DEAR STUDENT:

WELCOME!

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

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

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

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Here are some important contact numbers:

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI Office</td>
<td>405-744-7519</td>
</tr>
<tr>
<td>Emergencies</td>
<td>911</td>
</tr>
<tr>
<td>Ambulance</td>
<td>405-372-4171</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>405-744-6527</td>
</tr>
<tr>
<td>OSU Fire Department</td>
<td>405-744-7241</td>
</tr>
<tr>
<td>OSU Police Department</td>
<td>405-744-6523</td>
</tr>
<tr>
<td>Poison Control</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>OSU Residence Halls</td>
<td>405-744-5592</td>
</tr>
<tr>
<td>OSU University Apartments</td>
<td>405-744-5353</td>
</tr>
<tr>
<td>OSU Health Center</td>
<td>405-744-7665</td>
</tr>
</tbody>
</table>

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PROGRAM INFORMATION

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

1. To succeed in this program, a **total commitment** to English is required. Only by **attending all classes and participating in class activities** can you expect to reach proficiency in English, which is the key to success in other areas of study as well. **Speaking only English in class will help you progress faster.**

2. Attending the English Language Institute does not guarantee that you will be accepted into OSU. In order to study at OSU, you must be found admissible based on an evaluation of your academic transcripts. You must also receive a paper-based TOEFL score of 500 for undergraduate work or 550 for graduate work or an Internet-based score of 61 for undergraduate work or 79 for graduate work. IELTS scores of 6.0 and 6.5 are also accepted for admission to undergraduate and graduate programs respectively.

3. ELI students are subject to the same Code of Conduct as other OSU students. You can find this document online at http://studentconduct.okstate.edu/.

HELPFUL CLASSROOM TIPS

**DO...**

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

**DON’T...**

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

PLACEMENT AND LEVEL CHANGES

In the week before classes, you must come at the scheduled time for a placement test in order to determine your level within the program. ELI uses the Michigan Test; it consists of a listening section.
and a grammar and usage section. In addition, you will write an essay upon a topic provided to you, and will be interviewed by two instructors or the Director. The testing takes approximately 3 hours. The ELI Office will notify you of the testing schedule during enrollment.

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

**ABSENCES AND TARDIES**

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

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

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

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

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

TUITION

Your ELI tuition will be billed through the Bursar’s Office along with your housing and other OSU expenses and fees. Your bursar bill must be paid by the 15th of every month. At the end of the semester, all charges must be paid before you can receive your grade report and TOEFL score (if appropriate).

How to Pay Your ELI Tuition/Fees:

Option #1: Pay in person

Go to the Bursar’s Office in the Student Union, Room 113.
Take your OSU ID card with you.
They will tell you the amount that you need to pay.
You can pay with cash, money order, or a check at the Bursar’s Office.

Option#2: Pay on-line

This method allows you to pay with a web check or a credit card. (Your O-Key account must be activated to use this method.) A 2.75% or $3. minimum charge will be added if you choose to pay this way.
To see what has been charged to your Bursar account, on the internet, go to http://bursar.okstate.edu/
Click on “View Billing Statement”.
Type in your OKEY userID and password.
Click on “Billing Statements”.
Click on “View Bill”.
To make a payment, click on “Payment Methods” on the left side of the screen. This explains all the different ways you can pay.
You should check your Bursar account every month. If you do not make payments on time, you will be charged a 1.5% late fee on the balance due each month. It is your responsibility to make sure your payments are made on time.

**TOEFL**

ELI provides an institutional paper-based TOEFL for students at the end of the Spring II, Summer, and Fall II sessions. The cost of this test is included in your tuition. Internet-based TOEFLs are also available from the Testing Center on campus (but must be paid for by the student). TOEFL Bulletins are available in the ELI Office.

**TRANSFERRING TO OSU**

Being admitted to ELI does not mean you have been admitted to OSU. In order to gain undergraduate admission to the university, you must achieve a TOEFL PBT score of at least 500, or an iBT score of at least 61, or an IELTS score of 6, and complete the application for OSU. For graduate admission, the threshold is PBT 550/ iBT 79/ IELTS 6.5. Graduate students can also gain admission by achieving the equivalent of a PBT 500, completing 12 weeks of instruction at the advanced level (Delta or above) at ELI, and then scoring 500 or better on the institutional PBT TOEFL.

