All Towson University numbers begin with area code 410 plus 704 followed by a four-digit number. If you call from on campus you must use the five-digit extension. For example, if you are at home and you want to call the ELC, you must dial 410-704-2552; however, if you are on campus using a campus telephone, you would simply dial 4-2552.

Admissions 
Graduate & Undergraduate Permanent Residents and Citizens 
7800 York Road, 2nd floor
410-704-2113 
David Fedorchak, Director 
grads@towson.edu

Counseling Center (personal problems, depressions, homesickness) Glen Esk Building
410-704-2512 
Gregory Reisling, Director

English Language Center Enrolment Services Building Suite 331
410-704-2552 
Shelley Etzine, Director

Health Center (for health problems, insurance)
410-704-2466 
Matt Goldstein, Director 
Angelina Royer, RN 
Cheryl Compton (Insurance)

Housing – off campus
410-704-3307 
Student Development Office

International Student and Scholar Office (visa and immigration questions and more)
410-704-2421 
Gail Gibbs, Director 
7720 York Road, 2nd floor

Judicial Affairs (for legal problems, complaints against TU) AD 236
410-704-2055 
Robert Giordani

Library (Cook)
410-704-2461 
Information Desk

Parking Services UU – Garage
410-704-2284 
Auxiliary Services Business Office

Police (Towson University)
410-704-2133 or use emergency boxes on campus

Police (Emergency – off campus)
911

Post Office 
University Union
410-704-3523

ELC OFFICE HOURS 8:30 a.m. – 4:30 p.m. Monday – Friday

IN THE CASE OF SNOW OR OTHER POSSIBLE SCHOOL CLOSINGS CALL 410-704-6397 or 410-704-2000 OR WATCH ANY EARLY MORNING TV NEWS PROGRAM, ESPECIALLY ON ABC, CBS, OR NBC. SCHOOL CLOSING ANNOUNCEMENTS ARE USUALLY MADE EARLY AND OFTEN SCROLL ACROSS THE BOTTOM OF THE TELEVISION SCREEN IN ALPHABETICAL ORDER.
Please read the information in this handbook carefully. It will answer many questions about studying at Towson University and the ELC. It will also help you have a rewarding experience living in a new environment.
FEATURES OF SUCCESSFUL LANGUAGE LEARNING

- **A personal learning style** – Do what works for you!
- **An active approach to the learning task** – Use ENGLISH as much as possible!
- **A positive attitude toward learning the new language** – You want to do this!
- **A willingness to practice** – Go to the language lab! Listen to the news every chance you get! Read Newspapers! Write in your journal!
- **A willingness to use English in daily situations** – Do you speak to other ELC students in English or in your native language? Make friends with student in your classes who do not speak your native language.
- **Strategies or methods to learn the language** – Do you prepare for your reading class the same way as you prepare for listening or speaking?
- **Building upon knowledge you already have about English to learn more English** – Do you use in your compositions and in your conversations the structures you are learning in your grammar class?
- **Searching for opportunities to use what you are learning** – Have you spoken to the clerk in the grocery store? Do you say “hello” to your neighbor? Do you read a newspaper article or magazine article every day?
- **Self-monitoring your progress** – Do you sense in yourself that you are getting better in your use of the language? Is it easier to understand a conversation with an American friend? Are you reading the newspaper without using your dictionary as frequently?
- **Learning to think in English** – Are you translating to your native language every time you listen to English or are you understanding without translation? A very good sign of progress in English is dreaming in English!

Make learning English your #1 priority!
Welcome!

Welcome to the English Language Center at Towson State University. We hope that you will enjoy your stay here in the Baltimore area and take advantage of the educational opportunities not only on campus but throughout the community as well. The United States is a large country of great diversity. Towson State reflects the multicultural characteristics of race, religion, nationality, and gender.

While the United States has been called the great “melting pot,” the term is probably not an accurate one. Rather than all blending together to form a homogenous unity, the many colors and creeds of American citizens and immigrants have maintained an identity while contributing to the society as a whole.

This handbook is intended to help you adjust to your new life here at Towson State. The rules and regulations in our program may differ from those in your own schools, so it is very important to familiarize yourself with the first section of the handbook. The second section offers advice on how to fit safely into American society to minimize inconveniences or cultural misunderstandings. “Getting Around Town” should provide useful information about basic services (banking, mailing letters) and local sights. At the back you will find maps of the area to give you a sense of place.

Take some time to read through this manual and keep it on hand as a reference. We hope that your stay at Towson University will be a pleasant and educational one. Remember that there are many resources here as well as people (particularly in the E.L.C.) to turn to if you have a problem.

Have a wonderful semester. We are glad you decided to join us!

Sincerely,

Lynda R. Mermell
Director
English Language Center
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Important Phone Numbers</th>
<th>inside cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the ELC</td>
<td></td>
</tr>
<tr>
<td>Features of Successful Language Learning</td>
<td></td>
</tr>
<tr>
<td>Life in an ELC Classroom: Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>Procedures in an American Classroom</td>
<td>1</td>
</tr>
<tr>
<td>Time</td>
<td>2</td>
</tr>
<tr>
<td>Attendance</td>
<td>2</td>
</tr>
<tr>
<td>Homework and Late Assignments</td>
<td>2</td>
</tr>
<tr>
<td>Books and Required Materials</td>
<td>3</td>
</tr>
<tr>
<td>Make-up Quizzes and Tests</td>
<td>3</td>
</tr>
<tr>
<td>Grades</td>
<td>3</td>
</tr>
<tr>
<td>Advising</td>
<td>3</td>
</tr>
<tr>
<td>Probation</td>
<td>4</td>
</tr>
<tr>
<td>Student-Teacher Relationships</td>
<td>4</td>
</tr>
<tr>
<td>Student Names</td>
<td>4</td>
</tr>
<tr>
<td>Parking</td>
<td>5</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>5</td>
</tr>
<tr>
<td>Student Concerns</td>
<td>5</td>
</tr>
<tr>
<td>English in the Classroom</td>
<td>6</td>
</tr>
<tr>
<td>School Closings and Delays</td>
<td>6</td>
</tr>
<tr>
<td>Placement and Class Changes</td>
<td>6</td>
</tr>
<tr>
<td>Cell Phones and Pagers</td>
<td>6</td>
</tr>
<tr>
<td>Behavior in the Classroom</td>
<td>7</td>
</tr>
<tr>
<td>Cleanliness</td>
<td>7</td>
</tr>
<tr>
<td>Leaving the ELC Early</td>
<td>7</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>8</td>
</tr>
<tr>
<td>Class Descriptions and ELC Resources</td>
<td></td>
</tr>
<tr>
<td>Speaking and Writing</td>
<td>9</td>
</tr>
<tr>
<td>Reading and Grammar</td>
<td>10</td>
</tr>
<tr>
<td>Listening and Electives</td>
<td>11</td>
</tr>
<tr>
<td>Student Resources</td>
<td>12</td>
</tr>
<tr>
<td>Life in America: Public Behavior, Safety and Health</td>
<td></td>
</tr>
<tr>
<td>Public Behavior and Safety</td>
<td>13</td>
</tr>
<tr>
<td>Police, Emergencies, and Health Services</td>
<td>14</td>
</tr>
<tr>
<td>Escort Service</td>
<td>15</td>
</tr>
<tr>
<td>Drinking and Driving</td>
<td>15</td>
</tr>
<tr>
<td>Theft and guns</td>
<td>15</td>
</tr>
<tr>
<td>Bribery</td>
<td>16</td>
</tr>
<tr>
<td>Sexual Harassment and Rape</td>
<td>16</td>
</tr>
<tr>
<td>A Little Street Wisdom</td>
<td>17</td>
</tr>
<tr>
<td>Police Phrases</td>
<td>18</td>
</tr>
<tr>
<td>Cultural Adjustment</td>
<td></td>
</tr>
<tr>
<td>Culture Shock</td>
<td>19</td>
</tr>
<tr>
<td>Making Friends</td>
<td>20</td>
</tr>
<tr>
<td>Visiting Neighbors and American Friends</td>
<td>20</td>
</tr>
<tr>
<td>Touching in Public</td>
<td>21</td>
</tr>
<tr>
<td>Clothing</td>
<td>21</td>
</tr>
<tr>
<td>Food and Exercise</td>
<td>22</td>
</tr>
<tr>
<td>Asking Questions</td>
<td>24</td>
</tr>
<tr>
<td>Complaining</td>
<td>25</td>
</tr>
<tr>
<td>U.S. Holidays</td>
<td>27</td>
</tr>
<tr>
<td>Getting Around Town</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Transportation</td>
<td>31</td>
</tr>
<tr>
<td>Money and Banking</td>
<td>32</td>
</tr>
<tr>
<td>Postal Service</td>
<td>35</td>
</tr>
<tr>
<td>Restaurants and Carry-outs</td>
<td>36</td>
</tr>
<tr>
<td>Supermarkets, International Markets, Malls,</td>
<td>38</td>
</tr>
<tr>
<td>Outlets</td>
<td></td>
</tr>
<tr>
<td>Attractions in and around Baltimore</td>
<td>39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Services and Facilities</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore, Technology Services, Counseling</td>
<td>43</td>
</tr>
<tr>
<td>Center, Library, Day Care Center, Health</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>Multicultural Institute, Parking Services</td>
<td>44</td>
</tr>
<tr>
<td>Post Office, Religious Activities, Towson</td>
<td></td>
</tr>
<tr>
<td>Shuttle Bus Service, Collegetown Shuttle</td>
<td></td>
</tr>
<tr>
<td>University Union, Sports and Recreation</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A few Useful Websites</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1N1 (Swine) Flu</td>
<td>45</td>
</tr>
<tr>
<td>What is the Flu and How to Avoid it</td>
<td>46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Personnel</th>
<th>Page</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix (Other Stuff)</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to be a New Student</td>
<td>50</td>
</tr>
<tr>
<td>Parking at TU – Frequently Asked Questions</td>
<td>52</td>
</tr>
<tr>
<td>Religious Organizations at Towson University</td>
<td>53</td>
</tr>
<tr>
<td>Helpful Links online</td>
<td>54</td>
</tr>
</tbody>
</table>

Index
LIFE IN AN ENGLISH LANGUAGE CENTER CLASSROOM POLICIES AND PROCEDURES
PROCEDURES IN AN AMERICAN CLASSROOM

Teacher expectations of students in an American classroom may differ greatly from those in your country. For example, students are expected to participate actively in American classrooms, which means they must raise their hands to respond to questions without waiting to be called on and volunteer to work in groups on in- and out-of-class assignments. Although some university professors rely primarily on lectures, others – including instructors of ESL – use more interactive methods in the classroom. Students should expect to work with colleagues in pairs and small groups, write journals, discuss films and readings, prepare dialogues and presentations, and become involved in all aspects of their education. Students who apply the skills and concepts being studied become more fluent and accurate, and will also develop the self-confidence required to succeed academically and socially in the United States. Students at the ELC should expect to actively pursue the information and skills needed to acquire English as their second language.

It is important that you, as an English Language Center student, understand the value of gaining proficiency in English before continuing your studies at an American university. Studying English is central to the pursuit of your future goals, whether they be gaining admission to an American university or securing a good job at home. Your time spent at the English Language Center will be time well-spent and will contribute to your success both academically and professionally.

To help you develop your English proficiency each day, the English Language Center requires that you speak only English in your classes. The more you practice English, the greater your fluency will be.

To provide a comfortable and suitable learning environment for everyone at the E.L.C., there are certain rules and procedures to be followed in an American classroom. These rules and policies are described on the following pages.
TIME - In the United States, it is important for you to be ON TIME for all classes and appointments. It is not only IMPOLITE to the teacher and other students to be late, but it can also disrupt the lesson. If you do arrive late, enter quietly and take your seat.

Lateness is considered unacceptable behavior. A student who arrives late three times will be marked absent. Frequent absences may result in receiving a failing grade. Your instructor may refuse to let you enter class if you are more than ten (10) minutes late.

ATTENDANCE - DAILY ATTENDANCE is a REQUIREMENT in the English Language Center. If you are sick, call the English Language Center at 410-704-2552 and leave a message for your teachers to say you will be absent. It is your responsibility to contact your instructor about assignments you missed while absent.

- If you have to make APPOINTMENTS (with doctors, banks, embassies, motor vehicle administration, etc.), make them for times when you do not have class! If you cannot do this and must miss class, TELL YOUR TEACHERS BEFORE that day. You MUST get both the work you will miss that day and your homework assignment.

- Attendance problems will affect both your grades and your immigration status! If you miss more than 10% of your class hours or 6 hours of any one course, during the fall or spring semesters, your grades will be lowered, and YOU RISK FAILING the course and having to repeat it! In the summer, fewer hours may be missed. Chronic non-attendance without a doctor’s excuse may result in dismissal from the ELC program.

- Students are required to bring in a doctor's note if more than three consecutive days of class have been missed for medical reasons.

- Students with an F-1 visa who do not attend classes regularly will be declared out-of-status with Immigration. I-20’s will not be renewed nor will transfers be signed for out-of-status students.

No certificate will be issued to a student who misses a final exam or receives a grade of F in two or more ELC courses in one semester.

HOMEWORK AND LATE ASSIGNMENTS - HOMEWORK IS VERY IMPORTANT IN THE ELC!! Homework is part of your school performance. EVEN IF YOU ARE SICK, YOU WILL BE EXPECTED TO DO YOUR HOMEWORK and turn it in when you return to class. Therefore, be sure you have a telephone number from another student in each class so that you can call to get your homework assignment on a day when you must be absent.

ALL HOMEWORK IS DUE ON THE ASSIGNED DAY! Late assignments may be marked down for each day late; i.e., your grade will be lowered.
BOOKS AND REQUIRED MATERIALS – Students are required to purchase their course textbooks before the first day of classes. In addition, teachers may ask that they also purchase notebooks for journals or book reports as well as other class materials. Students who repeatedly come to class without their books or notebooks may be asked to leave the classroom to go to the bookstore and immediately purchase the required items. Students should always buy NEW books – not books with answers in them!

MAKE UP QUizzes AND Tests - No make up tests/quizzes can be taken unless a student has a medical excuse or has arranged with the teacher IN ADVANCE to take a make up test. When a student makes up an exam, she must do it on the next day that the student is back in school or if possible before the day she will be absent. A teacher has the right to refuse a student’s request for a make-up test.

GRADES - Students should be familiar with the grading system that is used in this program. Both letter grades and percentages may be given on quizzes and tests. Letter grades are generally used for compositions.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>(90-93 A-; 94-97 A; 98-100 A+)</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>(80-82 B-; 83-86 B; 87-89 B+)</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79 *</td>
<td>(70-72 C-; 73-76 C; 77-79 C+)</td>
</tr>
<tr>
<td>D</td>
<td>65 – 69</td>
<td>(D is not a passing grade, but it indicates effort on student’s part)</td>
</tr>
<tr>
<td>F</td>
<td>0 - 64</td>
<td>(Indicates little or no effort on part of student)</td>
</tr>
</tbody>
</table>

- A grade of C indicates weakness in a skill area. The teacher may feel that the student has not mastered the subject well enough to advance and needs more time at this level. Students should not expect to advance to the university with a grade lower than B-. In other words, students in Level 4 must receive a grade of B- or better to pass.
- During the summer semester a grade of B- or better is required to advance to a higher level. This is due to the shorter time period and the need to guarantee mastery of material.

