0+; TOEFL PBT 460+; TOEFL ITP 460+*
 - THEN**
 - Successful completion of the ELI program**



Graduate Admissions

- General Admission Requirement
 - TOEFL iBT: 79+; IELTS: 6.5+; TOEFL PBT 550+; TOEFL ITP 550+*
 - Some departments (such as English) require considerably higher scores

- Alternative Admission Requirement
 - TOEFL iBT: 61+; IELTS: 5.5+; TOEFL PBT: 500+; TOEFL ITP: 500+*
 - Some departments (such as English) require considerably higher scores
 - THEN**
 - Successful completion of the ELI program**
 - THEN**
 - A 2nd TOEFL ITP 500+ score*

Please note the following:

- *Only TOEFL ITP exams administered at Oklahoma State University's English Language Institute are accepted for admission decisions.

- **Successful completion of the ELI program is completion of 16 weeks of intensive English study at the advanced level with an overall GPA of 80% or higher and no individual grade lower than 70%.

TOEFL

ELI provides a TOEFL ITP preparation course and exams each semester. Internet-based (iBT) TOEFLs are also available from the Testing Center on campus (but must be paid for by the student). TOEFL ITP Preparation Course and TOEFL exam costs are available in the ELI Office.

CULTURAL ENRICHMENT TRIPS

During the semester, we feature events such as potluck dinners, parties, bowling, etc. and provide volunteer opportunities designed to give you a chance to practice your English. Also, every semester ELI takes students on one or more short trips to broaden your knowledge of regional and U.S. culture. These trips are included in your tuition costs. Instructors and/or staff members accompany students on all trips.

ELI BULLETIN BOARD

The ELI Bulletin Board is located by Room 301 at the north end of the third floor in the Watkins Center. Information about extracurricular activities is posted there regularly: be sure to check it as you walk by.

OSU ID CARD

When you come to the ELI office to enroll, our staff will give you an official letter of enrollment. They will instruct you to take this letter to the Math Science building on campus, where your picture will be taken, and your card issued. Your OSU ID card provides access to the Colvin Center, the Health Center, campus computer labs, and the Edmon Low Library. Be sure to carry it with you at all times.

INFORMATION TECHNOLOGY (IT) COMPUTER LABS

ELI has a small computer lab on the 3rd floor of Wes Watkins Center. In addition, IT provides computing lab facilities in various locations around campus. Your valid OSU ID is needed when entering and exiting the labs, since card-key access is in place at the main entrance. Once you have swiped your OSU ID and entered the lab, simply log on to a computer using your O-Key Login information. If you are a student that is new to the system, you will need to obtain a user ID and password. The computer assistant on duty can help you with this and answer any other questions you have. IT labs are located at the following sites:

CLASSROOM BUILDING, 4TH FLOOR

BENNETT HALL B19

KERR-DRUMMOND MEZZANINE

STUDENT UNION 065

MATH SCIENCES 108

IMMIGRATION

It is important that you be aware of immigration regulations. United States Immigration and Customs Enforcement (ICE) requires that you keep your passport valid at all times. To extend or renew your passport, contact your country's consulate or embassy for instructions. The Office of International Students and Scholars (250 Student Union) has lists of addresses and phone numbers of consulates and embassies.

If you hold an F-1 (student) visa, you must be a full-time student, follow ICE regulations, and submit all ICE documents as required. If you follow ICE regulations, you are "in status." If you become "out of status" through suspension or for some other reason, there are significant penalties. Being "out of status" can jeopardize your opportunities for staying and studying in the United States. All students must sign page one of the I-20 or IAP-66



certifying that they have read and agreed to the requirements of their status.

It is your responsibility to know ICE regulations that apply to you and to follow them during your stay in the United States. If you have questions about ICE regulations or if you plan to change schools or degree programs, travel out of the U.S., or accept employment, you should contact the ELI Office or ISS.

HOUSING

On-campus

ELI does not provide housing services. However, there are many housing options on campus to choose from: please consult the OSU website for information: www.reslife.okstate.edu/Housing/. Contact ELI if you have any questions.

Off-campus

Again, while ELI does not provide housing services, we will gladly direct you to websites which will help you, such as http://www.trulia.com/for_rent/Stillwater, OK ; <http://www.apartmentguide.com/apartments/Oklahoma/Oklahoma-State-University/> ; <http://www.apartments.com/Oklahoma/Stillwater/> ; and <http://www.apartmentfinder.com/Off-Campus-Housing/Oklahoma/Apartments-Near-Oklahoma-State-University>.

OSU SPORTS TICKETS

The athletic ticket office is in the east lobby of the Gallagher-Iba Arena (close to the Wes Watkins Center) and is open from 8 a.m. to 5 p.m. Your student ID allows you to buy discounted tickets to OSU sporting events.

CAMPUS EVENTS AND CLUBS

OSU features many events during the year: for instance, our Homecoming in October is famous. In fact, it is considered to be the best Homecoming in America! To find out about events on campus, check the calendar on this site: <http://calendar.okstate.edu/> You will find many concerts, exhibits, guest speakers, films, and cultural events. Your instructors and the ELI Bulletin Board are also great sources of information about events and activities.

HEALTH AND WELLNESS

STUDENT HEALTH CENTER

Located on Farm Road west of Monroe Street, the OSU Student Health Center is available to full-time ELI students (and part-time students who choose to pay the entire Health Center fee). Husbands or wives of students may use the Health Center if they pay a \$75.00 per semester health fee; students' children may **not** use the Health Center, however. The Center is open from 8:00 to 5:00 p.m., Monday through Friday. You don't have to make an appointment, but you will need your OSU Student ID card. Counseling services are available for students who experience personal or emotional difficulties.

STUDENT HEALTH CENTER: 744-7665

COUNSELING SERVICES: 744-7007

**For emergencies, students must go to the Stillwater Medical Center Emergency Room.

DO NOT GO TO THE EMERGENCY ROOM FOR ORDINARY ILLNESSES.

STILLWATER MEDICAL CENTER

This modern regional medical facility, located at 1323 West 6th, offers many services. Physicians and specialists have offices nearby.

STILLWATER MEDICAL CENTER 372-1480

Look at <https://www.stillwater-medical.org/page/main/patient-resources> for other doctors.

INSURANCE

Health insurance is now mandatory for all ELI students. The cost varies per semester; it is offered through the university. Updated costs are listed on the ELI website. Information for dependents (spouse, children) can be found on the UnitedHealthcare website. With the passage of the Affordable Care Act, everyone must now have insurance. Sponsored students (only) may sign a waiver form.

THE COLVIN CENTER

With 240,000 square feet of facilities, the Colvin Center provides one of the best university sports, recreation, and fitness buildings in the nation. You can participate in classes and organized teams, use weights and exercise equipment, swim in the outdoor or indoor pool, try the climbing wall, and even receive help in planning your own personal training program.

The Colvin Center fee is optional. If you wish to sign up, please go to the Colvin Center.