**CULTURAL ENRICHMENT TRIPS**

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

**ELI BULLETIN BOARD**

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

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

INFORMATION TECHNOLOGY (IT) COMPUTER LABS

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

CLASSROOM BUILDING, 4TH FLOOR
BENNETT HALL B19
KERR-DRUMMOND MEZZANINE
STUDENT UNION 065
MATH SCIENCES 108

IMMIGRATION

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

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

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

**HOUSING**

**On-campus**

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

**Off-campus**

OSU SPORTS TICKETS

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

CAMPUS EVENTS AND CLUBS

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

HEALTH AND WELLNESS

STUDENT HEALTH CENTER

Located on Farm Road west of Monroe Street, the OSU Student Health Center is available to full-time ELI students (and part-time students who choose to pay the entire Health Center fee). Husbands or wives of students may use the Health Center if they pay a $60.90 per semester health fee; students' children may not use the Health Center, however. The Center is open from 8:00 to 5:00 p.m., Monday through Friday. You don’t have to make an appointment, but you will need your OSU Student ID card. Counseling services are available for students who experience personal or emotional difficulties.

STUDENT HEALTH CENTER: 744-7665
COUNSELING SERVICES: 744-7007

**For emergencies, students must go to the Stillwater Medical Center Emergency Room. DO NOT GO TO THE EMERGENCY ROOM FOR ORDINARY ILLNESSES.

STILLWATER MEDICAL CENTER

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

Health insurance is now mandatory for all ELI students. The cost is $282 per session; it is offered through the university. If you have dependents (a spouse, children, etc.) please ask Aimee at the main office for the special form for dependents. With the passage of the Affordable Care Act, everyone must now have insurance. Sponsored students (Only) may sign a waiver form.

THE COLVIN CENTER

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

As of January 2015, the Colvin Center fees are no longer included in your ELI fees. If you wish to sign up, you must go to the Colvin Center and pay them directly. The costs are as follows: $50 for Spring I, Spring II, Fall I and Fall II; $100 for Summer, Spring II (Only) and Fall II (Only).

SMOKING

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

SAFETY RESOURCES AND INSTRUCTIONS

FIRE!

If a fire occurs while you are in your ELI classes, remember that there are three exits from the second and third floors of the Watkins Center:
1. the enclosed stairway at the north end of the building near the ELI classrooms
2. the enclosed stairway at the east end of the building
3. the central stairway to the lobby

If the fire alarm sounds, leave the building by way of the nearest stairway. DO NOT USE THE ELEVATOR!

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

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

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

TORNADO!

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

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

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

There is an emergency generator to provide lighting during a power outage.

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

1. Buildings with basements: Go to the basement. If possible, sit on the floor and put your head between your knees with hands over the back of the neck. Stay away from windows and doors.

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

3. Living units: If unable to reach a public shelter, find inside shelter in a closet or in a bathroom without windows.

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

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

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

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

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

CELL PHONE SERVICE

- T-Mobile  717 N. Perkins Rd, (405) 372-4033
- US Cellular  212 N. Main St., (405) 533-1800
- Verizon Wireless  322 N. Perkins Rd., (405) 377-1212
- AT&T  520 E. Hall of Fame Ave., (405) 372-2108

CABLE OR SATELLITE TV, INTERNET PROVIDERS

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

- Suddenlink  877-477-4838
- AT&T  1-888-511-1758
- Dish Network  877-532-3984
- HughesNet  877-823-0673
- Satellite Country  1-888-444-0896
- Cox Communication  1-888-280-2776
- Direct TV  1-888-266-0635
- Time Warner Cable  1-888-652-9259

POST OFFICES

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

The Stillwater Post Office is located at 8th and Lewis. It is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, except on Thursday, when it is open 9:00 a.m. to 6:00 p.m. It is also open 9:00 a.m. to noon on Saturday. The Post Office is closed on Sunday.
There is a branch office in the Food Pyramid at 421 N. Main Street. It is open 8:00 a.m. to 8 p.m. every day including Saturday and Sunday.

All three offices can handle international mail.