ADVISING – Both the Director and Associate Director serve as student advisors at the ELC. A student with an academic, cultural, or social problem should feel free to request a meeting with either person. If a student prefers to speak with one of his/her instructors, then the student should arrange to meet with that person. All ELC staff are here to support you. In fact, one of the major features of the English Language Center at Towson is the caring, supportive staff.

Advising is available to help students succeed in school and to better understand cultural differences between the United States and the student's own country. No students are required to discuss personal problems.

At the end of the semester, the Associate Director or Director will meet with students who will be entering the university to help select classes, complete the university application and to answer any questions about university admission and life that the student may have.

Sometimes an instructor will request that a student meet with the Director or Associate Director to discuss problems that the instructor has been having with that student. These problems might include: frequent absences, lack of participation in class, rude behavior, or low test scores. Following the meeting, the student is expected to improve his/her behavior or work performance. If this does not happen, then probationary action may be taken. (See next section)
**PROBATION** - Students who are not attending classes regularly, are failing more than one course, are behaving in a consistently rude or disorderly manner in class, or are causing unnecessary difficulties for their teachers may be placed on probation. This means that the student must significantly improve his or her work performance or behavior in order to return to the English Language Center the following semester. If a student has met with the Director or Associate Director of the program and been placed on probation but has not shown sufficient evidence of change in either work or behavior within a designated period of time, the student will be dismissed from the program. **Dismissal from the ELC will require a student to return home and may create visa problems in the future.** This occurs rarely and only in severe circumstances. All new and returning students must sign a contract at the beginning of the semester stating that they understand the policies of the ELC and agree to follow them.

**STUDENT-TEACHER RELATIONSHIPS** - Teachers in the U.S. may seem very informal to students from other countries. Some teachers may ask you to call them by their first names. If you feel uncomfortable with this, you may call them Ms., Miss, Dr., or Mr. with their last names, for example: Lynda or Ms Mermell; Mac or Dr. McTague. It is not common in the USA to call an instructor “Teacher,” but it is not impolite. It is rude, however, to address a teacher by a last name. If your teacher's name is Anne Colgan, you may call her "Anne" if she asks you to, or "Ms. Colgan" if you prefer. **DO NOT** call her "Colgan.” If you write to your teachers, write Dear Ms. Colgan or Dear Anne. **DO NOT** write: Hi Sweetie or Hi Honey, etc!

Sometimes teachers and students develop a friendly relationship and talk a lot outside the classroom. It sometimes surprises students to learn that this has **no effect on their relationship in class.** You will still be expected to do your work, and you will be treated and graded like all other students during class time.

Although your teachers in the U.S. may be less formal than those in your own country, they are to be treated with **RESPECT.** You show respect to your teachers in the U.S. by **taking your classes seriously, paying attention and participating in class, doing your work, thinking about your work, and asking questions.** In addition, arrive on time to class and conferences, look at your teacher when she/he is speaking to you, avoid staring and making unnecessary or rude remarks, and sit properly in your seat. Do not put your head down on your desk; do not place your feet on the seat in front of you; do not slouch way down in your chair. These behaviors are considered disrespectful.

**STUDENT NAMES:** In some countries, students are not called by their given names and feel uncomfortable using them in the USA, so they prefer choosing American names while studying here. This is perfectly acceptable at the ELC. Any student can use an American name (Sunny, Claire, Amy, Ben, Nick, etc.) if he or she wishes, and the ELC should be informed of this preference at Orientation, Registration, or the first day of classes. ELC instructors make an effort to pronounce names as correctly as possible, so any student who wishes to use his or her real name (Chun Wei, Yoon-Jung, etc.) should let us know. The final decision as to which name a student uses is made by that student and not the department.
PARKING  – Finding a parking space on campus can often be difficult especially in the morning. Arriving late to class because a student could not find a parking spot is not an acceptable excuse. Parking is a problem for everyone, and this simply means that students should plan to arrive earlier in the morning. For more information on parking, see the Appendix at back of Handbook.

PUBLIC TRANSPORTATION  – Another problem that students sometimes encounter is that the public transportation in Baltimore is not always reliable. Occasionally a student will arrive slightly late to the first class of the morning due to a late bus. This is acceptable if it occurs once or twice. However, if a student finds that s/he is arriving late on a daily basis, s/he will need to take an earlier bus.

STUDENT CONCERNS - A student who is dissatisfied with the ELC program should first speak with a teacher to try to resolve the problem. If concerns are not adequately addressed in this way, the student should make an appointment to talk with the Associate Director, Shelley Etzine (410-704-6042). If the student is still dissatisfied and feels his or her needs are not being met, the student should make an appointment with the ELC Director, Lynda Mermell (410-704-4406).

WRONG!  (Things we don’t like to hear!)
I’m late because I couldn’t find parking.
I missed class yesterday because I was too tired to get up.

Hey Teacher! What’s up?
What?
My printer doesn’t work.
Don’t talk so fast, teacher!

Huh? What did you say?
My dog ate my homework!

I paid $3600 for this program, and they failed me! How could they do this to me?

My parents are coming on Friday, so I will miss all my classes next week.

RIGHT!  (Things we DO like to hear!)

Hello, Ms Mermell. How are you today?
Here’s my homework.

Could you please speak a little slower?

I’m sorry I missed class yesterday. Here is my homework.

I’m sorry, but I don’t understand. Can I make an appointment to see you after class?

Excuse me, but could you repeat that, please?

Where is the sign up sheet for the social activity next week?

I am meeting my Conversation Partner at the library after class today.
IN THE CLASSROOM - As soon as you enter the classroom, you are expected to take out your notebook, the text for that class, and the homework that was assigned for that day. When the teacher enters the classroom, student conversation should stop. **Only English should be spoken in the classroom** whether the instructor is present or not. This will provide opportunities for you to practice speaking and to meet people from other countries. Talking in your own language will cause other students to feel excluded and it prevents you from practicing your English skills.

SCHOOL CLOSINGS AND DELAYS – Occasionally the school is closed or delayed because of snow or some other reason. If you think school might be closed or opened late, please listen to a Baltimore radio station (WBAL, for example), watch a Baltimore TV station where you can see closings and delays scrolled across the bottom of your screen, or call the University (see the phone number on the inside cover of this manual).

Here is an explanation of what a delayed opening means:

Normally, the University opens at 8:00 a.m. If the opening is delayed by two hours, for example, then school opens at 10:00 a.m. All the classes that are usually held between 8:00 a.m. and 10:00 a.m. are cancelled for that day. School begins with classes that normally start at 10:00 a.m.

Please drive VERY carefully when there is snow on the roads. Conditions can be slippery and dangerous. Always leave your home extra early in bad weather (even rain) so you will have enough time to arrive safely. If you live on a small street in Baltimore City, don’t expect to see any snowplows.

PLACEMENT AND CLASS CHANGES – All incoming students will be placed in classes based on the results of the placement test given at the beginning of the semester. Any student who feels he or she has been improperly placed in a class should discuss those concerns with the instructor. The instructor can then make a further assessment of the student’s abilities in that particular class. A teacher who thinks a student should move up or down a level will notify both the ELC office and the teacher who will receive that student in the new class. **Students should NEVER change a class or level without first consulting his or her instructor.** A student who is dissatisfied with the final decision may make an appointment to see the Director. Students are not retested between semesters. If a student fails a class, he/she should not ask to retake the placement test.

CELL PHONES AND PAGERS – While students are allowed to carry electronic equipment to the University campus, all cell phones and pagers **MUST BE TURNED OFF** during class time. Equipment should **NEVER** be heard in class, nor may students ever respond to pagers or phones while class is in session.
THE FOLLOWING BEHAVIORS ARE CONSIDERED RUDE OR INAPPROPRIATE IN A CLASSROOM IN THE U.S.

1. Interrupting the teacher or other students.
2. Coming late to class; coming to class unprepared (without homework)
3. Laughing at the teacher or other students inappropriately.
4. Speaking your own language so that no one can understand you.
5. Speaking negatively about another culture or country.
6. Refusing to work in or out of the classroom with a student from another culture.
7. Talking to others while the teacher or another student is speaking.
8. Eating (drinking coffee/tea/soda is sometimes allowed). Eat your breakfast and lunch before or between classes, not during.
9. Smoking (smoking is not allowed anywhere on campus!)
10. Bare feet (taking off your shoes).
11. Picking your nose (putting your finger in your nose). In the United States, it is all right to blow your nose into a handkerchief or tissue.
12. Making body noises (for example, if you burp, keep your mouth closed and say "excuse me")
13. Touching a teacher of the opposite sex anyplace other than on the arm.
14. Making comments about sex (unless the topic is being discussed in class)
15. Making personal comments about the teacher's appearance.

A WORD ABOUT PERSONAL CLEANLINESS: In the U.S., most people use deodorants. In some countries, natural body odors may be considered normal. Students should be aware that people in the U.S. may avoid contact with someone who has body odors that are considered unpleasant. It is also important to wash clothes often using the correct amount and type of soap. Even if the regular use of deodorant is not part of a student’s daily routine, it is recommended that s/he purchase and use one on a daily basis.

LEAVING THE ELC EARLY: Students should not plan to leave the USA before their final exams are over. Although teachers will occasionally administer final exams for a student who has a family emergency (death or illness of immediate family member), this is generally not permitted. A student who does not attend a final exam risks failing the class. Students should make their travel plans for the day after the last exam, or even better, after the Certificate Ceremony. It is hoped that all students will attend our graduation ceremony.

ELC teachers have had many experiences with people from other cultures and with the difficulties of living in a foreign culture. Most have lived overseas in such places as Egypt, West Africa, Central America, and Korea. Therefore, they may understand your culture better than the average person in this country, who may have had fewer contacts with international visitors. Moreover, your teachers will try to help you understand what is and what is not considered socially acceptable in the U.S. Please do not hesitate to ask questions if you don't understand something. We want your stay here in the United States to be a pleasant and educational one and will do everything possible to ease your transition into our culture.
What is plagiarism and what does it mean for a student? Basically, plagiarism is taking someone else’s idea and presenting it as your own. In the United States, this is not only unacceptable, it can be illegal. Plagiarizing is a form of cheating and theft. The Towson University Academic Integrity Policy defines plagiarism this way:

Presenting the work, products, ideas, words, or data of another as one’s own is plagiarism. Indebtedness must be acknowledged whenever:

- one quotes another person’s actual words or replicates (copies) all or part of another’s product. This includes all information gleaned (taken) from any source, including the Internet.
- one uses another person’s ideas, opinions, work, data, or theories, even if they are completely paraphrased in one’s own words.
- one borrows facts, statistics, or other illustrative materials.

Plagiarism may also involve using, without permission and or acknowledgement, computer programs or files, research designs, ideas and images, charts and graphs, photographs, creative works, and other types of information that belong to another. Verbatim statements (exact quotes) must be enclosed by quotation marks, or set-off from regular text as indented extracts, with full citation.

Why do students plagiarize?
- Because they are too lazy to do their own work so they copy the work of other people
- Because writing in English is very hard
- Because they want a higher grade and don’t think they can do as good a job as someone else
- Because they don’t understand the rules of plagiarism due to cultural or language differences.

In some cultures, people believe that knowledge belongs to society not to individuals. If you have knowledge, it is your responsibility to share it. In the United States, however, we highly value the contribution of individuals to our society. People want to protect their “ideas” from being stolen. This includes written material, songs, films, information on the Internet, and photographs. Students who download music from the Internet are actually “stealing” someone’s work without paying for it.

Plagiarism appears most often in writing classes because many students find it very difficult to put ideas into their own original words. International students especially struggle to paraphrase and summarize without copying the words of an article. As challenging as it is to use your own words, this is what you must do.

During your stay at the ELC, you will learn to paraphrase and summarize. You will learn to put quotation marks correctly around the exact words of another person. Even though NOT plagiarizing is difficult, you MUST learn to write and think for yourselves. We would rather see something badly written by you, than a perfect essay copied from another source. You will not learn how to write by cheating. You may fail a class because of it! In the university, you may be suspended or expelled. Plagiarism is serious business. Your teachers will talk more about this with you in your classes.
ENGLISH LANGUAGE CENTER

CLASSES AND DESCRIPTIONS
ELC CLASSES - BRIEF DESCRIPTIONS

SPEAKING

Level 1 – Beginning
Students learn new vocabulary and learn the words and phrases necessary to function in particular contexts as developed in the textbook. Basic communicative skills are learned for survival in the community.

Level 2 - Low Intermediate
Students learn more vocabulary and idioms and practice them in group exercises and in presentations. Discussions and pair work are encouraged. More communicative skills are developed for successful living in America and at the university.

Level 3 – High Intermediate
Students develop skill in understanding English in a larger variety of contexts. Discussion and presentations are longer. Each student is assigned a conversation partner.

Level 4 – Advanced
Discussions and presentations are longer and more academic. Each student is assigned a conversation partner. Students will be able to offer advice, give and obtain information, evaluate cultural activities and events occurring around them, and discuss current issues in society.

WRITING

Level 1 – Beginning
Students at this level concentrate on writing correct sentences and learning to write simple paragraphs.

Level 2 – Low Intermediate
Students at this level are encouraged to use complex sentence structures and to write longer, well-supported paragraphs with effective introductory and concluding sentences. More variety in sentence structure is encouraged.

Level 3 – High Intermediate
At this level, students are required to write a well-developed essay of the three-paragraph style in various rhetorical modes, using an introduction and conclusion. More varied and complex sentence structures are expected to be used.

Level 4 – Advanced
In this class, students will review rhetorical forms, such as narratives and compare/contrasts, and writing introductions and conclusions, while learning the process of writing a research paper. Students develop their summarizing, note taking and paraphrasing skills.
READING

Level 1 – Beginning
The goals of this course are to develop an enjoyment of reading in English, and to develop basic reading skills and vocabulary to enable students to function successfully in Reading 2.

Level 2 – Low Intermediate
In this level, students are into the next step of developing reading comprehension through the skills of identifying main ideas and details, inferencing, skimming, comprehending charts and graphs, identifying speech and sentence parts, and using the dictionary, while building vocabulary via reading in context.

Level 3 – High Intermediate
Reading 3 helps students increase vocabulary and reading speed to predict, skim, scan, differentiate between inference and restatement, understand referents, and understand main ideas at a high intermediate level.

Level 4 – Advanced
Reading 4 introduces students to a wide variety of texts including newspapers, novels, and content based textbooks. Vocabulary building, note taking techniques, summarizing skills, and meaning through context are all developed using authentic materials.

GRAMMAR

Level 1 – Beginning
This level is designed to teach students present and past tense, future tense using “going to”, subject and object pronouns, how to form information and yes/no questions, and to use certain modals such as can, should, and must.

Level 2 – Low Intermediate
This level expands the verb tenses to include progressive and perfect forms, add tag questions and new modals, and includes gerunds and infinitives, as well as count and non-count nouns with quantifiers. The passive voice is introduced here.

Level 3 – High Intermediate
This level reviews all the verb tenses, adds stative passive and participial adjectives, begins the conditional, and deals with both coordination and subordination (noun, adjective, and adverb clauses).

Level 4 – Advanced
This level adds reduction of clauses, expands the conditional form to include wish, and other forms, and devotes much time to integrating grammar with writing as well as speaking. Students will practice TOEFL type exercises and write paragraphs incorporating material learned.
LISTENING

Level 1 – Beginning
Students learn new vocabulary and phrases. They listen to basic information such as telephone messages, brief news reports, and short conversations. They develop basic listening strategies that will help them to better comprehend what they hear.