SMOKING

In an attempt to make OSU America's Healthiest Campus, OSU has adopted a tobacco free policy for the entire campus. This means that there is **no** smoking or use of other tobacco products at any place on campus, including inside areas such as dorms, classrooms and offices, and even outdoor areas (for instance, outside the Wes Watkins Center). If you wish to smoke, you must leave the campus. Violators of this policy can be ticketed and fined. If you do smoke in your dorm room or campus apartment, you will be charged a very high fee for the repair of smoke damage.

SAFETY RESOURCES AND INSTRUCTIONS

FIRE!

If a fire occurs while you are in your ELI classes, remember that there are three exits from the second and third floors of the Watkins Center:

1. the enclosed stairway at the north end of the building near the ELI classrooms
2. the enclosed stairway at the east end of the building
3. the central stairway to the lobby

If the fire alarm sounds, leave the building by way of the nearest stairway.

DO NOT USE THE ELEVATOR!

Of course, in the event of smoke and/or flames, detours may be necessary. Therefore, you should be aware of all three exits.

Leave the building as quickly and quietly as possible. Instructors should turn off the lights and close the classroom doors. Once outside, classes should assemble in the parking lot so that instructors can be sure that all students are present. No one should re-enter the building until an all-clear signal is given.

If you are in your home or in another building when a fire occurs, find the nearest exit (door or window) and leave immediately. Do NOT use the elevators. If you are not on the first floor of the building, find the nearest stairway and go to a first floor exit.

TORNADO!

Tornadoes are most common in spring and summer. The path of a tornado is usually only a few hundred yards wide. The destructive funnel travels at a forward rate of 25 to 40 miles an hour, and its force is great enough to destroy buildings, uproot trees, and pick up automobiles. When a tornado strikes, the air is filled with rapidly moving debris which can be extremely dangerous. Most tornadoes travel from southwest to northeast although they can move in any direction. Turn on your TV or check your phone to get weather warnings if there is a storm. Remember that we are located in PAYNE County.

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|--------------------|--|
| TORNADO WATCH: | Conditions are such that a tornado may develop. |
| TORNADO WARNING: | A tornado has been seen in the area and you must take cover. |
| TAKE-COVER SIGNAL: | A three-to-five minute steady blast on the storm siren. This signal will be sounded on the large sirens located on campus and throughout the city of Stillwater. |

If the tornado warning siren sounds while you are in class, use the nearest stairs and go directly to the first floor. Do not use the center stairway to the lobby because of the large windows. Once you have reached the bottom of the stairwell, remain there and sit on the floor, placing your head between your knees with your hands over the back of your neck. Remain calm and listen for instructions from ELI staff.

There is a possibility that the building will lose electricity. If the lights go out, do NOT panic. There is an emergency generator to provide lighting during a power outage.

If you are in your home or another building, follow these instructions:

1. Buildings with basements: Go to the basement. If possible, sit on the floor and put your head between your knees with hands over the back of the neck. Stay away from windows and doors.
2. Buildings without basements: Go to an interior hallway or room in the center of the building; get to the lowest floor possible. If unable to reach a hallway, get under a counter, desk or other heavy piece of furniture. If possible, sit on the floor and put your head between your knees with hands across the back of the neck. Stay away from windows or large areas of glass. Avoid auditoriums, gymnasiums, or large stores like Wal-Mart.
3. Living units: If unable to reach a public shelter, find inside shelter in a closet or in a bathroom without windows.

The following buildings will be open to the general public for use as shelters in case of storm activity:

- | | |
|---------------------------|-----------------------|
| 1. Poultry Science | 5. Ag. Hall East |
| 2. The Classroom Building | 6. The Student Union |
| 3. Engineering South | 7. Most area churches |
| 4. Ag. Hall North | |

If local radio is available, stay tuned to KOSU-FM (91.7 MHz), KSPI-FM (93.7 MHz), KVRO-FM (101.1 MHz), KOSB-FM/Perry (105.1 MHz), or KGFY-FM (105.5 MHz) for further details.

The "ALL CLEAR" signal is given over FM radio and NOT via the storm sirens.

Be sure your family knows what to do in the event that a tornado occurs while you are not home.

COMMUNICATION PROVIDERS

CELL PHONE SERVICE

T-Mobile	717 N. Perkins Rd, (405) 372-4033
US Cellular	603B N. Perkins Rd., (405) 533-1800
Verizon Wireless	322 N. Perkins Rd., (405) 377-1212
AT&T	520 E. Hall of Fame Ave., (405) 372-2108

CABLE OR SATELLITE TV, INTERNET PROVIDERS

If you live in campus housing, cable TV and internet access are provided. Students who live off campus must make arrangements to get these services. Some local providers are:

Suddenlink	888-822-5151
AT&T	888-511-1758
Dish Network	844-334-8927
HughesNet	844-737-2700
Satellite Country	888-303-3158
Cox Communication	888-280-2776
Direct TV	888-489-3589
Time Warner Cable	844-294-0852

POST OFFICES

There are three post offices in Stillwater. One is located on the OSU campus at 120 Agriculture North. It is open Monday through Friday from 8:30 a.m. to 4:15 p.m. The Campus Post Office is not open on Saturday or Sunday.

The Stillwater Post Office is located at 8th and Lewis. It is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, except on Thursday, when it is open 9:00 a.m. to 6:00 p.m. It is also open 9:00 a.m. to noon on Saturday. The Post Office is closed on Sunday.

There is a branch office in the Food Pyramid at 421 N. Main Street. It is open 8:00 a.m. to 8 p.m. every day including Saturday and Sunday.

All three offices can handle international mail.

CAMPUS POST OFFICE	744-7637
CITY POST OFFICE	377-3867
FOOD PYRAMID BRANCH OFFICE	743-1086

NEWSPAPERS

The Daily O'Collegian, which is the OSU campus paper, is a publication by and for OSU students. It is free and available in the Watkins Center and at many locations on campus. It includes local news and information about OSU events and activities.

Current newspapers from countries throughout the world can be found at the General Reference Desk on the second floor and at the Circulation Reserve Desk on the first floor of the OSU library. You can read the newspapers there but cannot take them from the room.

RADIO

There are several radio stations in the Stillwater area. They include the following:

- KSPI-FM (93.7 MHz) This station is operated mostly by university students; it broadcasts popular music.
- KOSU-FM (91.7 MHz) This station is the local station for National Public Radio ; it plays talk and variety shows, classical, local and jazz music, etc. It is an excellent source of news--both U.S. and international.
- KVRO-FM (101.1 MHz) This station is a local station that plays "oldies" music.
- KGFY-FM (105.5 MHz) This station broadcasts popular country-western music.