<table>
<thead>
<tr>
<th>POST OFFICE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS POST OFFICE</td>
<td>744-5386</td>
</tr>
<tr>
<td>CITY POST OFFICE</td>
<td>377-3867</td>
</tr>
<tr>
<td>FOOD PYRAMID BRANCH OFFICE</td>
<td>743-1086</td>
</tr>
</tbody>
</table>

**NEWSPAPERS**

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

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

**RADIO**

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

- **KSPI-FM (93.7 MHz)**
  - This station is operated mostly by university students; it broadcasts popular music.

- **KOSU-FM (88.3 MHz)**
  - This station is the local station for National Public Radio; it plays talk and variety shows, classical, local and jazz music, etc..
  - It is an excellent source of news—both U.S. and international.

- **KVRO-FM (101.1 MHz)**
  - This station is a local station that plays "oldies" music.

- **KGFY-FM (105.5 MHz)**
  - This station broadcasts popular country-western music.

**THE GREAT TOWN OF STILLWATER**

**BANKS**

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

<table>
<thead>
<tr>
<th>BANK</th>
<th>ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arvest</td>
<td>524 N. Main</td>
<td>385-5840</td>
</tr>
<tr>
<td>Bancfirst</td>
<td>808 S. Main</td>
<td>742-6200</td>
</tr>
<tr>
<td>First National Bank</td>
<td>4611 W. 6th</td>
<td>533-3737</td>
</tr>
<tr>
<td>Home National Bank</td>
<td>324 S. Duck</td>
<td>377-7600</td>
</tr>
</tbody>
</table>
Never give information such as your bank account number over the phone or email to someone posing as a bank officer. Bank officers will never call to ask you this information. Be very careful when using a credit or debit card. If you lose either of these cards, contact your bank immediately. If you do not, you may be held responsible for a portion of the charges on your card that are not yours. Unscrupulous people can easily take advantage of this information and cause you many problems. In order to open a bank account, you will need to bring your passport and a copy of your current address with you to the bank.

PUBLIC SERVICES

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

If you need information, dial the following numbers.

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

TRANSPORTATION

AIRPORTS
There is a small airport in Stillwater, but no commercial flights enter or leave the city. Tulsa and Oklahoma City, however, have international airports, and these cities are only about one hour by car from Stillwater.

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

**BUS SYSTEM**

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

**DRIVING**

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

All car owners are required by law to purchase a minimum amount of insurance. More complete protection is available to those interested. For further information on automobile insurance, contact a staff member in the Office of International Students and Scholars (001 Classroom Building).

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

<table>
<thead>
<tr>
<th>DRIVER'S LICENSE BUREAU</th>
<th>743-9140</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAG AGENCY</td>
<td>624-0200</td>
</tr>
</tbody>
</table>
If you plan to park on campus, you must buy a parking permit at the OSU Parking Services, 1006 W. Hall of Fame or online at www.transit.okstate.edu. PLEASE PARK IN THE PROPER LOT. If you park in the staff lot immediately to the north of Wes Watkins Center, you will be fined and possibly towed.

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

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

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

**MOTORCYCLES**

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

**BICYCLES**

You can rent a bike for a day for $2, for a week for $8, or for a semester for $30 from OSU’s OrangeRide program. You need to provide a photo ID and address information at Room 150, the Multimodal Transportation Terminal, 1006 W Hall of Fame. If you have your own bike, you must
register it with the OSU Parking Office. Note: OrangeRide also provides basic bicycle repair services for personally-owned bicycles.

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

OTHER SERVICES

SCHOOLS

Stillwater has six elementary schools, a middle school, a junior high school, and a high school. About 5,400 students are enrolled in the Stillwater public schools. The Meridian Technology Center is located just west of Stillwater. Technical courses of various kinds are taught at this school.

LIBRARY

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

ENTERTAINMENT

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

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

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

COMMUNITY CULTURAL/EDUCATIONAL OPPORTUNITIES

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

COMMUNITY SERVICE OPPORTUNITIES

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

Habitat for Humanity – This is a volunteer service organization that helps to build houses for low income families. See more information at www.stillwaterhabitat.org.
Humane Society – This organization tries to find homes for homeless pets. They often need people to care for, play with, and exercise the dogs or cats. See more information at www.hspets.org.