Level 2 – Low Intermediate
Students learn more vocabulary and idioms and listen to longer and higher level recorded and live messages. To demonstrate comprehension, students will discuss what they have heard.

Level 3 – High Intermediate
At this level, students develop skill in understanding English in a larger variety of contexts. Some TOEFL listening is practiced. Recorded passages are longer and contain more complex structures than at the lower levels. News and weather reports, short lectures, and videos will make up part of the authentic listening materials.

Level 4 – Advanced
Students listen to longer features and lectures and learn the skill of taking notes in an academic setting. Students will listen to and discuss passages relating to current news events, important social issues, and academic subjects. In addition, they will experience authentic university classroom conditions by attending actual classes on campus or listening to guest lecturers. Upon completing this level, students should be prepared for success in an American university

ENGLISH APPLICATIONS

These courses focus on particular skills such as pronunciation or help students to integrate reading, writing, and speaking so that they can understand that individual language skills are interdependent. Students will be assigned a class most appropriate to their needs and level. Classes will meet for approximately three hours per week. Not all classes will be offered every semester.

• **Pronunciation through Music** - The work will address individual and group needs of pronunciation as well as stress and intonation. Proper pronunciation will be achieved through songs which students will practice, sing and discuss.

• **Vocabulary Development through Film** - Students will watch scenes from popular films to learn vocabulary – idioms, slang, and common words. Students will practice using these words in their own dialogues and sentences.

• **Advanced University Skills** - This course acquaints students with the culture of the American classroom. Students will learn to budget their time, acquire strategies for listening and reading and techniques for making presentations, as well as receive important information about American university life and the expectations of professors. Guest lecturers will address the class to provide authentic listening and note-taking experiences.

• **IELTS** – preparation for the IELTS test.
American Travel Adventure – plan your next vacation by studying the United States and its most popular scenic, historic, and recreational destinations. Students will read brochures, surf the Web, listen to travel videos, learn idioms and other vocabulary, and write about American vacation hotspots. Designed for intermediate to high intermediate students.

Culture Through the Media: Through this course students learn about the many facets of American culture. Films, television programs, newspapers and magazine are used to explore various features of American culture.

Graduate Track Level 5 - This can be a full time or part time program depending on the needs and visa requirements of the student. The courses in this track are designed for students who are in the process of applying to graduate school and need to achieve at least 550 (PBT) or 80 (iBT) on the TOEFL. These courses are also suitable for students who are already in graduate programs but need additional language support, or for students who are interested in enhancing their skills for graduate level work. This is also an option for ELC students who are completing their Level 5 classes but do not feel confident enough to enroll in university classes. In addition, ELC students who do not intend to study in an American university but wish to maintain their full-time status after completing some of their Level 5 classes can enroll in one or more of these advanced courses.

Listening and Speaking 5 - In this class, students will focus on developing highly proficient note-taking skills through intense practice listening to academic lectures and on improving their confidence in conversations with peers and teachers. Students will practice speaking skills necessary to participate in class discussion and debates and in conversations with classmates, advisers, and teachers. Students will also practice presentation skills.

Reading, Writing, and Grammar 5 - This is an integrated class in which students will work on advanced reading, writing, and grammar skills. Students will read a large quantity and variety of materials selected to suit the specific needs and interests of the students in the class. Students will demonstrate comprehension through writing and in-class discussion and debate. Students will practice the conventions of writing for academic purposes and will be given feedback on their ability to present and support a thesis as well as use appropriate rhetorical structures.

Accent Modification
Each student will be given an individual assessment of their pronunciation. Based on this assessment, each student will receive a detailed plan of what sounds and pronunciation patterns they need to work on in order to be more easily understood.

Independent Study
Students will use this course to conduct research in their majors in an area of particular interest and usefulness to them. Students will receive an orientation to the university library and will be assisted in arranging class observations or field visits if necessary. Teachers will be available to advise students throughout the process.

ELC Student Resources

In addition, a TOEFL preparation course is offered at an additional fee. This course covers all parts of the new computerized TOEFL test plus test-taking strategies and computer techniques. Exercises in listening, structure, and reading, as well as several practice tests during the semester, will help prepare the students for the real thing. An Institutional paper and pencil type TOEFL exam is given at the end of the course. The course is offered three times per year, fall, spring, and summer.
Television and movies sometimes show America to be a violent society. In fact, most people never experience any danger. However, we recommend that students take certain precautions. While living in an unfamiliar environment, many of these things should be done anywhere in the world.

- Students should be careful where they go, especially at night. They should ask teachers or someone in the ELC/ISSO office about neighborhoods.
- Students should always try to walk in groups at night.
- When driving, especially at night or in unfamiliar neighborhoods, keep windows up and doors locked at all times.
- If you feel you are being followed in your car, DO NOT drive to your home. Instead, drive to a police station or somewhere that is well lighted and crowded. If you have a cell phone, call 911.
- **NEVER** give your phone number, address, or other personal information to people whom you don't know well.
- **NEVER** offer a ride to anyone. If someone approaches your car and you want to talk to him, open your window only an inch. If you feel uncomfortable, drive away.
- **NEVER HITCHHIKE** - **NEVER** accept a ride from a stranger. Do not get into anyone's car unless you know the driver and feel comfortable!
- If someone insults you on the street or in a bar, it is best to ignore the comment if possible. Walk away. If the person or persons follow you, look for a police officer. **NEVER** fight, especially in a bar!
- Female students should be **very cautious** about entering a man's room without another friend being present.
- Some American men may think that foreign women are easy sexual targets. Similarly, some male foreign students may feel American women are easy sexual targets. **Neither belief is true.** Stereotypes have been created by movies and books, and stereotypes are false representations of people!

**REMEMBER:** you are in a new and different culture and you may not understand the customs and signals that men and women give each other. **NEVER DO ANYTHING THAT MAKES YOU FEEL UNCOMFORTABLE OR THAT THE OTHER PERSON OBJECTS TO.**

If you have questions about safe or proper behavior in the United States, **do not hesitate to ask one of your teachers!**
Occasionally a situation may arise when you will need the assistance of the police. If you have an emergency ON CAMPUS, the Towson University Police are available to help you (410-704-2133). The university police will assist you if something of yours has been stolen, if someone bothers you, if you have a fight with someone on campus, or with almost any other problem you might have on campus. The Towson University police are VERY FRIENDLY and WILL NOT HURT you. They know that international students are on campus and will try to assist you even if your English is limited. There is also one police dog on campus, which is extremely approachable and loves to be petted. Do not be afraid to contact the police if necessary. There are blue emergency call boxes located all around campus if you need assistance or wish to report a problem.

If you have an emergency OFF CAMPUS, contact the local police by dialing 911 on a telephone. Always tell the police that you are a Towson University student. NEVER argue with a policeman. NEVER resist arrest.

If you are arrested for any reason or are the victim of a crime you can call Gail Gibbs, Director of the ISSO or Margaret Richmond, Assoc. Director in the International Student and Scholar Office. They can assist you in finding translators, lawyers, and other people to help you. (410-704-2421)

HEALTH SERVICES – All students are required to have health insurance. Medical care is expensive in the United States, but health care without insurance can be unaffordable especially in case of an accident or major illness. The Dowell Health Center (410-704-2466) is available to students (be sure to have your ID) but only at certain hours of the day. For emergencies, you can call 911 or go to the nearest hospital emergency room. A cold, sore throat, or stomachache is NOT an emergency. Students who seek medical help at an emergency room for non-urgent problems will probably wait up to an hour or more to be seen and then will pay expensive bills. GBMC (Greater Baltimore Medical Center) on Charles Street and St. Joseph’s Hospital on York, just south of TU, are the closest medical centers to the university. GBMC has an Urgent Care Center from 10:00 a.m. – 10:00 p.m. (443-849-3161), where students can avoid lengthy emergency room waits. Students who do not have health insurance must purchase a policy available through the Dowell Health Center.

Medicines in this country are sold “over-the-counter” (for colds, headaches, stomach upsets, etc.) or by prescription (narcotic pain relievers, antibiotics, etc.) Prescription medication must be prescribed by a physician and purchased at a pharmacy. Ask for the “generic” brand of a medication because it is much cheaper than a name brand. When you make an appointment to see a doctor, BE ON TIME! If you must miss an appointment, be sure to call and cancel in advance. Some doctors will charge a patient for a missed appointment that has not been cancelled. Most doctors expect payment to be made at the time of the visit. Many doctors will not send a bill to patients. Find out in advance how much you will need to pay.
Below is some further information and advice to make your stay in America safe and pleasant.

**ESCORT SERVICE** - The Escort Service is a crime prevention program designed to provide safe transportation on campus during the evening. Any student, male or female, who wishes to be driven from a campus building to another campus building or parking lot should call 410-704-SAFE (410-704-7233). This service is available daily, between 10 p.m. - 2 a.m. After 2:00 a.m., students may call 410-704-2133 (the TU police) to request a police escort. The campus can be very deserted and quiet late at night. **Do not feel embarrassed to call the police!** Your safety is important to everyone!

**DRINKING AND DRIVING** - Driving while drinking, drunk, or even slightly drunk is a serious crime. Many people who drive drunk have accidents, which sometimes kill people. **NEVER DRIVE AFTER YOU HAVE BEEN DRINKING.** If a policeman stops you for drunken driving, you will pay a large fine and may lose your license.

Whenever you are in a situation where there is alcohol, a "designated driver" should be chosen. A designated driver is a person who does not drink on a particular occasion and who can drive his/her friends safely home. In the United States, friends alternate being the designated driver. That means on one night somebody doesn't drink so that that person can drive safely. On the next occasion, a different person doesn't drink, and so on. If you are with a group of people who have been drinking, including yourself, **take a taxi home.**

**DO NOT DRIVE DRUNK AND DO NOT RIDE WITH SOMEONE WHO HAS BEEN DRINKING!**

**THEFT** - Theft can occur in any country, but it is important to remember that in America, some people carry guns. If someone tries to steal your wallet, car, bicycle, or anything else of yours, **NEVER RESIST.** Let the thief take what he wants. **Do not argue or try to fight!** When the thief has gone and you are safe, you can call the police at 911. Do not chase a thief.

**GUNS/WEAPONS** - It is legal for Americans to buy guns. Unfortunately some people use them when they are angry, drunk or on drugs. If someone tries to rob you, **NEVER RESIST.** Hand over your wallet or purse without a fight. **DO NOT chase a thief!** As soon as you are out of danger call the police. **It is important to remember that most Americans DO NOT carry guns**

It is never advisable for students to have guns. Statistics show that people who own guns are often injured by their own guns. This may happen because a criminal is able to take it from a person or because the owner accidentally shoots himself. **NEVER** have a gun in a house where children are living!

**Students should also NOT carry knives or other weapons.** It is better to avoid going out alone or even with a friend late at night, especially out of your own neighborhood. If you are hungry, you can order a pizza delivery.
**Bribery** - Bribery is offering money or gifts in order to influence someone. If you are caught speeding or committing any other offense (breaking a law), you must pay the fine or follow the required legal process. Bribery is considered a serious offense. **NEVER** offer money to a police officer or other government official in order to have a fine or penalty reduced or eliminated.

**NEVER** offer money or gifts to a teacher and expect your grade to be raised. Small gifts of appreciation may be given **AFTER** exams. Gifts that are given before exams will NOT influence the teacher in any way.

**Sexual Harassment** – This occurs when a person is made to feel uncomfortable due to any actions or words of a sexual nature. For example, asking a woman about her personal sexual habits is considered to be sexual harassment. Staring at a woman, following her, repeatedly talking to a woman who expresses a desire to be left alone can also be viewed as harassment. If something happens to you and you have questions or feel that you need to talk about this with a counselor or just want some advice you can call the **Sexual Assault/Domestic Violence Crisis Hotline** which is open 24 hours/day at **410-828-6390**. All information is confidential.

**Rape** - To rape someone (usually a woman) means that a man forces a woman to have sex when she doesn't want to. To be raped means that a person (usually a woman) has been forced to have unwanted sex with someone. Date Rape occurs when a male and female go out together, and the male forces the woman to have sex with him. It does not matter whether the woman knows the man or if he is a stranger. Rape is rape. Women should avoid drinking alcohol when on dates, especially when with men they do not know well.

In the USA, forcing sex on a person is a SERIOUS CRIME - even if a woman comes willingly to your apartment or home or enters your car. If a woman says "NO" at any time, STOP what you are doing. "NO" means "NO." It does NOT mean "maybe" or "yes!" Whether the woman is a stranger, an acquaintance or a friend, if you force her to have unwanted sex, you will have committed RAPE. **The penalty (punishment) for rape is very severe.** **REMEMBER:** "No" means "No" and "Stop" means "Stop!"

A **Note to Women:** A man **NEVER** HAS THE RIGHT to rape a woman. Nevertheless, women must remember that this crime does occasionally occur. Therefore, women should always use common sense when they go out to bars, enter a man's room, or invite a man into their apartments. It is usually best to have a good friend with you. Know your limit when drinking alcohol. Do not leave drinks unattended when dancing or going to the ladies’ room.

Even if you know the man very well, if he forces you to have sex, then it is rape. If this happens to you, call the police. Do NOT be embarrassed. The police are specially trained to help women who have been sexually abused.

If something happens to you and you have questions or feel that you need to talk about this with a counselor or just want some advice, you can call the **Sexual Assault/Domestic Violence Crisis Hotline**, which is open 24 hours/day at **410-828-6390**. All information is always confidential.
1. BE PREPARED FOR EMERGENCIES THROUGH CAREFUL PLANNING
   • Know whom to call in an emergency (911, on campus = 410-704-2133)
   • Carry identification (TU student ID, driver’s license) at all times. Picture ID is best.

2. BE CAREFUL WITH YOUR MONEY AND POSSESSIONS
   • Do not carry a lot of money, but always carry some! (Sometimes criminals become angry if their victims have no money – at least $10 or $20.) Carry checks or credit cards instead of large sums of money.
   • Keep your things with you at all times or ask a friend to watch them. Use the lockers available near the bookstore.
   • Women: pay attention to your purses hanging from your chairs especially in crowded places.

3. AVOID GIVING PERSONAL INFORMATION TO PEOPLE YOU DO NOT KNOW.
   • Do not invite strangers into your home.
   • Women: do not enter the home or room of a male without another friend.
   • Do not accept rides from strangers (hitchhike.)
   • Do not give rides to strangers (hitchhikers.)
   • Do not give personal information to strangers (name, address, marital status, etc.)

4. KNOW AND OBEY THE LAWS.
   • Do not drink and drive
   • Obey “No Smoking” signs. It is against the law to smoke in public buildings.
   • Do not speed – know and obey all traffic laws.
   • The drinking age for alcohol in the U.S.A. is 21! Buying alcohol for underage friends is also illegal.

5. BE SMART IF YOU HAVE TROUBLE
   • Travel with friends at night.
   • Do not go into unknown areas.
   • If you have car trouble, find a telephone and call a friend or “311” (police, non emergencies)
   • Keep your car doors locked and your windows closed especially at night. If you need to talk with someone, open your windows about an inch.
   • Do not argue or fight with a criminal (or a police officer!)
   • If you are involved in a crime as a witness, remember what you can and tell a police officer. Try to stay calm.
   • Women: be cautious about being alone with strangers. Use the “escort service” on campus. Do not drink in bars or at parties with strangers. Be careful what and how much you drink. Do not leave your drink unattended. There is something called a “date rape drug” that can be slipped into a drink that has been left unwatched while a female has gone to dance or to the ladies’ room. This is rare but please be careful. It is best to order a fresh drink.