THE GREAT TOWN OF STILLWATER

BANKS

There are many banks in Stillwater, all offering similar services:

Arvest Bank	524 N. Main	385-5840
BancFirst	808 S. Main 505 E. Hall of Fame Ave.	742-6200
Exchange Bank	4301 W. 6th Ave.	742-0202
First National Bank	2100 E. 6th Ave.	533-3037
IBC Bank	1900 N. Perkins Rd.	372-0889
Liberty Federal Bank	232 S. Main	377-0300
MidFirst Bank	111 S. Perkins Rd.	377-6023
RCB Bank	417 S. Perkins Rd. 324 S. Duck St.	377-2754 377-7600
Bank SNB	Sixth & Main 056 Student Union (on campus) 1102 W. Hall of Fame 308 S. Main 1908 S. Sangre	372-2234 742-1473 372-2234 372-2234 372-2344

The Bank NA	800 W. 6th Ave. (branch – drive up) 1020 N. Boomer Rd. (branch - drive up) 105 S. Knoblock (walk up) 1305 S. Western (drive up)	624-2265
University & Community Federal Credit Union	311 E. McElroy 054 Student Union	743-3328

Never give information such as your bank account number over the phone or email to someone posing as a bank officer. Bank officers will never call to ask you this information. Be very careful when using a credit or debit card. If you lose either of these cards, contact your bank **immediately**. If you do not, you may be held responsible for a portion of the charges on your card that are not yours. Unscrupulous people can easily take advantage of this information and cause you many problems. In order to open a bank account, you will need to bring your passport and a copy of your current address with you to the bank.

PUBLIC SERVICES

The City of Stillwater maintains a police force and a fire department, which also operates the local ambulance service. In order to reach the Fire Department, the Stillwater Police Department, the ambulance service, or the OSU Police in an **EMERGENCY, simply dial 911 on the telephone.**

If you need information, dial the following numbers.

FIRE DEPARTMENT	372-0497
STILLWATER POLICE DEPARTMENT	372-4171
OSU POLICE DEPARTMENT	744-6523
AMBULANCE	372-4171
HIGHWAY PATROL	1-918-762-3661
POISON CONTROL	1-800-222-1222

TRANSPORTATION

AIRPORTS

There is a small airport in Stillwater. American Airlines provides commercial flights between Stillwater Regional airport and Dallas/Fort Worth Airport in Texas . Tulsa and Oklahoma City have international airports, and these cities are only about one hour by car from Stillwater.

There are a few travel agencies in Stillwater which can help students make arrangements for flights. You can also go straight to the airline’s website for information (delta.com, aa.com, etc.) or try a website such as travelocity.com, expedia.com, kayak.com, etc.

BUS SYSTEM

The OSU Stillwater Community Transit System currently operates Monday-Friday, 6:20 a.m. to 10:30 p.m. on campus and 6:20 a.m. to 7:30 p.m. off-campus. All transit service is free for OSU students, faculty, and staff. In addition, the BOB (Big Orange Bus) shuttles back and forth between OSU's Stillwater and Tulsa campuses Monday-Friday for a very reasonable fee. Please check the current information provided on the transit Web Page at www.transit.okstate.edu or call 744-2832 for more information. You can download iPhone and Android app RIDE SYSTEMS at: <http://www.thebus.okstate.edu/>

DRIVING

If you want to drive in the U.S., you must obtain a driver's license. In order to get your license, you must pass a test. To prepare for the written test, you should study the *Oklahoma Driver's Manual*, which is available at the Driver's License Bureau, located at 701 E. 12th Street. Copies of the manual are also available at the Tag Agency, located at 702 South Western. When you are ready to take the test, call the Driver's License Bureau at 743-9140 for further instructions.

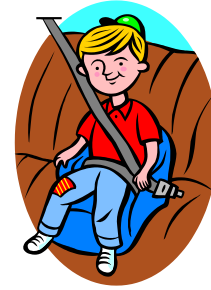
All car owners are required by law to purchase a minimum amount of insurance. More complete protection is available to those interested. For further information on automobile insurance, contact a staff member in the Office of International Students and Scholars (250 Student Union).

To register your car and buy a tag, go to the Tag Agency. You will need to take your driver's license and your certificate of insurance.

DRIVER'S LICENSE BUREAU	743-9140
TAG AGENCY	624-0200

If you plan to park on campus, you must buy a parking permit at the OSU Parking Services, 1006 W. Hall of Fame or online at www.transit.okstate.edu. PLEASE PARK IN THE PROPER LOT. If you park in the staff lots immediately to the east and northeast of Wes Watkins Center, you will be fined and possibly towed.

Oklahoma law requires that the driver and front seat passengers must wear seat belts. Children under 6 years of age or weighing less than 60 pounds (30 kilos) must be in child restraints in the back seat. Violations are punishable by fines.



Please remember that Oklahoma law requires that the driving privilege be revoked (withdrawn) for six months to three years for conviction of any of the following traffic violations:

1. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicants.
2. Any felony in which a motor vehicle is used.
3. Failure to stop and render aid if you are a driver involved in a collision resulting in death or personal injury (leaving the scene of a collision/hit-and-run).
4. Perjury or making a false statement under oath to obtain a license or for any other legal matter relating to the ownership or operation of a motor vehicle with any measurable quantity of alcohol.

MOTORCYCLES

Motorcycle riders are subject to the same traffic laws as automobile drivers. In addition, there are special requirements for motorcycle equipment. All of the necessary information regarding these laws and requirements is contained in the driver's manual. Check the requirements for motorcycle insurance.

BICYCLES

You can rent a bike for a day for \$2, for a week for \$8, for a semester for \$35, or 2 semesters for \$60 from OSU's OrangeRide program. You need to provide a photo ID and address information at Room 150, the Multimodal Transportation Terminal, 1006 W. Hall of Fame. If you have your own bike, you must register it with the OSU Parking Office. Note: OrangeRide also provides basic bicycle repair services for personally-owned bicycles.

When riding your bike, ride with the traffic, not against it. Ride in marked bike lanes and bike paths, not on sidewalks or across the grass. Obey all traffic signals and use hand signals. Use bike lights for night riding. Do not wear headphones while riding a bike. Lock your bikes at bike racks, not on posts or trees.

OTHER SERVICES

SCHOOLS

Stillwater has six elementary schools, a middle school, a junior high school, and a high school. About 6,000 students are enrolled in the Stillwater public schools. The Meridian Technology Center is located just west of Stillwater. Technical courses of various kinds are taught at this school.

LIBRARY

The Stillwater Public Library is located at 1107 South Duck. There you will find newspapers, magazines, books, DVD's, CD's, and e-books. The library is open to all members of the Stillwater community. If you want to borrow materials from the library, you may apply for a free library card by showing your OSU ID card.

ENTERTAINMENT

There are various types of entertainment available in Stillwater to ELI students and their families. Bowling, tennis, golf, music (including live performances), dancing, and movies are all popular activities. University and community members work together in an amateur theater, called Town & Gown. The Sheerar Center houses a small museum and provides auditorium facilities for group meetings. The "Wondertorium" (Children's Museum) at 308 W. Franklin provides many educational programs for children.



There are many parks in Stillwater. At Couch Memorial Park, on East 12th Street, there are picnic areas, a children's playground, an outdoor swimming pool, and tennis courts. Lakeside Municipal Golf Course, north of town on Highway 177, is open all year to the public. Cabin and picnic facilities are available at Lake Carl Blackwell, seven miles west of town on Highway 51. Lake McMurtry, northwest of Stillwater, has picnic and fishing facilities and can accommodate small sailing and row boats. Boomer Lake, on North Boomer, offers picnic facilities, playground equipment, lual

rentals, and a lovely walking path. You can also visit the website www.visitstillwater.org for more ideas on what Stillwater, OK has to offer.