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

RESTAURANTS

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

RESTAURANT GUIDE

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;W Restaurant</td>
<td>1004 North Boomer</td>
<td>405-377-4474</td>
</tr>
<tr>
<td>Applebee's</td>
<td>317 North Perkins</td>
<td>405-372-9557</td>
</tr>
<tr>
<td>Arby's</td>
<td>1016 North Boomer</td>
<td>405-372-8454</td>
</tr>
<tr>
<td>Boom-a-Rang Diner</td>
<td>902 South Main</td>
<td>405-533-4040</td>
</tr>
<tr>
<td>Braum's</td>
<td>2401 West 6th</td>
<td>405-372-8085 View more locations for Braum's</td>
</tr>
</tbody>
</table>
Brooklyn's
Location: 701
South
Main
Phone: 405-533-3535

Blue Spruce
Location: 1916 N.
Perkins
Rd.
Phone: 405-533-1781

Buffalo Wild Wings
Location: 1701
North
Perkins
Phone: 405-533-2356

Burger King
Location: 107
North
Perkins
Phone: 405-624-5420

Cafe 88
Location: 209
South
Knoblock
Phone: 405-624-8888

Charlie's Chicken
Location: 607 West
6th
Phone: 405-377-9899

CheeZies
Location: 424
North Main
Street
Phone: (405) 707-9222

Cherokee Strip BBQ
Location: 235
South
Perkins
Phone: 405-372-2444

Chick-fil-A
Location: 600 East
Hall of Fame
Phone: 405-742-2111

Chili's
Location: 310 East
Hall of Fame
Phone: 405-624-2100

Chipotle Mexican Grill
Location: 415 East
Hall of Fame
Phone: 405-372-1642

Coney Island
Location: 223
South
Washington
Phone: 405-743-1362

Curly's
Location: 811 East
6th
Phone: 405-372-9522

Da Vinci's Italian
Location: 2280
North
Perkins
Phone: 405-372-0300

Daily Grind
Location: 203
South
Knoblock
Phone: 405-372-8342

Daylight Donuts
Location: 913
North
Perkins
Phone: 405-707-0616

Domino's Pizza
Location: 1524
North
Boomer
Phone: 405-624-3030

El Tapatio
Location: 1711
North
Boomer
Phone: 405-624-1707

El Vaquero
Location: 5020
West
6th
Phone: 405-377-8476

Eskimo Joe's
Location: 501 West
Elm
Phone: 405-
Firehouse Subs
Location: 524 West 6th
Phone: Opening Soon

Freddie Paul's
Location: 1707 East 6th
Phone: 405-377-8777

Freddy's Frozen Custard
Location: 1015 N Boomer
StPhone: 405-564-0522

Frontier Lanes
Location: 3524 North Washington
Phone: 405-372-8584

Fuzzy's Taco Shop
Location: 305 S Washington
StPhone: (405) 564-0433

Golden Dragon Cafe
Location: 203 South Perkins
Phone: 405-707-9292

Granny's Kitchen
Location: 1006 S. Main
StPhone: 405-743-1299

Great Wall of China
Location: 724 South Western
Phone: 405-415-9641

Happy Moon
Location: 917 North Perkins
Phone: 405-372-8881

Hardback Cafe
Location: 316 North Main
Phone: 405-377-7243

Hideaway Restaurant (The Original)
Location: 230 South Knoblock
Phone: 405-372-4777

House of Greek
Location: 532 West 6th
Phone: 405-624-3150

Hunan Chinese
Location: 720 East 6th
Phone: 405-377-7121

IHOP Restaurant
Location: 611 North

Jack in the Box
Location: 508 E. Hall of Fame
Phone: 405-372-7827

Joseppi's
Location: 223 E Hall of Fame
Phone: 405-624-8037

Kentucky Fried Chicken
Location: 715 West 6th
Phone: 405-372-3456

Main Phone: 405-533-4467
Kyoto Japanese Restaurant
Location: 2021 North Boomer
Phone: 405-377-8168