Thanks to the Towson University Police for this helpful information.
# LITTLE CHEAT SHEET OF POLICE PHRASES

<table>
<thead>
<tr>
<th>Number</th>
<th>Phrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Are you a Towson University student?</td>
</tr>
<tr>
<td>2.</td>
<td>What is your name?</td>
</tr>
<tr>
<td>3.</td>
<td>What is your D.O.B? (date of birth)</td>
</tr>
<tr>
<td>4.</td>
<td>Where do you live?</td>
</tr>
<tr>
<td>5.</td>
<td>What’s your phone number?</td>
</tr>
<tr>
<td>6.</td>
<td>Are you hurt?</td>
</tr>
<tr>
<td>7.</td>
<td>Do you need help?</td>
</tr>
<tr>
<td>8.</td>
<td>Do you need a doctor? (if you have been involved in a car accident, no matter how minor, you should see a doctor. Sometimes, pain can bother you several days later, so it is important to see a doctor right away. Also, for insurance reasons, you should have yourself checked out and make a report.)</td>
</tr>
<tr>
<td>10.</td>
<td>I’m here to help you.</td>
</tr>
<tr>
<td>11.</td>
<td>Can I call someone for you?</td>
</tr>
<tr>
<td>12.</td>
<td>Do you want to call a friend/family member? (Do not forget to call the ISSO to report an accident or problem, especially if you are going to need to miss classes.)</td>
</tr>
<tr>
<td>13.</td>
<td>Do you want to call a(n) attorney/lawyer?</td>
</tr>
<tr>
<td>14.</td>
<td>Do you want to press charges? (officially accuse someone of a crime)</td>
</tr>
<tr>
<td>15.</td>
<td>Tell me what happened.</td>
</tr>
<tr>
<td>16.</td>
<td>Can you describe the person/car/vehicle?</td>
</tr>
<tr>
<td>17.</td>
<td>Did you get the license number?</td>
</tr>
<tr>
<td>18.</td>
<td>Can I see your driver’s license and vehicle registration? (vehicle = car, truck)</td>
</tr>
<tr>
<td>19.</td>
<td>Step out of your car.</td>
</tr>
<tr>
<td>20.</td>
<td>Spread your legs. (If the police suspect you of a crime, they may make you lean against your car or a wall “spread eagle” which means with your legs apart and your arms up and wide open. This way they can quickly feel you for weapons or anything else they may be searching for. You have probably seen this on police television shows. Always cooperate with the police.)</td>
</tr>
<tr>
<td>21.</td>
<td>Police! Freeze! Halt! (STOP!)</td>
</tr>
</tbody>
</table>

**NOTE:** If you feel that you have been mistreated by the police, be sure to get that officer’s badge number and name and report the incident to the ISSO. This rarely happens, but occasionally the police may make a mistake and wrongly accuse you. It is important to remember that in the United States, your rights as a citizen or a visitor are protected by law.

**Remember: When you are nervous you might forget your English!** Try to stay as calm as possible. If you do not understand the police officer, ask him/her to speak more slowly. Ask for an interpreter (someone who speaks your language and who can translate for you.) Towson University police have much experience working with international students and will do everything to help you. Be sure to tell a Baltimore City or Baltimore County police officer that you are a Towson student so that the University can be contacted.

Thanks to the Towson University Police for their help in compiling this information.
CULTURAL

ADJUSTMENT

CULTURE SHOCK

FOOD AND EXERCISE

ASKING QUESTIONS

COMPLAINING

U.S. HOLIDAYS
CULTURAL ADJUSTMENT

CULTURE SHOCK - Learning to live in another culture, especially one that may be very different from your own, is never easy. For most people, their emotions (feelings) may change dramatically (a lot) from day to day, week to week, or month to month. At first you may love being in the United States, where everything seems new and exciting. This is called the “honeymoon period.” Then you may suddenly hate listening to English. You may hate American food and the way American people act. You may miss your friends and family and culture very much. This is your first “valley,” or experience with “culture shock.” You may have physical affects such as head or stomachaches. Simple, everyday activities such as using the phone, shopping, or getting up in the morning, may require extra effort. You may feel homesick and sad and lack self-confidence.

Gradually it all changes again and you may find yourself very happy here and wish you could stay forever. This is a period of adjustment to your new society. Although you still miss home, you are beginning to understand American life and culture. A new phase of culture shock may occur again when you feel detached and not understood in English. Because you think you are not understood, you may feel that you and your whole culture are being rejected by the United States. Again, you may experience fatigue, sorrow, loss of appetite, and self doubts. Do not worry! This low period will end, too, and you will find yourself enjoying life in a new way. Eventually you will develop strategies for living comfortably in your host culture and you will begin to feel a part of it.

These dramatic changes do not happen to everyone, but if they happen to you, do not worry and think there is something wrong with you. Try not to make any important decisions when you are feeling lonely or homesick, because you may regret them later.

FEELING HOMESICK? HERE IS SOME ADVICE:
• Talk to another person from your own culture who has been here for a while and who seems adjusted to the United States.
• Talk to any friend that you have here, or talk to one of your teachers or an ELC director.
• Continue attending classes because you will probably only feel worse if you sit at home and think about your homesickness. Come to class and talk about your feelings with someone. You will surely find that lots of other students share your feelings.
• Avoid drinking alcohol – alcohol increases feelings of depression. Drinking does not make problems disappear.
• Do something different and fun. Go camping or hiking with friends. Go bowling with friends. Visit the Inner Harbor with friends. Go with friends to an amusement park. Cook your country’s food with friends. Do something that you enjoy doing in your own country. Notice that “friends” have been included in all these suggestions! Don’t be alone. Find someone to be with.
• Attend the ELC social activities!
• Avoid making important decisions – such as going back home! Think things through carefully. Talk with other people before making a decision you may regret later.
• Take good care of your health. Eat properly. Get enough sleep but don’t spend all day in bed!
• If you feel extremely depressed and think you cannot deal with your emotions, see a teacher you trust, the Director, or the Associate Director, so that you can be referred to the Counseling Center.

In the U.S., it is common for people to see help at counseling centers. All information is confidential; that is, no information about you can be given to another person. Gregory Reisling is the director of the Towson University Counseling Center (410-704-2512).
Here are some of the feelings/symptoms that you may experience as you adjust to life in the United States:

- homesickness (missing your family and home)
- sadness
- depression (intense sadness - please talk to someone!)
- headaches (pain in your head)
- fatigue (you may feel tired all the time and unable to do anything)
- inability to sleep (insomnia)
- lack of appetite (not wanting to eat)
- stomachaches (pain in your stomach)
- loneliness (feeling alone, without friends)
- unexplained crying (crying for no reason that you can identify)
- increased drinking of alcohol or use of illegal or other drugs
- skin rash (red itchy bumps on your skin)
- unexplained and inappropriate anger

**REMEMBER: YOU WILL FEEL BETTER AGAIN!!**

**MAKING FRIENDS** – Students living in a new environment need to make friends. Here are a few tips:

- Classes are a good place to meet new people from both your own and other countries. While it is a good idea to develop friendships with students from your country, you will practice and enhance your English language skills if you also spend time with Americans and students from other lands.
- Join a club or organization. There are many different clubs on campus that meet the interests and needs of all sorts of students. There are sports, international, political, religious, social, and service organizations open to most students on campus.
- Join a church/mosque/synagogue in your neighborhood. If you cannot find a suitable place of worship near you, ask your friends on campus to give you a recommendation.
- Go to the TU snack bars or Recreation Center in the Union. Play pool with someone. Talk to the person in line behind or in front of you.
- Volunteer at a soup kitchen, a library, a hospital or for Habitat for Humanity. Go to this website to find opportunities to volunteer around Baltimore with Towson students: [http://www.towson.edu/studentactivities/communityservice/volunteer%20opportunities.asp](http://www.towson.edu/studentactivities/communityservice/volunteer%20opportunities.asp)
- If you live on campus or share an apartment, hang out (spend time) with your roommate. Get to know his/her friends.

**VISITING NEIGHBORS AND AMERICAN FRIENDS** – Hospitality differs from one country to another. In America, it is not polite to visit someone without making prior arrangements. If you go to someone’s house without calling in advance and the person says he or she is too busy to meet with you, don’t be offended. Late night visits and phone calls are especially rude if you aren’t expected. Be considerate of other residents within the area if you are up or outside late at night. Don’t play loud music or have the volume of the television up loud after 10:00 p.m. during the week, or after 11:00 p.m. on weekends.
TOUCHING IN PUBLIC - In America, men who kiss each other or hold hands in public may be considered homosexual. When men greet each other, it is acceptable for them to shake hands or hug each other. American men usually do not kiss each other in public.

Sometimes women may link arms but rarely hold hands. When friends greet each other, they may kiss on the cheek. Women who are introduced to other women in a formal situation will also shake hands.

In a formal situation, men will shake women’s hands when they are introduced. Friends (of the opposite sex or two women) may kiss each other on the cheek. Holding hands is acceptable, as is an occasional kiss for couples. Sexual behavior in public is not considered polite or appropriate. Public homosexual behavior could attract unwanted attention such as staring, rude comments, or even physical abuse. Homosexuality is NOT illegal and in some states, including Maryland, same sex couples can marry.

CLOTHING - American generally like casual clothing and you will see students wearing many different styles of clothing. American women may seem to dress less modestly than in your country. This does NOT mean they are immoral. Students of both sexes often wear jeans and athletic shoes. Men should always wear a shirt when walking outside. Shirts and shoes are required when entering a store or public building. Sandals are acceptable casual footwear. Shorts and sundresses in summer and short skirts are fashionable for females and should not be considered immodest. It is NOT acceptable for men or women to make rude or negative comments about another person’s appearance.

Students should wear clothes that make them feel comfortable. It is not necessary to copy the style of Americans.
FOOD AND EXERCISE

FOOD - Food in the United States tends to contain more fat than is typical in many other diets. This is especially true of fast food restaurants such as McDonald's, Popeye's, Wendy's, KFC, Burger King, etc. Many students who have never cooked for themselves before or can't locate food in markets that they are familiar with often eat at fast food restaurants. This sudden change in diet can cause your stomach to become upset, and the increased fat may cause you to gain weight.

Try to avoid eating pizza, hamburgers, or fried food (chicken, potatoes, etc.) more than once a week. It is sometimes possible to find "salad bars" in restaurants and supermarkets. A salad bar is a large open table offering a variety of salad ingredients including lettuce, cold pasta, tomatoes, olives, cold potato salad, sliced vegetables, beans, croutons (small cubes of toasted bread), etc. You choose whatever you want and place it either in a plastic take-out container or on a plate (for "eat-in" - at the restaurant). This is an excellent option for people who wish to reduce their calories. Another suggestion is to order broiled or roasted food rather than fried. Chicken breasts are less fatty than thighs and legs.

Try to cook at home or at a friend's house. There are a number of "ethnic" markets in the area - Asian, Middle Eastern, Indian, West Indian, etc. Look in the telephone book or at the end of this handbook for listings.

Several Towson University dining rooms offer salad bars as well as a variety of low-fat meals. Stop in at the Patuxent Lounge, PAWS, Glen Dining, or upstairs at the Newell Dining Hall.

EXERCISE - It is very important to exercise, not only for the well-being (health) of your body but also for your mind and emotions! Exercise can help reduce the stress you may feel when living in a foreign country. Although some of you may be under great pressure to succeed in your studies, you will probably learn more if you take "breaks" and move your body.

Towson University is equipped with excellent sports facilities such as a pool, basketball courts, tennis courts, rock climbing wall, and weight room. Start up a soccer team with other ELC students, find a tennis partner (you can even borrow racquets from Burdick Gym), join an aerobics class (there are some at Burdick).

There are also athletic clubs you can join such as the Merritt Club, Lynne Bricks and Curves (women only!), or LA Fitness in Towson. Clubs tend to be expensive and often have initiation fees of $100 or more simply to join. If you want to join a club, check around and compare fees, monthly payments, and facilities. Look in the newspaper for special rates. Don't join a club "on the spot" (on the first visit). People who work at the clubs will often try to pressure you to join.

Of course, taking a walk is both free and convenient and available to everyone. If you take the bus to school, try getting off the bus one or two stops before the University so that you can walk each day. Or go for a "power walk" around campus with a friend before classes (a fast walk with arms bent and swinging briskly back and forth).
Lots of Americans jog (run), so you won't look foolish or unusual if you run around your neighborhood. Be sure to purchase good running shoes with lots of cushioning and support, or you might damage your ankles, knees, or back.

**Buy a bicycle** and a good lock. Find a park on weekends and cycle. Lake Montebello off Harford Road south of Parkside Drive and North of Erdman Avenue has a bike path. It is also excellent for walking and jogging. Loch Raven Reservoir out Dulaney Valley Road is usually closed to traffic on weekends so it is safe for children, too. There is also a bike path along the old C & O Railroad track, which is flat, easy, and beautiful. This is a great place to take families or to go to rest your mind. If you don't have a car for transporting your bike, cycle around or to campus or around your neighborhood. Keep to the right, ride with traffic (in the same direction as the cars) and obey the rules of the road (stop at red lights and stop signs!) Wear a helmet!

**Towson University has numerous athletic facilities available to all students. Remember to bring your Towson ID card whenever you want to use the gyms.**

- **Burdick Hall** – 410-704-2367 - has an indoor swimming pool, a weight room, several basketball courts, and group exercise classes. Campus Recreation Services offers Adventure Pursuits (Peregrine’s Nest Rock Climbing, kayaking clinic, etc.), Fitness & Wellness, Informal Recreation, Intramural Sports, and Sport Clubs. Here is the website to go to for more information about the rock climbing wall, sports clubs, Fitness and Wellness Program (with personal trainers), and other wonderful and beneficial activities to keep you healthy: http://wwwnew.towson.edu/campusrec/ Assorted equipment is available for rental/borrowing. Look for brochures at Burdick Hall for classes and times or, of course, go to the website.
- **Towson Center** – 410-704-2074 has racquetball, squash and wallyball courts and a workout room with weights and stair climbers. Racquets are available for rental.
- **Tennis courts** on Osler Drive (Towson Center Sports Center)
ASKING QUESTIONS

Because there are cultural differences in the way people obtain information, it is important to know how Americans politely and clearly ask for things. Posing a question requires not only using the obvious words *do, can, where, when, how,* etc., but also getting someone’s attention in an apparent yet unabrasive manner.

**Getting attention:** Some examples of how one might attract another person’s attention are:

- Excuse me, please….Pardon me, ma’am (sir, miss)….
- I’m sorry to bother you, but….

Avoid simply approaching someone with a direct question or an expression that might appear to be an order. Some examples of what might be considered **rude** are:

- Where’s the bank? (Instead, say: Excuse me, could you direct me to the PNC Bank?)
- Tell me what time it is. (Even if you say “please,” this approach would appear brusque/rude.) Instead say: “Excuse me, could you please tell me the time?” or “Excuse me, do you have the time?” Always say “thank you.”

**Asking the question:** Once you have the person’s attention, you can ask the question.

- Could you please tell me where the post office is?
- I am looking for this address. Do you know where it is? (Could you tell me where it is?)
- How much is it to mail this package, please?
- I’m sorry. I don’t understand this. Can you explain it again?

**Could (or can)** is a very useful word when obtaining information politely. **Please** is another word that should be used liberally/often.