In addition, there are always many activities on campus. Movies, sports events, art exhibits, lectures, plays, and musical performances occur at various times throughout the year. The Homecoming Celebration, held in October, is billed as “America’s Best” and is a must-see. International student organizations regularly share their culture through various performances and meals. Consult the monthly ELI Calendar of Activities and the ELI Bulletin Board, as well as the university newspaper, *The Daily O’Colly*, for current information on these events, and be sure to join your country’s club.

The Student Union Activities Board is a student group which provides social, educational, and cultural activities and events. More information can be found at <http://suab.okstate.edu/>.

COMMUNITY CULTURAL/EDUCATIONAL OPPORTUNITIES

The Stillwater Library (372-3633), the Stillwater Center for the Arts (747-8084), and the Stillwater Community Center (533-8433) all provide classes and events that can serve as great opportunities for you to use your English skills and get to know people in the community.

COMMUNITY SERVICE OPPORTUNITIES

There are many volunteer organizations in Stillwater that provide services to meet needs in the community. They can be a great way to meet people outside of class. Here are just a few suggestions, but if you are interested in another type of organization ask teachers or other people about different ways to get involved.

Habitat for Humanity – This is a volunteer service organization that helps to build houses for low income families. See more information at www.stillwaterhabitat.org.

Humane Society – This organization tries to find homes for homeless pets. They often need people to care for, play with, and exercise the dogs or cats. See more information at www.hspets.org.

The Wondertorium – this children’s museum provides hands-on activities for children of all ages. They are always happy to welcome volunteers. Check out their website at www.okwondertorium.org.

RESTAURANTS

There are many fine restaurants as well as fast food places in Stillwater. Many restaurants serve international foods, including Italian, Mexican, Japanese, Chinese, Thai, and Middle Eastern. Ask friends and instructors about their favorite dining places. While tipping is not expected in fast food restaurants, it is customary for diners to add a 15% tip to their bill in other restaurants. If you eat with a large group, the tip is sometimes added automatically to your bill. For a list of the best restaurants in Stillwater, please see www.urbanspoon.com/n/241/28013/Oklahoma/Stillwater-restaurants or see below:

RESTAURANT GUIDE



A&W Restaurant

Location:

1004 N. Boomer Rd.
405-377-4474



Arby's

Location:

1016 N. Boomer Rd.
405-372-8454



Aspen Coffee House

Locations:

1323 S. Western
405-372-2500

Aspen Coffee House – cont'd.

111 W. 7th St.
377-5282

1908 N. Perkins Rd.



Bad Brad's

Location:

3317 East 6th
405-377-4141



Boba Fusion

Location:

211 N. Perkins Rd.
405-564-0551



Boom-a-Rang Diner

Location:

902 South Main
405-533-4040



Braum's

Locations:

2401 West 6th
405-372-8085

504 N. Perkins Rd.
405-372-2076



Town Hall

Location:

701 South Main
405-533-3535



Blue Spruce

Location:

724 S. Main St.
405-533-1781



Buffalo Wild Wings

Location:

1701 North Perkins
405-533-2356



Burger King

Location:

107 North Perkins
405-624-5420



Cafe 88

Location:
209 South Knoblock
405-624-8888



Cherokee Strip BBQ

Location:
235 S. Perkins Rd.
405-377-2244



Chick-fil-A

Location:
600 E. Hall of Fame
405-742-2111



Chili's

Location:
310 E. Hall of Fame
405-624-2100



Chipotle Mexican Grill

Location:
415 E. Hall of Fame
405-372-1642



Coney Island

Location:
223 S. Washington
405-743-1362



Da Vinci's Italian

Location:
2280 N. Perkins Rd.
405-372-0300



Daily Grind

Location:
203 S. Knoblock
405-372-8342



Daylight Donuts

Locations:
517 S. Perkins Rd.
405-533-7783
601 S. Washington
405-624-2505



Domino's Pizza

Location:
1524 N. Boomer
405-624-3030



El Tapatio

Locations:
1711 N. Boomer
405-624-1707
825 S. Perkins Rd.
405-533-2064



El Vaquero

Location:
5020 W. 6th Ave.
405-377-8476



Eskimo Joe's

Location:
501 W. Elm St.
405-372-8896



Firehouse Subs

Location:
524 West 6th Ave.
405-564-0544



Freddie Paul's

Location:
1707 E. 6th Ave.
405-377-8777



Freddy's Frozen Custard

Location:
1015 N. Boomer Rd.
405-564-0522



Frontier Lanes

Location:
3524 N Washington
405-372-8584



Fuzzy's Taco Shop

Location:
305 S. Washington
405-564-0433



Golden Dragon Cafe

Location:
203 S. Perkins Rd.
405-707-9292



Granny's Kitchen

Location:
1006 S. Main St.
405-743-1299



Great Wall of China

Location:
724 S. Western
405-624-8818



Happy Buddha Chinese Food

Location:
1915 N. Boomer
405-742-2828



Happy Moon

Location:
917 N. Perkins Rd.
405-372-8881



Hideaway Restaurant (The Original)

Location:
230 S. Knoblock
405-372-4777



IHOP Restaurant

Location:
611 N. Main St.
405-533-4467



in the box

Jack in the Box

Location:
508 E. Hall of Fame
405-624-0795



Jersey Mike's Subs

Location:
1717 N. Perkins Rd.
405-707-7031



Jimmy John's

Location:
602 N. Main St.
405-372-7827

**KANSAS
BUFFET
COMPANY**
Kansas Buffet Company

Location:
208 N. Perkins Rd.
405-624-1681



Kentucky Fried Chicken

Location:
715 W. 6th St.
405-372-3456



Little Caesar's Pizza

Location:
713 N. Perkins Rd.
405-624-5400



Long John Silver's

Location:
1004 N. Boomer Rd.
405-377-4474



Louie's Bar and Grill

Location:
720 S. Main
405-707-7200



Main Street Noodle

Location:
622 S. Main St.
405-564-0435



Marble Slab Creamery

Location:
229 South Knoblock
405-707-7522



Mazzio's Pizza

Location:
624 W. 6th St.
405-372-2222



McAlister's Deli

Location:
205 E. Hall of Fame
405-743-3700



Mexico Joe's

Location:
311 E. Hall of Fame
405-372-1169



**Mojo's
Rock'n'Bowl Grill**

Location:
223 E. Hall of Fame
405-624-8037



Nagoya
Location:
2260 N. Perkins Rd.
405-372-7010



New China Buffet
Location:
711 N. Main St.
405-743-1688



**Nikki's Greek
Restaurant**
Location:
610 E. McElroy
405-624-3150



**Old School Bagel
Cafe**
Location:
502 N. Main St.
405-743-2233



Olive Garden
Location:
2100 N. Perkins Rd.
405-624-1225



**Orange Tree Self
Serve Yogurt**
Location:
504 N. Main St.
405-533-3112



**Palomino's
Mexican
Restaurant**
Location:
1919 N. Perkins Rd.
405-533-3566



Panda Express
Location:
2080 N. Perkins Rd.
405-707-0634



Panera Bread
Location:
113 W. Hall of Fame
405-385-0276



Papa John's Pizza
Location:
925 N. Boomer Rd.
405-372-1600



Pizza Hut Delivery
Locations:
2601 W. 6th Ave.
405-707-7501
807 N. Perkins Rd.
405-624-9200