- Excuse me. Could you please help me?
- Pardon me. **Can** you tell me how to get to the library?
- Excuse me. **Could** you please tell me the time?
- Excuse me. How do I get to the University Union from here?

**Help!**

Don’t forget to say **thank you** or **thanks** after receiving the information you need.

**In restaurants,** **NEVER snap your fingers** at a server or raise your voice to call him/her. If you are at a distance, try to catch your server’s attention by making eye contact and raising your hand to your head level. If your server passes your table, say, “excuse me” just loud enough for him/her to hear. If that doesn’t work, wait patiently until another opportunity presents itself. If you are having difficulty getting your server’s attention, ask another server to ask your own to come to your table or to bring the check/bill, etc.
COMPLAINING

People usually complain because they are dissatisfied with something or someone. We often express our discontent with situations we can do nothing about such as the weather (“Typical! It’s rained everyday of my vacation so far. I haven’t been able to do a thing!”), traffic (“I can’t believe we’re stuck in this dumb traffic. I can see our exit just up ahead, but we’ll probably be sitting here for another half hour!”), or your boss (“I cannot believe that man! He always takes a two-hour lunch, but when I’m five minutes late he makes a big deal of it! He’s so unfair!”) We have no control over certain aspects of our lives. Nevertheless, we tend to complain about them as a release for our frustrations or anger.

However, there are some unpleasant situations that arise which we can complain about and hopefully effect a change. It is important to remember that tact and courtesy will more often produce results than anger and rudeness. If a new laptop does not work or your cell phone service stops functioning, shouting out your complaint will only create a hostile atmosphere. Before complaining, think about what the problem is and what steps might be taken to satisfy you.

Bad Example:

Customer: “Waiter, these vegetables are ice cold! Doesn’t your chef know how to cook? Take them away and bring me some hot vegetables or you can forget your tip!”

Good Example:

Customer: “Waiter, these vegetables are cold. Do you think you could ask the chef to prepare some more for me, please?”

In these two examples, the customer has expressed the same dissatisfaction, but in totally different ways. Mistakes are rarely made intentionally, so it is always best to approach the error as politely as possible.

In the United States, there is an expression: “The customer is always right.” Of course, the customer is not always right, and sometimes you will find a sales clerk who believes the customer is usually wrong. Therefore, there may be times when you do not receive satisfaction from a salesperson or other worker. You always have the option of asking to speak with a manager. Again, it is recommended that you address the manager as politely as possible. Provide as much information as you can about the problem.

If someone complains to you about something that you have done, try to remain calm and listen. It is natural to become defensive (want to protect yourself); however, it is best to listen to what the other person has to say. If that person is angry and shouting, try to respond quietly because that might force the other person to cool down. Your antagonist (person who opposes you) obviously feels he/she has a legitimate (real/fair) complaint even if you do not see it that way. Listen and try to reach a compromise or understanding. If you feel you have in fact done something to offend that person, even though unintentionally, apologize.

“I’m sorry. I didn’t realize that my radio was bothering you. I’ll turn it down.”
When shopping, always keep receipts (the piece of paper from the store that shows you bought something). If you need to return an item that you bought, take it back with the receipt and say: “I bought this on (whatever day) but it doesn’t work. I want a new one (I want it repaired) please.” Most stores have a liberal exchange policy, but it is good to read the store’s rules when you make your purchase, especially for electronics.

*Try to avoid shouting and ALWAYS avoid physical fighting!*  

**Problems at the ELC? Here is what to do:**
Do you have a complaint about the English Language Center program? A teacher? A student? Then you need to speak to someone about your concerns. First you might talk with an instructor whom you like and trust. Then go to the Associate Director, Shelley Etzine. If you are still dissatisfied, make an appointment to speak with the Director, Lynda Mermell. It is important to remember that the system of education in the United States may be very different from that of your own country. Teaching styles and methodologies might appear strange to some students. It would, however, be appropriate to be concerned about a student’s rudeness, racism, or dishonesty, or about a teacher’s lack of preparation in class, or the program’s lack of courses that you feel would be useful. Remember, when you complain, always do so with an open mind. There may, in fact, be nothing wrong with what a teacher is doing. And the problem with another student may just be a misunderstanding. It is important, of course, to discuss these issues rather than hold them inside. Your teacher, the Associate Director, or Director will help you decide what should be done.

**IMPORTANT NOTE:** Complaints about teachers will be dealt with in a confidential manner. Generally, problems with a teacher’s methods will be handled between the teacher and director without mentioning the name of students coming forward with the complaint. However, if the issue seems personal rather than general, it may be necessary for the student, teacher and director to meet together to resolve the issue.

*We at the ELC are always willing to listen and respond to student concerns related to the program or any other matter.*
Below is a description of some of the holidays celebrated in the United States. There are ten federal (national) holidays when government offices, schools, and many businesses are closed. Some businesses recognize the holidays by offering special sales on the goods that they sell. A number of the holidays are of a religious or ethnic nature and are, therefore, not observed by all Americans. Often, when a holiday occurs on a weekend, government offices and businesses close on a Monday or Friday. This means there will be no mail delivery or trash (garbage) pick up.

**New Year’s Eve and New Year’s Day** – December 31, the end of the year, is celebrated by parties that often start late so that people can “bring in the new year” together at midnight. It is customary to watch a ball descend in Times Square, New York City until the exact moment of midnight when giant numbers representing the new year appears. Frequently there is dancing, hugging and kissing at the stroke of twelve. New Year’s Day is celebrated sometimes by parades, but mostly with American style football games. The symbols of the New Year are “Father Time” and a baby.

**Martin Luther King Day** (January 15) – Martin Luther King was a black minister who led the struggle for civil rights and equality for African Americans. Ironically he was assassinated in 1968 even though he believed in non-violence and cooperative efforts of all Americans. King was known for his beautiful oratory (speaking) skills.

**Ground Hog Day** (February 2) – Pennsylvania’s early German settlers brought the tradition of watching for a groundhog to appear on this day to see if its shadow would emerge with it from underground. A shadow indicated a “second winter” or six more weeks of cold weather. No shadow meant winter would end. Today, the tradition is carried on in Punxsutawney, Pennsylvania, where the people good-naturedly await the arrival of Punxsutawney Phil, considered to be an infallible weather predictor.

**Abraham Lincoln’s Birthday** (February 12) – Abraham Lincoln was the 16th president of the U.S. He led the country through the Civil War in the 1860’s and signed the “Emancipation Proclamation” which freed the slaves. His birthday is now celebrated along with George Washington’s on the third Monday in February.

**St. Valentine’s Day** (February 14) – This is a day when lovers and children exchange cards and gifts. Men usually buy flowers and candy for their wives and girlfriends and often take them out to dinner. Women might buy a necktie or other gift for their husbands or boyfriends. Young children exchange cards with classmates and eat heart-shaped candies.

**President’s Day** (Third Monday in February) – This is a federal holiday celebrating the birthdays of Abraham Lincoln, George Washington, and Franklin Delano Roosevelt.
**George Washington’s Birthday** (February 22) – George Washington was the first president of the U.S. and an acclaimed general during the Revolutionary War, which secured America’s freedom from British rule in 1776. His home in Virginia, Mt. Vernon, is now a famous tourist spot.

**St. Patrick’s Day** (March 17) – This honors the patron saint of Ireland, but is widely enjoyed by many Americans who wear green (traditional color of Ireland), eat and drink green food, and attend parades. New York City, where many Irish immigrants settled, has the most famous and largest parade in the country.

**Passover** – This is a Jewish holiday that occurs in March or April and commemorates the Hebrews’ escape from slavery into the Egyptian desert during Biblical times. Families and friends assemble for a special feast called a “sedar,” at which time traditional foods are eaten as the ancient story is retold.

**Easter Sunday** – In March or April, this holiday is observed by Christians and commemorates the resurrection of Jesus Christ. It is one of the most important Christian holidays. Children of all religions color eggs, eat chocolate rabbits (“Easter bunnies”) and hunt for eggs. Every year there is a traditional Easter egg hunt on the White House lawn given by the President and his family.

**Mother’s Day** (second Sunday after the first Monday in May) – Mothers receive gifts, cards, breakfast in bed, dinners out in restaurants, and other special forms of attention.

**Memorial Day (Decoration Day)** (May 30) – This is a federal holiday honoring members of the U.S. armed forces who died in battles during wars and other military engagements. Red paper poppies are often distributed as a symbol of death and renewal, because many poppies grew in the fields of France where many soldiers died during World War I. Today it is generally celebrated with parades and cookouts if the weather is good.

**Father’s Day** (the third Sunday in June) – Gifts and cards are given to fathers. Children and wives may do something special for the dad such as mow the lawn or cook a special dinner.

**Independence Day or Fourth of July** (July 4) – This federal holiday celebrates the signing of the American colonies’ Declaration of Independence in 1776 from England. People decorate with the colors of the American flag (red, white, and blue), attend parades, have cookouts, and watch fireworks at night.

**Labor Day** (First Monday of September) – This federal holiday honors workers by giving them a day off! It marks the traditional end of summer. Most people return home from their vacations and prepare for the opening of school around this date.
Rosh Hashanah and Yom Kippur (September or October) – These are the most important of all Jewish holidays. Rosh Hashanah is the New Year, which falls according to the Jewish calendar, while Yom Kippur is the “Day of Atonement” when people repent for their sins committed during the preceding year. On Rosh Hashanah, people eat apples and honey to represent a “sweet” new year. Yom Kippur, however, is a 25-hour day of fasting (not eating) which ends with feasts prepared and eaten by family members and friends.

Columbus Day (October 12) – This federal holiday honors the date when Christopher Columbus first landed on American soil. He first set foot on New Hispaniola (New Spain) now known as Dominican Republic.

Halloween (October 31) – This is a holiday when children dress up in costumes and have parties or go from door to door in their neighborhoods saying “trick or treat” in order to receive candies. Typical costumes are ghosts, witches, pirates, cartoon characters, and dragons. People carve faces in pumpkins, called “jack-o-lanterns” and set them in windows or on porches with candles inside. According to British legend, it was a day when ghosts and spirits returned to earth to harm people and needed to be frightened away by scary faces (jack-o-lanterns) and decorations.

Election Day (the first Tuesday after the first Monday in November) – This is not a holiday, but it is the day when U.S. citizens can vote for president (every four years), senators (every six years) and members of the House of Representatives (every two years), as well as state and local officials.

Veterans Day (November 11) – This federal holiday honors all the veterans who served in the U.S. armed forces, especially in the most recent wars (WWI, WWII, Korea, and Vietnam). Wreath-laying services are held at the Tomb of the Unknown Soldier in Arlington Cemetery in Virginia, as well as at many other monuments and cemeteries throughout the nation.

Thanksgiving (the fourth Thursday in November) – This federal holiday is celebrated by families all across the U.S. to give thanks for all that they have. It commemorates the first harvest in the fall of 1621 when the Pilgrims, who had come from England to Plymouth Rock in Massachusetts, shared a bountiful feast with their Indian friends. The traditional meal consists of sweet potatoes, stuffed turkey, cranberry sauce, and pumpkin pie. Macy’s, a famous New York City department store, sponsors the Thanksgiving parade with Santa Claus arriving at the end to start the Christmas season. In the afternoon, there are football games on television.
**Kwanzaa** – Kwanzaa is a seven-day, non-religious holiday beginning on December 26. It is a time when African Americans celebrate their heritage and focus on seven important principles. These include: utility, self-determination, collective work, cooperative economics, purpose, faith, and creativity.

**Ramadan** – Ramadan is the ninth month of the Moslem year. It is a time when Moslems fast from sunrise to sundown and when Moslems turn their thoughts to their faith and away from everyday concerns. When the sun sets, Moslems eat a festive meal and then visit friends and family. It is believed that during Ramadan, the Koran, the Moslem holy book, was sent down from heaven.

**Hanukkah** (in late November or December) – This is an eight day Jewish holiday commemorating the rededication of the Jewish temple in Judea after the defeat of the Greek King of Syria, Antiochus IV, in the second century before Christ. After the successful rebellion against Antiochus, who had prohibited the Jews from practicing their faith, the Jews returned to their temple where there was only enough holy oil for one day. However, the oil lasted for eight days, long enough to prepare more. People celebrate this miracle by lighting candles each night for eight nights.

**Christmas** (December 25) – This is the Christian holiday celebrating the birth of Jesus Christ. While many Christians mark the day by attending church, others, both Christians and non-Christians, celebrate with parties, gift giving, and the decorating of Christmas trees. The traditional colors are green and red, and often people buy poinsettias, a type of flower, in those colors. Other symbols of the holiday are Santa Claus, colored lights, which are often strung outside of houses, candy canes, and reindeer (thought to pull Santa’s sleigh when he delivers gifts). Many stores and malls have Santa Clauses sitting on large chairs, where children can have their pictures taken and reveal their wishes for Christmas gifts.
GETTING AROUND TOWN

TRANSPORTATION

MONEY

SHOPPING

ATTRACTIONS
TRANSPORTATION

TU Shuttle Bus Service
The University operates an on-campus shuttle bus service that follows two different routes – Gold and Black. For information concerning routes and times visit this website: http://wwwnew.towson.edu/adminfinance/auxservices/parking/

Mass Transit Administration (MTA) (410) 539-5000 or 1-866-RIDE-MTA
Operates bus, Metro, Light Rail and MARC train service. Some schedules are available on lower level of University Union. If you go to www.mtamaryland.com you can obtain bus, light rail and MARC train information including routes, maps, schedules and fees. Some of the local buses coming to TU are #8, #11, and #55.

MARC 1-866-743-3682
Commuter train operates weekdays only from Perryville to Baltimore to Washington, D.C. Be sure to get on the train going in the right direction! The roundtrip cost between Baltimore and Washington is about $10. The train comes into Penn Station, 1500 North Charles Street. www.mtamaryland.com

AMTRAK 1-800-USA RAIL (1-800-872-7245)
Trains run all over the U.S.A. Amtrak operates on weekdays, weekends, and some holidays. Schedules are available at Penn Station (1500 North Charles St.) in Baltimore. Because the MARC trains do not run on weekends, students need to take Amtrak on Saturdays and Sundays to Washington, D.C. There is parking available at the station. www.amtrak.com

BWI Airport Shuttles http://www.theairportshuttle.com (410) 381-2772 1-800-776-0323
Shuttle service to the airport from various downtown hotels. Can call to schedule pick up at Berkshire Conference Center. Or call a particular hotel, such as Marriott or Sheraton.

Super Shuttle: 1-800-258-3826) http://www.supershuttle.com/
For information about flights, call the airline directly. Look in the “yellow pages” of the phone book for the phone number. Check under “airlines” in the yellow section or look up the airline’s name in the white section. BWI Airport: 410-859-7111

Bus Service
Greyhound Bus Company 1-800-454-2487
2110 Haynes Street 410-752-7682
www.greyhound.com – travels throughout USA

Trips to NYC and Atlantic City can be arranged through Superior Tours:
http://www.superiortours.com - reasonable rates, departs from Towson and Pikesville.
The Bolt Bus also has cheap trips to New York City: https://www.boltbus.com/ as well as the Megabus: http://us.megabus.com/

Taxicab Service
In Baltimore, you can signal a passing taxi by stretching out your arm and waving your hand slightly. In Towson, you can call JIMMY’s Cab Company (410-296-7200). Taxis usually do not come right away so if you know you need to be someone at a particular time, call in advance. Or use a sedan service such as Towson Sedan Service (410-321-4567).
U.S. CURRENCY

Become acquainted with American currency as quickly as possible. Paper money all comes in the same size and color (green). The most common bills are $1, $5, $10, and $20. $50 and $100 bills are also available. There are four main coins: the penny (100 = $1), the nickel (5 cents, 20 = $1), the dime (10 cents, 10 = $1) and the quarter (25 cents).

OPENING AN ACCOUNT

Many students like to open checking accounts in Baltimore. Some accounts require a minimum balance at all times. For example, if your account requires a minimum balance of $500, then you must try to keep more than $500 in your account. If your monthly balance goes under $500, then you will be charged a fee. Fees and regulations vary from bank to bank, so be sure that you understand the rules at your bank.

Most checking accounts do not give you any interest on your money. If you have a lot of money, then you might want to put some of it in a savings account. Different banks give different interest rates. Usually savings banks give the best rates although you might find it easier and more convenient to open a savings account at a "commercial" bank. (see below)

When you want to open an account, you need to speak to someone at a desk in the bank. Tellers, people who work behind the counters, usually cannot help you to open an account. You will need two forms of identification in order to open an account, for example, your passport and your T.U. student identification card. Some banks require a letter from the university as proof that you are a student here. Just ask someone in the ELC office for a letter, and we can send one to your home address.

Choose a bank that is near school or your home. If you want to have money transferred from your country, you will need to ask at your bank whether or not this can be done. Most commercial banks do wire transfers although their service fees may vary. You can also send and receive money through American Express and Western Union. Check the telephone book for locations and phone numbers.

Charlotte Checker
1234 Good Life Drive
Great Town, MD 21212
(410) 222-3333

September 15, 2012

PAY Towson University $ 3925.00

Three thousand nine hundred twenty five and

The Big Bank
Towson, MD

Date

sign name

Write amount in words
BANKING HOURS

Most banks in Baltimore are open from 9:00 a.m. until 3:00 p.m., Monday through Friday. Many banks are also open one evening each week. Very few banks are open on weekends. Check with your bank for its hours of operation. Please do not miss class because you have to go to the bank. If you choose a bank near campus or select one that is open one evening during the week, you will not need to miss school time.

BANK CARDS (AUTOMATIC TELLER MACHINES)

Many banks will offer you a MOST or CIRRHUS money card. This card entitles you to withdraw money from or deposit money into your account when banks are closed. When you use your card in an automatic teller machine (ATM) please be very careful. Never share your personal code, or identification, number (pin number) with anyone. Avoid using a machine late at night or when you are alone. Money cards can also be used to make purchases in stores and supermarkets. This is not a charge card. The money is deducted (taken out from) your bank account immediately. You will not receive a bill as you do for a credit card. Be sure to write all money card expenses into your checkbook right away. There are two ATM’s outside the lower level of the University Union facing the parking garage.

HERE ARE SOME LOCAL BANKS (but there are many more to choose from in the area):

Bank of America
32 W Pennsylvania Ave
Baltimore, MD 21204
(410) 828-7783
www.bankofamerica.com

PNC Bank
Towson University Union
Baltimore, MD 21204
410) 321-6076
www.pnc.com

Wachovia
25 W. Chesapeake Ave.
Towson, MD 21204
410-321-4200
www.wachovia.com

M & T Bank
35 W Chesapeake
Towson, MD 21204
410-832-7860
www.mandtbank.com
(many local branches)
These are just a few of the banks in the area. Friends or relatives may suggest a different bank. Find one that is convenient for you.

Many banks will require proof that you are a student at the English Language Center. If your receipt of payment is not enough, then you can come to the ELC office and ask for a letter of verification.

See page 32 of this manual for a sample check. It is very important to keep a record of your checks so you will always know how much money you have in your account. Checks usually come with a register book. Use it! If you have never had a bank account before, it would be a good idea to ask the bank official to demonstrate how to write a check and keep your bankbook. If this is not possible, you can ask a teacher or an ELC staff member in the office for assistance. Writing accurate checks and balancing your checkbook are very important. Please ask for help if you have any questions.
The Towson University Post Office is located on the first floor of the University Union. Operating hours are Monday through Friday, 9:00 a.m. to 4:00 p.m. It is closed on weekends and holidays.

At the TU Post Office you may buy domestic as well as international postage (stamps). The Post Office can send letters, small packages, or large packages up to 70 pounds in weight. The TU Post Office accepts checks for purchases over $5.00, but credit cards are not accepted.

The cost for mailing letters within the U.S. is currently $0.46 (forty-six cents) for the first ounce. International correspondence costs $1.19 for the first half ounce. Prices change frequently, so check with your post office.

When you are off campus look for blue mailboxes located on street corners. Very few of these exist, but sometimes you will find one.

Students living on campus will be assigned a box with a number to be used as a mailing address. Students should NOT use their dorm room numbers as their mailing address.

Your address should appear like this: your name

TU Box #__
Towson University
8000 York Road
Towson, Maryland 21252

HOW TO WRITE AN ENVELOPE

Name of person receiving letter
Address (number + street)
City, State, Postal code
Country (in English!) (writing the city is not enough)

You can write an address in another language (Korean, Chinese, Thai, etc.) but the country name must be written in English or your letter will not leave the USA! In the US, we write the number and then the street: 7800 York Road

35
RESTAURANTS AND CARRY-OUTS
SHOPPING

NEARBY CARRY-OUT - DELIVERY - EAT-IN RESTAURANTS

Casa Mia's
Italian/Greek
40 York Road
410-321-8707

The Orient Restaurant
Chinese/Japanese
319 York Road
410-296-9000

Cedar Deli
Middle Eastern
246 E. Burke Ave
410-823-3326

Papa John's
Pizza
201 York Road
410-821-7272

Thai One On & Sans Sushi
Thai & Japanese
10 W Penn. Ave.
410-825-0907

Pizans
Pizza
101 B York Road
410-821-0800

Kathmandu Kitchen
Nepalese/Indian
22 W Allegheny Avenue
(410) 847-9595

Olive and Sesame II
Asian
2 W. Pennsylvania Ave
410-494-4944

Strapazza
Italian/American
12 W. Alleghany Ave
410-296-5577

Kentucky Fried Chicken
American Fast food
200 York Road
410-828-1254

Charles Village Pub
American
19 W. Pennsylvania Ave.
410-821-8155

Bahama Breeze
100 E. Joppa Road, Towson
410-821-7090

Subway Sandwich Shop
American Fast Food
400 York Road
410-321-1777

Egyptian Pizza
542 E Belvedere Ave
Baltimore, 21212
410-323-7060

Some websites for restaurants in Towson:
http://towson.areaconnect.com/restaurants/
http://www.tripadvisor.com/Restaurants-g60848-Towson_Maryland.html – restaurant reviews
OTHER RESTAURANTS (Eat-in; most are also carry-out)

Bill Bateman's Bistro
7800 York Road
American - pizza, salad, burgers
410-296-2737

Applebees
8610 LaSalle Road
American
410-296-2390

ASIAN

Bangkok Place
Thai
5230 York Road
410-433-0040

Szechuan House
Thai Restaurant
1427 York Road
Lutherville
410-825-8181
3316 Greenmount Ave
410-889-7303

Nichi Bei Kai
Japanese
1524 York Road
410-321-7090

INdIAN

The Helmand (Afghan)
806 North Charles
410-752-0311

Vaccaro's Italian Pastry Shop
great for desserts
222 Albemarle St (and many other locations)
410-685-4905

Parsa Kabob – Yemeni
Yorketown Plaza
74 Cranbrook Road
(410) 683-7411

India Cuisine
321 York Rd
(410) 583-7770

Orchard Market and Cafe
Iranian
8815 Orchard Tree Lane
410-339-7700

Akbar (Indian)
823 North Charles St
(410)-539-0944

Cazbar (Turkish)
316 N Charles St
(410) 528-1222

ITALIAN - Most are located in Little Italy east of the Inner Harbor south of Pratt Street, sometimes need reservations in advance, some are expensive.

Amicci’s
reasonable prices
231 South High Street
410-528-1096

Vaccaro’s Italian Pastry Shop
great for desserts
222 Albemarle St (and many other locations)
410-685-4905

37
SUPERMARKETS

Trader Joe’s (410) 296-9851
Towson Mall near Barnes and Noble

Giant Food 6340 York Road 410-377-2673

INTERNATIONAL MARKETS

Asia Food
Chinese, Thai, Filipino
5224 York Rd
410-323-8738

Near East Bakery
Middle Eastern
2919 Hamilton Ave
410-254-8970

Towson Oriental Food Market
8424 Willow Oak Road
Parkville
410-665-8432

Mastellone
Italian
7212 Harford Road
410-444-5433

Lotte Plaza – Ellicott City
Korean
8801 Balt. Nat’l Pike
410-750-9656

Han Ah Reum (HUGE!)
800 N Rolling Road
Catonsville, MD
443-612-9020

SHOPPING MALLS AND FACTORY OUTLETS

Towson Town Center Mall 825 Dulaney Valley Road

This contains many specialty shops as well as two large department stores (Nordstrom, Hecht’s). There is also a food court with numerous ethnic and American fast food shops. The Gap, Limited, Benetton, Disney Store, Godiva Chocolate, Coach Leather, the Bath Shop, are just a few of the stores represented. This mall is within walking distance of the University, but also has ample parking facilities in its multi-floor garage.

There are many other malls in the area for those who have a car, such as White Marsh and Owings Mills.

In addition, there are “factory outlets” which sell products by specific companies such as Nike, Bass Shoes, Benetton, Gap, Nautica, Liz Claiborne, etc. There are outlets in Hanover, MD (Arundel Mills: www.arundelmillsmall.com) Reading, PA., Salisbury, MD, Lancaster, PA., and Perryville, MD (www.perryvilleoutletcenter.com).
ATTRACTIONS

HARBORPLACE AND THE GALLERY
Mon. – Sat. 10:00 a.m. – 9:00 p.m.
Inner Harbor
Pratt and Light Streets
Sun 11:00 – 7:00 p.m.
Free Admission
Features many different stores (gifts, clothing, books) and restaurants. There is street entertainment in summer; boat rides (Water Taxi, pedal boats). Baltimore sponsors fireworks here on the Fourth of July.

LEXINGTON MARKET
Mon. – Sat. 8:30 a.m. – 6:00 p.m.
400 W. Lexington Street
410-685-6169
Features over 100 different food vendors including fresh fruit and vegetables.
There are several other markets in the Baltimore area: Hollins, Broadway, Light Street. In addition, there are three major outdoor markets where you can buy fresh produce during the growing season: Towson (Thursday mornings, Towson center along Allegheny Street), Waverly (Saturday mornings at Greenspring and 33rd Streets), and the Farmer’s Market (downtown under the Jones Falls Expressway near Guilford Ave.). These are seasonal markets because they are outside and sell fresh produce trucked in by local farmers.

MARYLAND SCIENCE CENTER
www.mdsci.org
Inner Harbor
601 Light Street
410-685-5225
IMAX films, Hayden Planetarium, science exhibits and all other special presentations.

NATIONAL AQUARIUM OF BALTIMORE
www.aqua.org
501 E. Pratt Street
410-576-3800 (recorded information)
Price includes the Dolphin Show plus all exhibits. The Aquarium can be very busy, especially during the summer. The best time to go on the weekends in order to avoid long lines is before 10:30 a.m. See sharks, turtles, sea horses, reef fish, snakes, lizards, exotic birds, jelly fish and more!

TOP OF THE WORLD OBSERVATION LEVEL AND MUSEUM
http://www.viewbaltimore.org/
Inner Harbor
World Trade Center
401 E. Pratt St
410-837-8439
Breathtaking views of Baltimore from the 27th floor, overlooking the Harbor.
Fee is about $5.00
FORT MCHENRY NATIONAL MONUMENT AND HISTORIC SITE
Fort Avenue
Daily 9:00 a.m. – 7:45 p.m.
410-962-4290 (summer hours)
Fall hours: Daily 8:00 a.m. – 4:45 p.m.
Admission: $7.00 adults over 16; children ages 16 and under are free. Price includes a short informational film shown every half hour from 9:00 a.m. – 4:00 p.m. In 1814, Frances Scott Key wrote a poem that became the national anthem http://www.nps.gov/fomc/

MUSEUMS – This is just a partial list of Baltimore museums

AMERICAN VISIONARY ART MUSEUM
800 Key Highway
410-244-1900

B&O RAILROAD MUSEUM
901 W. Pratt Street
410-752-2490

BABE RUTH MUSEUM (baseball)
216 Emory Street
410-727-1539

Baltimore Museum of Art
Collection of modern and traditional art as well as furniture FREE 2007-2008
10 Art Museum Drive (off Charles St. near Johns Hopkins University)
443-573-1700

GREAT BLACKS IN WAX
Wax museum showing the accomplishments of blacks in America
1601- 03 E. North Avenue
410-563-3404

EVERGREEN HOUSE
1850’s estate with Italian style gardens
4545 North Charles Street

WALTERS ART GALLERY
Art work including Asian collection
600 North Charles Street
410-547-9000

http://www.avam.org

http://www.borail.org

http://www.baberuthmuseum.com/

http://www.artbma.org

http://www.ngbiwm.com/

http://www.jhu.edu/evrgreen/

http://www.thewalters.org
THEATERS

PIER SIX CONCERT PAVILION (410-783-4189 – box office)
Pier 6, Harbor area
www.piersixpavilion.com

FIRST MARINER ARENA (410-347-2020) Ticket Master 410-481-7328
201 W. Baltimore St.
Hosts concerts, sports events, family entertainment, etc.
www.baltimorearena.com

THE FRANCE-MERRICK PERFORMING ARTS CENTER 410-837-7400
(The Hippodrome) - Beautifully restored old theater in downtown Baltimore. A bit of Broadway in Baltimore!
http://www.france-merrickpac.com/home.html

MODELL LYRIC HOUSE (410-685-5086)
140 West Mount Royal Avenue – concerts
www.lyricoperahouse.com

MEYERHOFF SYMPHONY HALL (410-783-8000)
1212 Cathedral Street – Baltimore Symphony and much more!
Excellent conductor, famous guest performers, reasonable prices
www.baltimoresymphony.org

HERE ARE SOME WEBSITES FOR ADDITIONAL INFORMATION ON BALTIMORE AND THE AREA: these will give you some extra reading practice

http://www.dnr.state.md.us/outdooradventures - from Maryland’s Department of Natural Resources; information about state parks, hiking, canoeing, etc.

http://www.dnr.state.md.us/index.asp - also for Maryland’s Dept. of Natural Resources.

http://www.maryland.com/activities.html - here is a very long list of websites for outdoor activities, arts and sports events.

http://www.sunspot.net - the Baltimore Sun newspaper homepage; check the Arts/Life section

http://www.citypaper.com/ - lots of listings around Baltimore from Baltimore’s alternative newspaper

Plus Amusement Parks – Hershey Park, PA (http://www.hersheypark.com/), Six Flags America (http://www.sixflags.com/america/)

Art Scape: America’s biggest Arts Festival – held every year in July http://www.artscape.org/ dancing, art, music, film, street entertainment, children’s activities, crafts, jewelry, art cars, and more
OTHER PLACES OF INTEREST

BALTIMORE ZOO (410-366-5466) fee charged
www.marylandzoo.org
Druid Hill Park
With the best children’s zoo in the U.S.A.