Qdoba
Location:
139 S. Knoblock
405-707-7153



Red Lobster
Location:
102 E. Hall of Fame
405-372-8970



**Red Rock Bakery
& Deli**
Locations:
910 N. Boomer Rd.
405-377-3633
702 S. Main St.
405-564-0336



Rib Crib
Location:
103 S. Perkins
405-372-1900



**Rocky Mountain
Chocolate Factory**
Location:
714 S. Main St.
405-533-2977



Schlotzsky's
Location:
310 N. Perkins Rd.
405-624-1501



Shortcakes Diner
Location:
219 N. Main St.
405-624-1057



Locations:
215 N. Main St.
405-377-0930
423 S. Perkins Rd.
405-372-9150
4425 W. 6th Ave.
405-372-2904



**Simple Simon's
Pizza**

Location:
424 N. Main St.
405-707-9222



**Starbucks (Food
Pyramid)**

Locations:
421 N. Main St.
405-743-1086
300 E. Hall of Fame
405-372-7312



Subway

Locations:
203 S. Knoblock
908 W. 6th Ave.
2234 N. Perkins Rd.
1402 S. Perkins Rd.
(OnCue Express)
2421 W. 6th Ave.
(OnCue Express)
5000 N. Washington
(OnCue Express)
4545 W. 6th Ave.
(Walmart)



Sushi House

Location:
1409 S. Western
405-533-3399



Taco Bueno

Location:
727 N. Perkins Rd.
405-372-4180



Texas Roadhouse

Location:
2000 N. Perkins Rd.
405-707-7427



Thai Cafe

Location:
502 S. Husband
405-372-7100



Thai Loco

Location:
2223 W. 6th Ave.
405-332-4343



Wendy's

Location:
724 W. 6th Ave.
405-372-6161

GROCERY STORES

Stillwater has several large grocery stores: **Food Pyramid** (421 North Main Street), **Sprouts** (909 West 6th Street), two **Wal-Mart Superstores** (111 N. Perkins Rd. and 4545 W. 6th Ave.), Walmart Neighborhood Market (2315 N. Perkins Rd.), and **Aldi** (1188 N. Perkins Rd.). In addition to these supermarkets, there are a couple of specialty food stores where you might be able to find ingredients from your home country. The **Himalayan Grocery Store**, located at 125 S. Main St., carries a wide variety of international food items, including halal meat. It is open 10 a.m. to 9 p.m. The **Crepe Myrtle Asian Market**, which carries many Asian items and lots of great fresh produce, is located at 613 South Lewis. It is open Monday through Saturday from 10:00 a.m. to 8:00 p.m. The **Green Acres Market**, located at 211 N. Perkins Rd., is a health food store which provides produce, organic and gluten-free foods as well as vitamins/supplements, health, and beauty products. It is open Monday through Saturday from 9:00 a.m. to 8:00 p.m. and Sunday from 10:00 a.m. to 6:00 p.m.

In addition, there are a variety of shops and stores which sell new and resale items in downtown Stillwater as well as throughout the town, enough to satisfy most shopping needs:

Ross (discount clothing)

2140 North Perkins Road, Stillwater-OK

www.rosstores.com

TJ Maxx (discount clothing)

605 North Main St, Stillwater-OK

tjmaxx.tjx.com

Best Buy (electronics)

1940 North Perkins Road, Stillwater-OK

www.bestbuy.com

Staples (office supplies)

616 North Perkins, Stillwater-OK

www.staples.com

Payless ShoeSource (shoes)

715 North Perkins Road, Stillwater-OK

www.payless.com

Famous Footwear (shoes)

623 North Main Street, Stillwater-OK

www.famousfootwear.com

Belk (department store)

2040 North Perkins Road, Stillwater-OK

www.belk.com

Brown's Shoe Fit Co. (shoes)

201 South Perkins Road, Stillwater-OK

brownsshoeftcompany.com

American Eagle Outfitters (clothing)

709 North Perkins Road, Stillwater-OK

www.ae.com

Family Dollar Store (discount variety store)

802 South Perkins Road, Stillwater-OK

www.familydollar.com

Bath and Body Works (bath and body products)

605 North Perkins, Stillwater-OK

www.bathandbodyworks.com

Ulta (beauty products)

601 North Main St., Stillwater, OK

www.ulta.com

Old Navy (clothing)

605 North Main St, Stillwater-OK

www.oldnavy.gap.com

PET BOARDING AND CARE

If you have pets with you, you may need medical care, grooming, or boarding for them. There are many veterinary clinics and animal grooming services in Stillwater. Check www.yellowpages.com/stillwater-ok/veterinary-clinics-hospitals. Also, OSU has a veterinary school, which runs a veterinary hospital on campus.

QUESTIONS? WHOM SHOULD YOU ASK?

Go to the ELI Office (Room 307) if you have questions regarding the following:

1. ELI academic matters: schedules, classes, books, instructors, labs, tests, etc.
2. ELI regulations and policy
3. ELI I-20s
4. Attendance
5. Information about TOEFL
6. Final Grade Reports and/or letters of recommendations for sponsors or other schools
7. Tuition
8. Housing
9. Community relations
10. Letter of approval to get a work permit

Go to the Office of International Students and Scholars (250 Student Union) if you have questions regarding the following:

1. OSU academic matters
2. Immigration: visas, passport renewals, change of status, transfers, OSU I-20s, etc.
3. Insurance
4. Scholarships

OTHER (IMPORTANT) DETAILS...

ACADEMIC HONESTY

Academic Honesty is an important standard in the university community. It is expected that anytime a student is doing something to earn points for a grade in class (homework, test, etc.); the work is expected to be the result of your work alone, not the combined work or efforts of more than one student.

Academic dishonesty is a very, very serious matter in American universities. The consequences can be severe –from lowering a grade to failing a class, or even being suspended from the university. Students found guilty of academic dishonesty face reprimand, conduct, probation, or suspension. Student will be held accountable for, and face possible disciplinary action, should their behavior fall into one of the following categories:

1. **Academic Dishonesty:** Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved credit, either for oneself or for another person.

Examples:

- Plagiarism: using someone else’s words, ideas or data without proper credit.
- Talking or copying from someone else’s paper during an examination.
- Using or attempting to use unauthorized information when taking an exam.
- Working with other students on homework assignments is not always allowed.
- Submitting work completed by another as your own (reports, drawings, assignments).
- Knowingly assisting another student in cheating or plagiarizing.
- Altering or forging a signature on an academic document or altering an official OSU document.
- Unauthorized advance access to exams.
- Fraudulent alteration of academic materials.
- Submitting an assignment using a work of your own that was originally created for another class.