CYLBURN ARBORETUM (410-367-2217)
4915 Greenspring Avenue
with plantings and wildflowers, nature trails, annual fairs
http://www.cylburnassociation.org/

GUNPOWDER FALLS STATE PARK (410-592-2897)
15,000 acres of open parkland located in Baltimore and Harford Counties
http://www.dnr.state.md.us/publiclands/central/gunpowder.html

LADEW TOPIARY GARDENS (410-557-9466) fee charged
3535 Jarrettsville Pike www.ladewgardens.com
Monkton, MD.
22 acres of topiary (bushes trimmed into shapes of animals) and gardens; café, gift shop.
Outdoor concerts in summer and fall

LOCH RAVEN RESERVOIR (410-887-7692)
Located North on Dulaney Valley Road; the road through it is closed to traffic on weekends;
lake with geese, birds, hiking trails, reservoir - good for walking, inline skating, cycling.

MARYLAND STATE FAIRGROUNDS (410-252-0200)
http://www.marylandstatefair.com/
2200 York Road fee charged
Timonium, MD (a few miles north of Towson University)
Maryland State Fair is held here for ten days each summer, as well as
Many other events such as trade shows, special sales, and exhibits.

OREGON RIDGE PARK, BEACH AND NATURE CENTER
(410-887-1818)
Beaver Dam Road fee charged http://www.oregonridge.org/
Cockeysville, MD
Outdoor activities, such as hiking and swimming; festivals, concerts on over 1000 acres.

SHERWOOD GARDENS (410-366-2572)
Stratford Ave. and Greenway, Baltimore
Located in Guilford neighborhood; 6 acres, formerly a private estate – Beautiful in spring – March-May

PLUS: Hard Rock Café, Fells Point, and much more in downtown Baltimore.
STUDENT SERVICES AND FACILITIES
StUDENT SERVICES AND FACILITIES

University Store (410-704-2665)
The local source for textbooks, reference aids, study and writing supplies. Also available are magazines, snacks, University clothing (hats, T-shirts, sweatshirts, etc.), greeting cards, and other items carrying the University Logo (name and symbol).

Office of Technology Services (OTS) (410-704-5151)
Located on the lower level of Cook Library, CANS provides computer support for students and faculty. Campus computer labs are available for accessing the Internet and e-mail. Many popular software programs such as WordPerfect, Access, Powerpoint, Word, Excel, and Netscape Navigator have been installed for student use.

Campus Activities Board http://www.towson.edu/cab/
Part of the University student government that helps program activities on campus including trips to New York City and Six Flags, concerts, lectures, comedians, art shows, and more. Check the website frequently for upcoming events. **********

Cook Library (410-704-2452) http://cooklibrary.towson.edu/
The Library contains over 700,000 items including books, videos, and films. In addition, there are over 2100 periodical (magazine and newspaper) subscriptions with many old editions on microfiche or microfilm. The Media Resource Center on the second floor provides space for viewing videos and listening to audiocassettes. Computer labs are available on the lower floor.

Counseling Center (410-704-2512)
This center can help students deal with the stresses of student life, as well as homesickness and culture shock. Students can speak with a teacher or an ELC director to help set up an appointment or they can just go on their own. Located in Glen Esk, the large white house near Dowell Clinic.

Day Care Center (410-704-2652) www.towson.edu/daycare
Day care services are available to the children of Towson University students, including ELC students. Children must be between 2 and 5 years of age and are accepted on a first come, first served basis. There is often a waiting list, so it is important to apply early. There is a fee for this service.

Health Services (410-704-2466)
Located in the Dowell Health Center, this department is open all weekdays from 8:30 a.m. – 4:30 p.m. On Mondays and Thursdays the clinic closes at 6:30 p.m. After-hour emergencies can be phoned into the University police at 410-830-2133 or 911. For non-urgent problems, students need to make an appointment.
Multicultural Student Life – Office of Diversity  (410-704-2051)  
Towson students are multiracial and multicultural. This office addresses the needs of minorities on campus. This office sponsors multicultural activities on campus during the year.

Parking Services  (410-704-5235)  
http://www.towson.edu/adminfinance/auxservices/parking/  
Students who commute to Towson will need a parking permit which may be purchased from this department, located in the University Union, first floor. A student ID or receipt for tuition payment must be shown.

Post Office  (Mail Services)  (410-704-2260)  
Located on the first floor of the Union. Students living on campus have their post boxes there. Students can purchase stamps and mail packages.

Religious Activities  (410-704-3307)  
Located in the University Union 217, this office provides information concerning religious organizations. There is assistance available for students of all faiths including Christian, Jewish, Catholic, and Moslem.

Residence Life  (410-704-2516)  
Located in Newell Hall, lower level. This office arranges activities and programs for students living on campus. **ELC cannot currently live on campus except during the summer semester.**

Shuttle Bus Service  
University buses provide free transportation between buildings and parking lots on campus along Black and Gold routes plus the Tiger Shuttle. Buses are easily recognizable, and the stops are marked by signs. Shuttle buses do not run in the summer. Visit this site for information:  
http://wwwnew.towson.edu/adminfinance/auxservices/parking/GENTRANS.asp

Collegetown Shuttle:  http://www.baltimorecollegetown.org/asp/shuttle.asp  The shuttle runs in a continuous loop every day and stops at the following locations: Goucher College, Towson Shopping District, Towson Univ. (weekends only), Belvedere Square (weekdays only), Notre Dame, Loyola, Johns Hopkins, MICA (Thurs-Sun), Penn Station and the Inner Harbor (weekends only). It connects with UMBC's shuttle on Fridays and Saturdays at the Inner Harbor stop, which allows students to reach more destinations, including Fells Point and Arundel Mills mall.

Speech-Language-Hearing Clinic  (410-704-3095)  
Located in Van Bokkelen, Room 001, the clinic provides diagnostic and therapeutic services free of charge to students with speech and hearing problems. Occasionally, ELC students are referred there when they have communicative disorders (not linguistic or pronunciation problems).
The purpose of this telephone line is to assist students with any questions they may have about the University. Questions may be about dormitories (Is there cable? How many electrical outlets are there? etc.), life at an American university (What do American professors expect? How can students get information about graduation? etc.), or about almost any topic related to university life. The “Life Line” is staffed Mon. through Fri., 8:30 a.m.- 5:30 p.m. If the staff cannot answer your question, they will refer you to the appropriate department. Also check the website.

Sports and Recreation

- **Towson Center** (410-704-2074)
  - Racquetball, squash courts, weight training, tennis courts.

- **Burdick Gym** (see page 23 for more information)
  - Training room (410-704-5621)
  - Personal training pool (410-704-3577)

  - Group exercise, rock climbing wall, basketball courts, weight training, junior Olympic size pool.

University Union

This building houses many important services available to all students.

- **On the first floor** are a post office, the bookstore, I.D. Services, Parking Services, the Ticket Office, Tiger Reels Video Club (free for students) and PAWS. Paws is a cybercafe where you can borrow laptop computers or watch a big screen TV while eating. The Ticket Office sells tickets for on- and off-campus events. Student tickets for Towson events are usually discounted. Students can purchase Ticketmaster tickets for many local performances at the Baltimore Arena and other concerts.

- **On the second floor** are restaurants, an Information Desk, Religious Activities Office, and Office of Diversity, The Potomac Lounge is a large room with couches, chairs and tables providing a convenient and comfortable place to relax and meet friends. In addition, you will find the Susquehanna Food Court, which offers a great variety of fast foods, and the Patuxent Room for a salad bar and more formal dining.

- **The top floor** has conference rooms and comfortable places to sit and talk with friends. Also located there are the offices of the Towerlight, Towson University’s publication and the Women’s Center.

A FEW USEFUL WEBSITES

- **http://www.towson.edu/housing/offcampus/aptlist.asp** – this provides information about off-campus housing in apartment buildings and their distance from campus.
- **http://www.towson.edu/housing/offcampus/index.asp** - (click on Housing Wanted Listing (PDF)) this site provides a list of Towson students interested in sharing an apartment
- **www.mtamaryland.com** - provides bus, light rail and MARC train information – routes, maps, schedules, and fees. Some of the local buses coming to TU are #8, #11, and #55.
- **http://www.baltimorecollegetown.org/** - provides information about Baltimore that is of interest to university students - concerts, theaters, coffee houses, museums, nightclubs, etc. In addition there is information about a shuttle service (bus) that connects you other universities in Baltimore. Connects you to the Light Rail for a trip to the Inner Harbor.
What is it?
How can I avoid it?
What are its symptoms?
H1N1 FLU (also called the Swine Flu) – Let’s be prepared!

What is the H1N1 Flu?
Novel H1N1 (referred to as “swine flu” early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. Spread of novel H1N1 virus is thought to occur in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose. On June 11, 2009, the World Health Organization (WHO) signaled that a pandemic of novel H1N1 flu was underway. For more information, go to this website: http://www.cdc.gov/h1n1flu/qa.htm.

About 70 percent of people who have been hospitalized with this novel H1N1 virus have had one or more medical conditions previously recognized as placing people at “high risk” of serious seasonal flu-related complications.

How can you avoid the flu?

If an outbreak of the flu occurs, it may be difficult to avoid becoming infected. However, the best way to avoid any disease is to

- wash your hands frequently with soap and warm water especially after you cough or sneeze. Alcohol based hand cleaners are also effective.
- Cover your nose and mouth with a tissue when you cough or sneeze if you have one. If not, cough or sneeze into the bend of your arm.
- Avoid touching your eyes, nose or mouth. Germs can easily spread there.

If an epidemic occurs (many people becoming sick), try not to be close to people. Do not kiss, hug, shake hands or come in close contact with others. If you think you may have been exposed to the virus, take your temperature daily and pay attention to how you feel. If symptoms occur, call a doctor immediately.

What are some flu symptoms?
Symptoms of the H1N1 flu are like regular flu symptom and include fever, cough, sore throat, body aches, headache, chills and fatigue. Some people have reported diarrhea and vomiting. Those symptoms can also be caused by many other conditions, and that means that you and your doctor can’t know, just based on your symptoms, if you have H1N1 flu. It takes lab tests to tell whether it is the H1N1 flu or some other condition.

Can you get the H1N1 flu (Swine Flu) from eating pork? NO!
ELC
PROGRAM
PERSONNEL
ADMINISTRATION
Administrators and faculty members of the ELC are professional educators dedicated to providing you an outstanding language learning experience in a caring and supportive environment. Faculty members hold graduate degrees in TESL, English, linguistics or related fields and have extensive experience teaching English as a second language. Many faculty members have taught in other countries and all have traveled abroad. They are aware of the challenges and complexities of learning a second language, and understand the variety of emotions students feel while living and studying in a foreign country.

Lynda Mermell, is the Director of the ELC. After earning her Masters Degree in TEFL/TESL from the American University in Cairo, Egypt in 1988, she joined the ELC as a classroom instructor (1989) before becoming the Associate Director in 1997. Immediately prior to joining the ELC, Lynda worked with migrant farm workers and their children in New York State. In the '70s, she was director of the Medical Records Department of the Yale University Health Plan and worked for the Harvard Community Health Plan in Boston. From 1979-1981, she cycle toured in Europe, worked at a Swiss ski resort, lived and studied on an Israeli kibbutz, traveled through Egypt., and worked on an organic farm. During two years in the Peace Corps (1983-1985) Lynda taught gardening techniques, built latrines (toilets) and cisterns (water catchment systems) and helped renovate a small hospital in Togo, West Africa. Lynda has one son with whom she has traveled six times to China. He will be starting his university studies at Towson U in the fall of 2012. Her other children are cats – Missy and Latke. Now that Lynda has a “real” job and a son, her travel has been greatly curtailed. Nevertheless, she enjoys learning about other cultures through her job working with international students. She also likes to cycle, camp, hike, and watch foreign movies.

Shelley Etzine has an ED/ESL Certificate from York University, Toronto and a Masters in TESOL from The New School in New York. She was born in Johannesburg, South Africa and attended the University of the Witwatersand the its Graduate School of Business Administration, earning a BA in English Literature and Music History and a post-graduate degree in Personnel Management and Training. Shelley began her career in adult education and training in South Africa, where she worked as a training manager in the business sector. Shelley has always been passionate about the arts, so she decided to pursue her dream to have a career in the arts, earning a degree in Arts Administration from the City University, London. She then had the privilege of working at the renowned Market Theater in Johannesburg before immigrating to the United States in 1986. After reestablishing herself, Shelley returned to education and has worked at the ELC since 1994. She became the Associate Director in 2003. Shelley loves working with college-aged students and learning about the cultures they represent. Her life has been enriched by the students she has had the privilege to meet. Her experiences living in three countries on two continents and studying abroad as an international student give her a first-hand understanding of the challenges international students face adjusting to life in a new culture. Shelley is married and has a son and daughter who are recent college graduates both pursuing careers in the arts in New York City.
FULL-TIME FACULTY

**Anne Colgan** earned her B.A. in English from the University of Maryland, College Park in 1985 and her M.C. in TESL from Ohio University in 1992. Before coming to the ELC in 1993, Anne lived and traveled in many interesting places, like Yemen, Turkey, Thailand, and Egypt, and she was born in Malaysia. Her hobbies are traveling, reading, gardening and cooking. Anne is passionate about the environment and will probably try to talk you into planting trees with her if you are in one of her classes. She hates cars and usually rides her bike to school. In the summer Anne works for the Baltimore Park Service helping to keep the city beautiful. She recently married and now shares a house with her husband as well as her 3 or 4 cats, depending on who wanders in.

**Mary Jo Lindeman** has lived and traveled in many countries throughout the world because her parents were in the Foreign Service. The first of these was Colombia, which had a revolution while she was there. Other countries she has lived in include Brazil, India, Germany, and Mexico. She received her M.A. in Spanish from the University of Arkansas in 1980, and began teaching in the ELC in 1991. Fluent in Spanish and Portuguese, she teaches listening, writing, grammar classes as well as a course in American culture. Her previous jobs include: working for the Voice of America in the Spanish/Portuguese section, doing research on the African slave trade, teaching Spanish and Portuguese, and being a Spanish interpreter at Fort Chaffee, Arkansas when the Mariel boat lift occurred in 1980 (where she met her husband, a public defender in Baltimore County)

**Mark McTague** received his M.A. in TESL from the University of Hawaii in 1978 and his Ph.D. in Linguistics from the University of Texas at Austin in 1990. Mac has been teaching ESL since 1994, the past eight years here at Towson University. What he likes best about teaching are the students, their personalities and humor. He also enjoys seeing their abilities in English develop. When he's not teaching, however, he loves to read. Whether it's science, "serious" literature, popular literature, or non-fiction, Mac loves to read for the simple reason that he loves to learn. He also enjoys gardening, both vegetable and flower gardening. His next big project, after he finishes renovating the inside of his house, is to get a 9-meter sailboat and sail down to Key West, Florida.