2. **Academic Misconduct:** Unknowingly allowing other students to see examination answers or to see term projects or papers are possible acts of academic misconduct. Students are required to actively protect their work against misuse by others. Examples:

- Bringing study notes into a closed-book examination.
- Failure to observe strict requirements for the proper identification and citation of sources and supporting ideas in reports and essays.
- Excessive reliance upon and borrowing of the ideas and work of others in a group effort.

Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary actions. A complete list of sanctions for alleged violations of Academic Integrity can be found at: <http://academicintegrity.okstate.edu/doc/aisanctionsprint.pdf>

LEGAL RIGHTS AND RESPONSIBILITIES at OSU

Remember, you are responsible to follow the OSU Code of Conduct.

Drinking

Consuming beer or other alcoholic beverages is prohibited on campus, including in University Housing. The legal age for the purchase and consumption of beer or any alcoholic beverage in Oklahoma is 21. Should a student choose not to comply with the policy, appropriate administrative disciplinary action will be imposed. **STUDENTS MAY ALSO BE SUSPENDED FROM THE PROGRAM AND SENT HOME.**

Driving under the influence of alcohol is a serious crime and offenders can be jailed for such an offense. Do not drive if you have been drinking alcoholic beverages.

Never have an open container of any alcoholic beverage in your car. If you must transport a container that has been opened, make sure the liquor is placed in the trunk of the car. Anytime you operate a vehicle and you are determined to be legally intoxicated by a police officer, you may be charged, fined, and/or taken to jail.

Illegal Drugs

The possession, use of, and/or attempt to sell illegal drugs such as marijuana ('pot'), PCP, cocaine, or any narcotics are strictly prohibited. Being convicted of drug crimes results in imprisonment and may be cause for deportation when the sentence (time served in prison) is completed.

Smoking

Smoking (and often other tobacco use such as chewing or vapor cigarettes) is prohibited in a number of public areas, including the OSU campus, stores, businesses, libraries, elevators, buses, planes, restaurants, churches, and doctors' offices. In the United States a person must be 18 years or older to purchase and/or use tobacco products.

Disturbance

Disturbing the peace of the town, neighborhood, or family by making a loud or unusual noise, using abusive or profane language, quarreling, fighting, or shooting of firearms can result in an arrest by a police officer. If a person uses profane, violent, abusive, or insulting language toward or about another person, he or she can be found guilty of disturbing the peace and can be fined or imprisoned upon conviction.

Assault and Battery

Assault is an attempt to physically hurt someone and is a basis for civil action and criminal prosecution. Battery is the intentional touching of an individual, which causes physical injury. It is considered a criminal offense.

Guns and other weapons

Weapons are not allowed on campus. Possession of a weapon off-campus must comply with state laws.

Indecent Exposure

A person who exposes or assists anyone else in exposing his or her private parts in public, is guilty of a felony and, upon conviction, will be punished by a fine or imprisonment.

Dating and Harassment

Persons from different cultures can easily misunderstand the thoughts and gestures of another person, especially in a dating relationship. Please keep this in mind when you interpret someone else's actions. For example, although American women may appear friendly, very few develop a relationship with a man quickly. If a man makes any kind of advance too early, his actions can result in a criminal charges being filed. In Oklahoma, the age of consent for sexual activity is 18. Being involved in consensual sexual activity with a minor (someone that is below the age of 18) is statutory rape. However, regardless of age, if a woman feels obliged to respond sexually against her will, she may believe she was threatened with rape and can make a legal complaint against the person initiating the threat. Do not assume anything.



Sexual harassment is a form of gender discrimination and is prohibited by law. For additional information on sexual harassment, refer to sexual harassment brochure. It is essential that you understand your rights and responsibilities as a student at OSU. Please visit the website: 1is2many.okstate.edu

Court System

In Stillwater, the District Court is responsible for most of the civil and criminal proceedings in Payne County. However, the Small Claims court can be used for civil matters involving claims up to \$2,500 or a criminal offense that is a misdemeanor. If you must appear in court, but are uncomfortable speaking English, you may wish to take a native English-speaking friend with you to court. It is important to arrive on time. The District Court and Small Claims Court are both located in the Payne County Courthouse at 6th and Duncan streets.

For more detailed information on legal rights and public safety, please visit the OSU Police Department at: 1st floor USDA, Stillwater, OK. Phone (405) 744-6523 or check the website: <http://www.osupd.okstate.edu>

U.S. CUSTOMS AND CULTURE

Social Relations and Customs in the United States of America

The United States is a young country: many aspects of its social life are still changing, including religious beliefs, local customs, and moral values. Variety and diversity characterize the geographical area as well its peoples and their lifestyles.

It would be inaccurate to form an opinion of the United States by contact with just a few of its citizens, as people are extremely varied in their backgrounds. Despite this, the diverse peoples of this country are united by a feeling of shared nationality, a pride in country and its founding institutions, and a common conviction in democratic process. The most important political documents, the Declaration of Independence and The Constitution of the United States of America, emphasize freedom, equality, and the rights of the individual.

Some U.S. customs may seem mystifying at best, absolutely frustrating at worst.

To help you avoid difficulties, possible embarrassment, misunderstanding, or miscommunication, some customs and behaviors are listed which you might encounter. Always remember to take nothing for granted: and do not assume that every U.S. national will respond exactly as described.

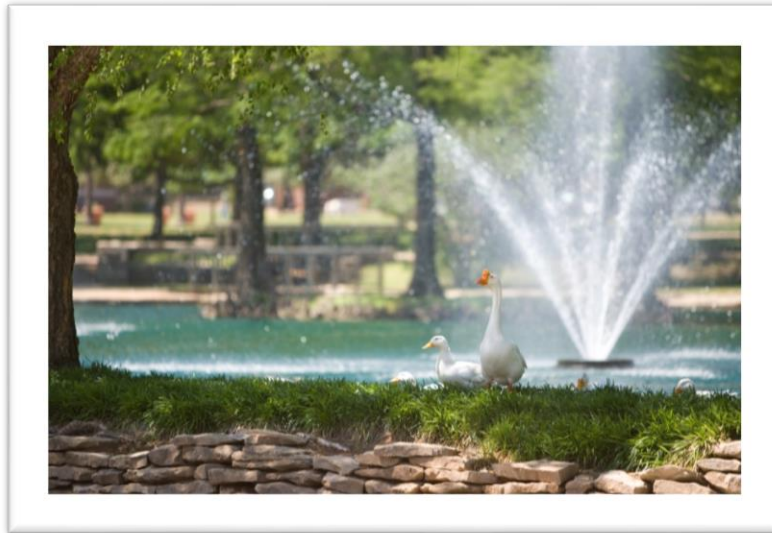


Clothing: Dress is relatively informal in the United States and you will see many different styles of attire on campus and at social events. ‘Informal’ or ‘casual’ indicated on an invitation usually means that you may wear the same type of clothing you wear to class: jeans or slacks and a sport shirt for men, a blouse or sweater and skirt, slacks or jeans for women. You may ask your hostess what to wear if the invitation does not specify. Your national dress is usually appropriate for most social occasions.

Conversation: Casual conversation between U.S. nationals can be confusing. For example, ‘How are you?’ is not primarily an inquiry about your health, but rather a greeting such as ‘Good Morning’ or ‘Hello’. In response, you may simply answer ‘Fine, thank you. How are you?’ Phrases used when departing can be equally confusing. ‘See you later’, ‘Drop by sometime’, or ‘Let’s get together sometime’ are often meant as friendly good-byes, rather than actual invitations.

Upon first meeting, Americans may easily share information that might seem quite personal to you; however, some topics such as age and salary are usually avoided.

Dating: Dating customs vary across the United States and depend greatly on the individuals involved. A date may be as formal as an invitation to a dance, dinner, or movie, or as informal as a spontaneous offer for coffee, a drink at a bar, or a tennis game. Men still initiate most date invitations, but sometimes a woman will ask a man. Although the man usually pays for the expense of the date, many women now pay their own expenses. The custom of sharing expenses is called 'dutch treat' or 'going dutch'. If the woman initiates the date, she typically pays the expenses. In the United States, people often begin dating in early adolescence.



Although dating is a common form of social activity in high school and college, it is not necessarily a serious matter. You may find that some individuals date many persons without commitment to anyone, while some maintain an exclusive relationship. And you may find some unmarried couples who live together. Some international students might believe that one or two dates establish a commitment, but this is seldom true for Americans. Even after several dates, no emotional attachment may be felt and no shared expectation for a common future may develop. Some couples go out together repeatedly on a 'platonic' basis, that is, just as friends.

In recent years, women in the United States have gained more equal stature in social relationships. Women can now have various types of relationships with different men, including friendships, which do not include romance or physical intimacy. The amount of commitment in any type of relationship depends on the mutual consent of the individuals involved. Women here expect honesty in a relationship, and they usually date several men before considering a long-term commitment or marriage.



The amount of physical contact between men and women usually depends on the amount of affection and trust they have developed for each other. Sexual attitudes, however, are in a state of change. This does not mean that U.S. women or men are promiscuous. Generally, a woman needs time to develop affectionate feelings towards a man, and if pressured to become too intimate too soon, may become offended, distant and angry. If

you have questions about dating customs in the U.S., do not hesitate to ask a U.S. acquaintance.

Homosexuality is becoming more accepted in U.S. society; in some states, same-sex marriage is legal. You may see same-sex couples behaving affectionately in public. In general in Oklahoma, which is quite conservative, this is not very common, but you may experience this on the university campus (typically more 'open' or liberal). Tolerance is expected.

International students should be aware that U.S. movies and TV programs do not represent 'typical' social attitudes and behaviors of U.S. citizens. To understand accepted attitudes and behaviors, the international student is advised to observe people in the community objectively and to validate or refute these observations by talking with U.S. friends.

Friends: Different cultures value different forms of friendship and cultivate them in distinctive ways. The way people in the United States make and keep friendships can be perplexing for international students.

While a U.S. national may seem warm and friendly at first meeting, this does not mean an ongoing friendship is intended or a lasting relationship will result. A friendly greeting should not always be interpreted as a desire to get to know you better or even as a wish to see you again. Though the act of friendship may not be intended to extend beyond that one meeting, the friendliness is still meant to be sincere at the moment.

With friendships based on spontaneous feeling, rather than duty, tradition, or caste, persons in the U.S. move in and out of social groups. These groups often form around common interests such as leisure activities, schoolwork, employment, or places of residence.

As in most countries, close friendships grow from repeated interactions over time as individuals identify similar interests and projects, handle disagreements constructively, and share life experiences.

Informality: Most people in the United States interact informally, even with strangers and new acquaintances. People of all ages and levels of responsibility often treat each other with ease and friendliness. The lack of deference should not be interpreted as a lack of respect; rather, it is a manifestation of the ideal of equality, and individual independence, which is pervasive in the United States.

The use of first names (that is, given names) is a common practice, even on first meetings. As a general rule, it is appropriate to use first names with anyone your own age or younger. A person older or

higher in status, who would normally be addressed in a formal manner (using 'Mr.,' 'Ms.,' or 'Mrs.')

may invite you to use his or her first name; it is then permissible, but not necessary to do so.



Invitations: During your stay, you may be invited to a dinner, to an informal party at the home of a faculty member, host family, fellow student, or to some other kind of social occasion. The invitation may be either written or verbal. If verbal,

you may accept or decline the invitation at the time that you receive it, or you may tell the person you will telephone later with your response. If the invitation is written or printed (as it is for weddings, teas, and other formal occasions), you are expected to reply by mail or telephone. Most written invitations will have 'please reply' in the lower corner of the invitation, or will request an answer by means of the notation 'R.S.V.P' (an abbreviation of a French expression meaning 'please respond'). It is impolite not to respond to indicate your intention to accept or decline.

Do not accept an invitation unless you really plan to go. If your plans change because of illness or unavoidable problems, be sure to tell your host as soon as possible. When you accept an invitation, be certain you understand where you are going and how to get there.

Meals: If you are invited for a meal and there are foods you do not eat, inform your host when you accept the invitation. This will help the host plan food and drink for everyone to enjoy together. If you must refuse something after it is prepared, do so politely. People in the United States generally eat three meals a day: breakfast, lunch, and dinner. For most, the biggest meal is the evening dinner. ‘Supper’ and ‘dinner’ generally refer to the same evening meal; supper is not just a snack. This meal is usually between 5:30 p.m. and 7:30 p.m., although dinner parties are often later.

Special Party Customs: ‘Bring a date or friend’ means that you may bring someone with you as your guest without telling your host. If you would like to bring a date or friend and the invitation does not mention this, be sure to ask the host if it is acceptable. ‘BYOL’ or ‘BYOB’ on an invitation means that you are expected to bring your own liquor/beer if you wish to drink an alcoholic beverage. Typically, the host will provide soft drinks, and the guests will bring ‘hard’ drinks (liquor) if they desire. In the United States, it is not necessary for a guest to take a gift to the host, although it is appreciated. Flowers, candy, or a souvenir from your home country are appropriate.



Promptness: It is very important in this culture to be on time. Public performances and ceremonies (weddings, funerals, church services, and the like) start promptly at the stated time. You should arrive at these functions five or ten minutes early.

When invited to lunch or dinner, you should arrive at the pre-arranged time neither earlier nor later. You usually are expected to stay at least an hour after the conclusion of the meal for conversation and pleasantries. An evening party typically lasts a total of two or three hours. This is not a rigid practice, however, and if your host urges you to stay longer and you are having fun, by all means accept. If an

interval of time is stated (for instance: 'from 3 to 5 p.m.' or 'from 5 to 7 p.m. '), it is acceptable to arrive anytime between the stated hours. One should leave within 30 minutes of the designated departure time, however.

You must be on time for all appointments with professors, doctors, and other professional persons. Sometimes emergencies may delay these professionals for as long as an hour and you may have to wait. If the delay creates a hardship for you, you may reschedule your appointment.