**Sara Rose** has an unusual educational background. After high school, she decided to travel to experience a different party of the world. Her journey took her to Copenhagen, Denmark where she lived and earned both her undergraduate and graduate degrees. She received her M.Ed. from Blaagaard Teacher College in 1981 in Danish, so she understands all too well the challenges of studying in a foreign language! In addition to Danish, Sara knows Swedish, Norwegian and Turkish, a motley assortment of languages for an American. Since earning her degree, Sara has taught English, directed an ESL program, worked with au pairs, been president of Maryland TESOL (an ESL professional organization), and most important of all, raised a beautiful and talented daughter, Meryem, who was born in Denmark. Besides teaching and traveling, Sara’s hobbies include reading, listening to all kinds of music, going to the movies, and spending time with her daughter, now a university student majoring in music.
PART-TIME FACULTY

**Denise Link-Farajali** Since earning her Master's degree in TESOL from SUNY, Buffalo in 1982, Denise has taught literally every level and course in the world of ESL, including TOEFL, medical English, and business English at a variety of colleges in the Baltimore area for over 20 years. It's a good thing that she loves her job and languages so much; in fact, she speaks French and Russian and a bit of Kurdish and even Vietnamese. Languages come naturally to her as she's a trained singer and actress and enjoys using both to make her classes come alive. In the past, Denise has worked for the National Security Agency, the National Cryptologic School, Westinghouse Corporation, and as a bilingual tour guide in New York State. When not working, Denise likes to travel, to cook gourmet (and international!) meals, to sew and garden, and to watch American TV and videos.

**Laurel Strassberger** graduated from Salisbury State University in education, English and history, with a minor in French and has done graduate study in teaching reading at Towson University. She has taught English and history in middle school, family building through adoption to adults, and currently English as a second language in elementary school and in TU's English Language Center. Teaching young adults from other cultures has been particularly rewarding in offering her the opportunity to learn so much from and about them. Her belief is that increased understanding among cultures and nations can and must make for a more peaceful and tolerant world. Laurel has written two books on international adoption and edits a magazine on that subject. In some of her spare time, she works with Habitat for Humanity to build homes for families which need them and with various other relief and outreach efforts. In addition, she loves to travel to such places as France and Colombia.

**Ronnie Tornow** received her B.A at Penn State University in German and Education in 2001. Her plan was to be a German teacher but that all changed when she got a position teaching English in Germany, while she was studying there as an exchange student. After she graduated from Penn State she returned to Germany where she continued to teach English at both a private school and the University of Applied Sciences from 2001 to 2006. She then went on to receive her M.A.Ed in Adult Training and Education from Phoenix University in 2008. She taught at Baltimore City Community College for 5 years before coming to Towson in the summer of 2011. She has traveled to other countries including Great Britain, Iceland, Denmark, the Netherlands, Switzerland, France, Hungary and Turkey. She really enjoys learning about other cultures all well as reading, crafting, baking and cake decorating, and walking her dog Felix.
APPENDIX

(That just means “other stuff!”)

How to be New Student (Some cultural tips)
International Markets
Parking at TU
Religious Organizations on Campus
HOW TO BE A NEW STUDENT!

If you want to have friends, you need to make an effort. You cannot wait for people to come to you, especially if you want to make American friends.

- **Introduce yourself.** Say, “Hi, my name is Jin-Woo. What’s your name?” Shake hands. Then talk about something – the class you are in, the food at the restaurant where you are standing in line, the music you are listening to. “Hi” is a common way to greet people in America.
- **Where can you meet people? Lots of places,** like:
  1. classes – both at the ELC or regular TU classes
  2. at one of Towson’s 100 clubs and organizations. There are clubs for sports, education, religion, and more. Find something that interests you and then join a club.
  3. through Circle K, which will help you sign up to volunteer somewhere. Or go to this website (Volunteer Opportunities):
     http://www.towson.edu/studentactivities/communityservice/volunteer%20opportunities.asp
     to learn how you can work with animals, the elderly, the environment, children, etc.
  4. social activities held on campus. Attend concerts, lectures, movies, dances, etc. and start up a conversation with someone.

- **Learn about American culture so that you can avoid misunderstandings.**
  - **Americans are usually conscious of time,** and therefore, it is very important in to be on time even among friends. When you make an appointment, you are expected to arrive on time. This is especially true with a doctor, teacher, or your advisor. If you are late, the person you were to see may be unable to meet with you. If you are going to be late, call to let that person know.
  - **Americans place great emphasis on individuality and personal identity.** This is expressed by informality in appearance, interpersonal relationships, and methods of communication. Nevertheless, it is important to remember to be polite when ever someone helps you or gives you information, no matter who that person is (teacher, nurse, office or store clerk, police officer, garage mechanic, or trash collector.) There is a great sense of equality in the United States, so no one should treat another person as an inferior, regardless of race, religion, job, gender, or wealth.
  - **Americans are curious about many things and may ask you many questions.** America is a very large and powerful country, but many Americans may appear uninformed about the rest of the world. They may ask questions that seem foolish, ignorant, or rude; however, most Americans are sincerely interested in learning more about you and your culture.
  - **Men and women in America often share household responsibilities,** so it should not be a surprise to see men cooking or washing dishes while women work at their computers. Women work at nearly every occupation in the United States, from road construction to teaching, from scientific research to day care, from waiting on tables to running gas stations, etc. Similarly, men serve as nurses, day care attendants, and elementary school teachers, jobs traditionally held by women in the past. Men change diapers, assist their wives at childbirth, and spend time playing with their children on weekends.
- **Honesty is considered very important.** Looking at a person when you speak to them gives an indication of honesty, even though it may be false. It is better to refuse an invitation than to accept one and not go. If someone asks you a question and you do not know the answer, it is better to say so than to make up an answer. Tell a person honestly and politely that you do not know the answer or that you cannot attend something; otherwise a misunderstanding will occur and you may create bad feelings.

- **Smoking is often not allowed.** Always ask if you can smoke in someone’s house before lighting up your cigarette. Chances are you will be asked to smoke outside! Towson is a NO SMOKING CAMPUS – you must always smoke off the campus, near the streets. If you smoke on campus, you risk getting a fine of $75!

- **Although Americans like to be independent, they also like to be part of a group.** Some students join fraternities, sororities, or other clubs. Others just “hang out” with friends. It can often be difficult to join a fraternity or sorority or break into a “clique,” or close group of friends, but it is easy to join a sports or social club. And this is a great way to meet people who share your interests.

- **Remember to allow people to join YOUR group.** If there are many students from your country, it is easy to ignore those from other places. You are here to make friends and learn about the world, so that means you need to open up your own group to others. For example, if you are Korean, don’t always “hang out” with Koreans, but go out with Japanese, Thai, and Brazilian students.
Parking at TU – Frequently Asked Questions
Ticket for illegal parking = $25 - $75 each!

1. Do part time or evening students need to purchase a permit?
Yes. Everyone is required to purchase a permit if they park on campus. You can obtain a parking permit through the Auxiliary Services Business Office on the first floor of the University Union or on the Parking and Transportation Services Web site when available.

2. Can I find parking in the garages?
The West Village Garage is sometimes full by 9 a.m. Monday through Thursday, so it is advisable to arrive early. ELC students can only park in certain garages and spots, so be sure to read all the signs. On campus shuttles provide transportation to and from the core campus if you need to park far from your classroom.

3. If I have a valid parking permit, can I park at a meter without paying?
No, meters are intended for visitors, although students may utilize parking meters as long as time is on the meter for the period of time the vehicle is parked.

4. Where do I purchase/pick up my parking permit?
Permits should be purchased online at the Parking and Transportation Services Web site. Only motorcycle permits and permits for special programs may be purchased at Auxiliary Services Business Office which is located on the first floor of the University Union adjacent to the University Store.

5. How much does a parking permit cost?
The parking permit rates change annually based on overall expenses. Current permit fees can be viewed at the Parking and Transportation Services Web site.

6. If I receive a parking citation and have a valid parking permit, do I have to pay the fine? If you notify Parking Services in writing, the appeal will be investigated and if your permit was purchased before the citation was issued, it will be downgraded to Improper Display or Improper Parking if you were parked in an area that is not valid for your permit type.
http://www.towson.edu/adminfinance/auxservices/parking/parking/citations/

7. Is it all right to park in front of a building as long as I put on my flasher for a short period?
No, not even for 1 minute. If no one is in the vehicle it is considered a safety violation and a Prohibited Parking citation may be issued, which cannot be appealed through the university.

For answers to many more questions, go to this website:
http://www.towson.edu/adminfinance/auxservices/parking/parking/parkingfaq.asp

NEVER DRIVE A CAR WITHOUT A VALID DRIVER’S LICENSE!

52
Religious Organizations

The following campus groups try to meet the religious needs of TU students. They provide various conference, cultural, educational, recreational, retreat, service and social opportunities. Most of the organizations schedule weekly activities and programs with special events throughout the year. Most of these religious organizations have staff advisers that assist students with ministry in counseling, theological discussions, and other supportive areas. In addition, most cooperate in sponsoring special programs, speakers, films, contemporary issue studies and social events. Visit the Campus Ministries for more information in the University Union room 217. Or go online to https://involved.towson.edu/ and sign in with your Towson Username and Password. You can find information about all the religious and other organizations on campus. This is just a small list of what is available.

Belvedere Christian Church
1301 Cheverly Road
Towson, MD 21286
410-321-1003

Campus Crusade for Christ
TU Box 2010
University Union 210
www.towsoncru.com

Hillel (Jewish)
http://towson.hillel.org/
University Union
410.704.4671

Eckankar
7800 York Rd.
Suite 301
410-830-2159

Episcopal Campus Fellowship (ECF)
Father Kroh: 410-382-1607
tkroh@towson.edu

Lutheran Student Movement
http://www.baltimorelutherancampusministry.org/towson.htm
Newman Center
7909 York Rd.

Muslim Student Association
TU Box 181
msa.towson@gmail.com

Newman Club
(Roman Catholic)
TU Box 1965
Newman Center
7909 York Rd.
410-828-0622

Orthodox Christian Fellowship
Annunciation Cathedral
410-727-1831

Reformed University Fellowship
7649 Stony Creek Lane
Ellicott City, MD 21043
410-799-1715

Other Organizations on Campus:

Agape Campus Christian Fellowship
Bethel Campus Fellowship
College Life
Impact Movement
Infinite Praise Ministries
International Christian Fellowship
Towson Pagan Student Alliance
University Bible Fellowship
Young Life
Here are some useful links for you:

**FUN:**
- Towson Area Guide: [http://towsonmd.areaguides.net/](http://towsonmd.areaguides.net/)
- Smithsonian Institute (museums in DC): [http://www.si.edu/](http://www.si.edu/)

**Getting Around:**

- Public transportation (buses): [http://mta.maryland.gov/services/bus](http://mta.maryland.gov/services/bus)
- Collegetown Shuttle: [http://www.baltimorecollegetown.org/shuttle](http://www.baltimorecollegetown.org/shuttle)
- TU campus shuttle: [http://wwwnew.towson.edu/adminfinance/auxservices/parking/shuttle](http://wwwnew.towson.edu/adminfinance/auxservices/parking/shuttle)

**INTERNATIONAL STUDENT ASSOCIATION** – a club where you can meet many other international students and Americans, too! [http://www.towson.edu/isa/main1.html](http://www.towson.edu/isa/main1.html)
# INDEX — Alphabetical listing of contents

## IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising</td>
<td>3</td>
</tr>
<tr>
<td>Asking Questions</td>
<td>24</td>
</tr>
<tr>
<td>Attendance</td>
<td>2</td>
</tr>
<tr>
<td>Attractions — Downtown Baltimore</td>
<td>39</td>
</tr>
<tr>
<td>Books</td>
<td>3</td>
</tr>
<tr>
<td>Bribery</td>
<td>16</td>
</tr>
<tr>
<td>Cell Phones and Pagers</td>
<td>6</td>
</tr>
<tr>
<td>Classroom Rules</td>
<td>7</td>
</tr>
<tr>
<td>Cleanliness</td>
<td>7</td>
</tr>
<tr>
<td>Clothing</td>
<td>21</td>
</tr>
<tr>
<td>Complaining</td>
<td>25</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>9</td>
</tr>
<tr>
<td>Culture Shock</td>
<td>19</td>
</tr>
<tr>
<td>Drinking and Driving</td>
<td>14</td>
</tr>
<tr>
<td>ELC Student Resources (Computer Lab and Student Library)</td>
<td>12</td>
</tr>
<tr>
<td>English Applications</td>
<td>11</td>
</tr>
<tr>
<td>Escort Service</td>
<td>15</td>
</tr>
<tr>
<td>Food and Exercise</td>
<td>22</td>
</tr>
<tr>
<td>Flu</td>
<td>46</td>
</tr>
<tr>
<td>Grades</td>
<td>3</td>
</tr>
<tr>
<td>Guns</td>
<td>15</td>
</tr>
<tr>
<td>Health Services</td>
<td>14</td>
</tr>
<tr>
<td>Holidays and Important Dates</td>
<td>27</td>
</tr>
<tr>
<td>Homework and Late Assignments</td>
<td>2</td>
</tr>
<tr>
<td>How to Be a New Student</td>
<td>50</td>
</tr>
<tr>
<td>Make-up Quizzes and Tests</td>
<td>3</td>
</tr>
<tr>
<td>Making Friends</td>
<td>20</td>
</tr>
<tr>
<td>Money</td>
<td>32</td>
</tr>
<tr>
<td>Museums</td>
<td>40</td>
</tr>
<tr>
<td>Parking</td>
<td>5</td>
</tr>
<tr>
<td>Parking – Frequently asked questions</td>
<td>52</td>
</tr>
<tr>
<td>Placement and Class Changes</td>
<td>6</td>
</tr>
<tr>
<td>Places of Interest</td>
<td>42</td>
</tr>
<tr>
<td>Police and Emergencies - Phone Numbers</td>
<td>14</td>
</tr>
<tr>
<td>Police Phrases</td>
<td>18</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>1</td>
</tr>
<tr>
<td>Postal Service</td>
<td>35</td>
</tr>
<tr>
<td>Probation</td>
<td>4</td>
</tr>
<tr>
<td>Procedures in an American Classroom</td>
<td>1</td>
</tr>
<tr>
<td>Program Personnel</td>
<td>47</td>
</tr>
<tr>
<td>Public Behavior and Safety</td>
<td>13</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>5</td>
</tr>
<tr>
<td>Religious Organizations at TU</td>
<td>53</td>
</tr>
<tr>
<td>Restaurants and Carry-Outs</td>
<td>36</td>
</tr>
<tr>
<td>Restaurants — International</td>
<td>37</td>
</tr>
<tr>
<td>Safety - A Summary — Street Wisdom</td>
<td>17</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>16</td>
</tr>
<tr>
<td>Student Concerns</td>
<td>5</td>
</tr>
<tr>
<td>Student Services and Facilities</td>
<td>43</td>
</tr>
<tr>
<td>Student-Teacher Relationship</td>
<td>4</td>
</tr>
<tr>
<td>Supermarkets/International Markets</td>
<td>38</td>
</tr>
<tr>
<td>Shopping Malls and Factory Outlets</td>
<td>38</td>
</tr>
<tr>
<td>Student Names</td>
<td>4</td>
</tr>
<tr>
<td>Student Services (bookstore, library, day care, health center, etc)</td>
<td>43</td>
</tr>
<tr>
<td>Swine Flu</td>
<td>46</td>
</tr>
<tr>
<td>Theaters</td>
<td>41</td>
</tr>
<tr>
<td>Theft</td>
<td>15</td>
</tr>
<tr>
<td>Time</td>
<td>2</td>
</tr>
<tr>
<td>Touching in Public</td>
<td>21</td>
</tr>
<tr>
<td>Transportation</td>
<td>31</td>
</tr>
<tr>
<td>Visiting Neighbors and American Friends</td>
<td>20</td>
</tr>
<tr>
<td>Websites Useful to Students</td>
<td>45</td>
</tr>
<tr>
<td>Websites: Baltimore, DC, Transportation, Int’l Student Assoc., etc.</td>
<td>54</td>
</tr>
</tbody>
</table>