Telephoning: Except in emergencies, it is most polite to telephone after 8:00 a.m. and before 9:30 p.m.

Expressing Gratitude: A telephone call or short letter of thanks is appropriate after dinner engagements and especially after staying overnight with a host family or friends. Often only one word of appreciation as you leave is enough. You can determine which option is most appropriate by how well you know your hostess. A more formal relationship with your host makes written thanks more appropriate.

Gratuities/Tipping: Service charges or gratuities are rarely added to the bill in American hotels or restaurants, but are often expected and needed by the employees. Here are some general rules:

1. Do not tip anyone in a cafeteria or motel, or in any place where you provide your own service. You do not tip on buses or airplanes.
2. In a restaurant, the tip for the waiter or waitress is usually 15% of the total bill. In a hotel, the bellboy who takes you to your room usually gets \$2.00 for each suitcase.
3. Groups of 6 or more will usually have a mandatory 18% gratuity included as part of the bill.

GESTURES IN THE UNITED STATES

A firm handshake, accompanied by direct eye contact, is the standard greeting in the United States. Occasionally, among very good friends who have not seen each other for long intervals, women may briefly hug other women, and men may quickly kiss the cheek of a woman. Males rarely hug one another, however. Occasionally, men may shake hands with the left hand either covering the handshake or lightly gripping the forearm.

Direct eye contact in both social and business situations is very important. Not doing so implies boredom or disinterest.

Americans generally respect queues and will form lines in an orderly fashion. To shove one's way into such a line will probably generate both anger and verbal complaints.

Waving 'hello' or 'goodbye' is done by extending the arm, palm facing down and waving the hand up and down at the wrist joint. Another variation is to raise the arm, palm outward, and move the whole arm and hand back and forth like an upside down pendulum. This may be important to know because in many countries this is a signal for 'no'.

There are two well-known insulting gestures in the United States. Both are recognized in all part of America. They are:

- The middle finger thrust
- The forearm jerk

Many Americans become uncomfortable with periods of silence. Therefore, in business or social situations, if a gap occurs they will quickly try to fill in with conversation.

Winking in America can send diverse messages: flirtation, friendliness, amusement or to signal 'I am just kidding'.

When driving, automobiles are equipped with flashing lights as turning signals. If these are not operating, or if cyclists wish to signal for a turn, the proper procedure is as follows: extend the left arm straight out of the driver's window to mean 'I plan to turn left', and bend the arm upward to signal 'I plan to turn right'.

Beckoning can be done by either raising the index finger or repeatedly curling it in and out, or by raising the hand (palm facing inward) and wagging the fingers back toward the body. Either is acceptable.

To call a waiter, just raise one hand to head level or above. To signal that you want the check, make a writing motion with two hands (one hand representing the paper, the other making a writing motion).

When dining, many Americans are taught to keep their left hand in their lap and eat with the right hand. It is permissible to sit at a table with both wrists resting lightly on the table. When engaged in

deep, close conversation, two people might even lean forward, with elbows on the table, but strict practitioners of etiquette in America frown on this.

It is considered impolite to use toothpicks in front of other people.

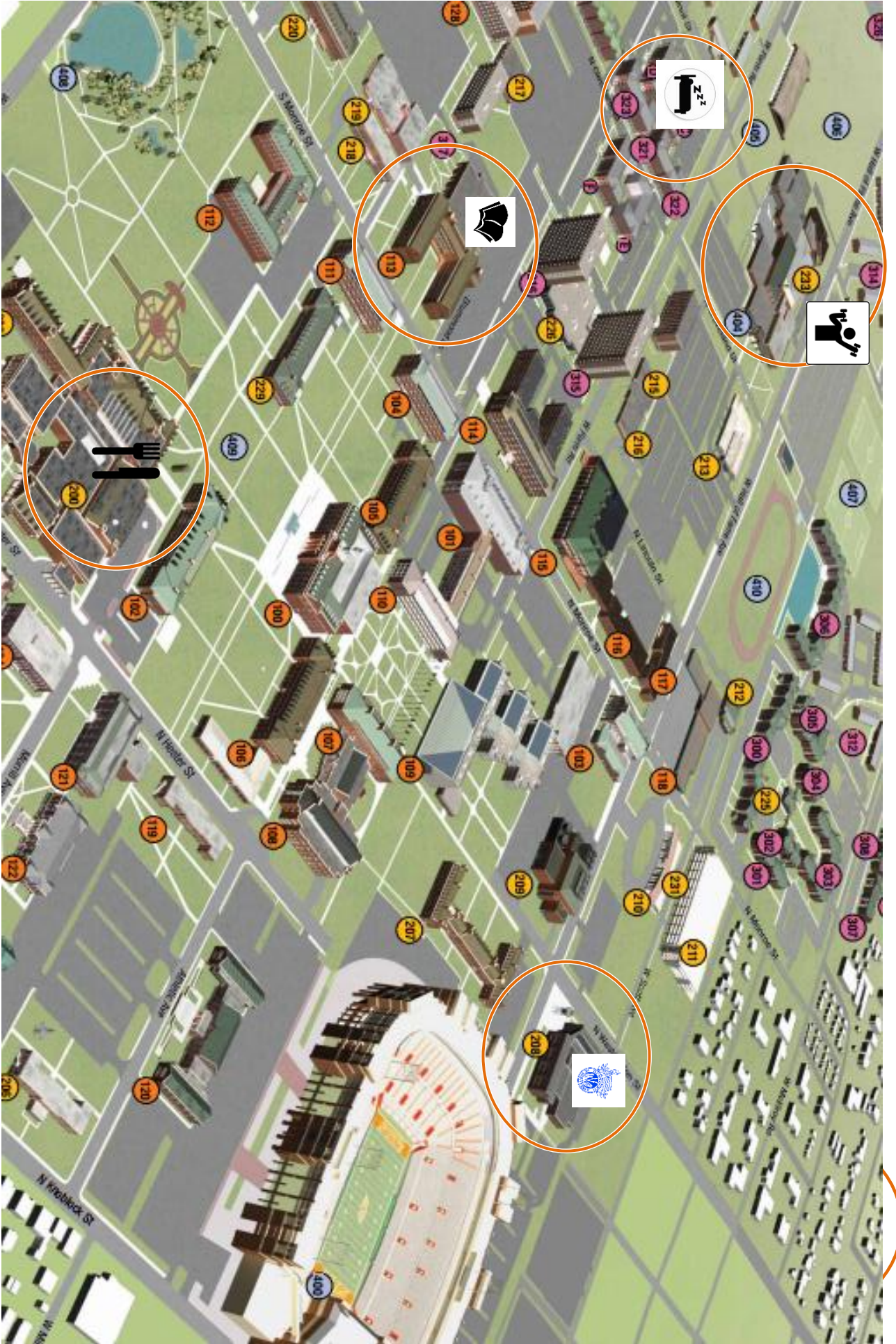
It has become an important courtesy in the United States to ask permission of your host or hostess before smoking.



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