Little Caesar’s Pizza
Location: 713 North Perkins
Phone: 405-624-5400

Long John Silver’s
Location: 1004 North Boomer Road
Phone: (405) 377-4474

Louie’s Bar and Grill
Location: 720 S. Main
Phone: 405-707-7200

Main Street Noodle
Location: 622 S. Main Street
Phone: 405-564-0435

Marble Slab Creamery
Location: 229 S. South Knoblock
Phone: 405-707-7522

Mazzio’s Pizza
Location: 624 W. 6th
Phone: 405-372-2222

McAlister’s Deli
Location: 205 E. Hall of Fame
Phone: 405-743-3700

Mexico Joe’s
Location: 311 E. Hall of Fame
Phone: 405-372-1169

Nagoya
Location: 2260 N. North Perkins
Phone: 405-372-7010

New China Buffet
Location: 711 S. North Main
Phone: 405-743-1688

Old School Bagel Cafe
Location: 502 N. North Main
Phone: 405-743-CAFE

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

Orange Tree Self Serve Yogurt
Location: 504 N. North Main
Phone: 405-533-3112

Palomino’s Mexican Restaurant
Location: 1919 N. North Perkins Road
Phone: 405-533-3566

Panda
Location: 1915 N. North Boomer
Phone: 405-742-2828

Panda Express
Location: 2080 N. Perkins Road
Phone: (405) 707-0634

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

Papa Johns Pizza
Location: 925 N. North Boomer
Phone: 405-372-1600
Pita Pit
Location: 215 South Washington
Phone: 405-372-7482

Pizza Hut Delivery
Location: 2000 North Boomer
Phone: 405-372-0966

Qdoba
Location: 139 South Knoblock
Phone: 405-5-707-7153

Quench-Bud's Zip Thru Beverages
Location: 139 S Duck St
Phone: 405-533-3149

Red Rock Bakery & Deli
Location: 910 North Boomer
Phone: 405-377-3633

Sirloin Stockade
Location: 208 North Perkins
Phone: 405-624-1681

Rib Crib
Location: 103 South Perkins
Phone: 405-372-1900

Rocky Mountain Chocolate Factory
Location: 714 South Main
Phone: 405-533-2977

Schlotzsky's
Location: 310 North Perkins Road
Phone: 405-624-1501

Starbucks (Food Pyramid)
Location: 421 North Main
Phone: 405-743-1086

Shortcakes Diner
Location: 219 North Main
Phone: 405-624-1057

Subway (Walmart)
Location: 4545 West 6th
Phone: 405-707-7073

Sushi House
Location: 1006 South Main
Phone: 405-743-8288

The Family Dog
Location: 702 S. Main St.
Phone: 405-564-0540
Location: 108 W 10th
GROCERY STORES

Stillwater has several large grocery stores: **Food Pyramid** (421 North Main Street), **Consumer’s**, (909 West 6th Street), two **Wal-Mart Superstores** (North Perkins Road and Highway 51) and **Aldi** (1188 North Perkins Road). In addition to these supermarkets, there are a couple of specialty food stores where you might be able to find ingredients from your home country. **Sultan’s International Market**, which carries a wide variety of items from all over the world, is located at 132 S. Main. It is open Monday through Saturday from 11:00 a.m. to 8:00 p.m. and Sunday 2:00 p.m. to 8:00 p.m. The **Himalayan Market**, located at 125 S. Main St., also carries a wide variety of international food items, including halal meat. It is open 8 a.m. to 9 p.m. The **Crepe Myrtle Market**, which carries many Asian items and lots of great fresh produce, is located at 613 South Lewis. It is open Monday through Saturday from 10:00 a.m. to 8:00 p.m. For more information on shopping, please see below pages 27-28. In addition, there are shops and stores galore in Stillwater, enough to satisfy most shopping needs:

- **Ross** (discount clothing)
  2140 North Perkins Road, Stillwater-OK
  www.rosstores.com

- **Best Buy** (electronics)
  1940 North Perkins Road, Stillwater-OK
  www.bestbuy.com

- **Payless ShoeSource** (shoes)
  715 North Perkins Road, Stillwater-OK
  www.payless.com

- **Belk** (department store)
  2040 North Perkins Road, Stillwater-OK
www.belk.com

**JCPenney** (department store)
619 North Perkins Road, Stillwater-OK
www.jcpenney.com

**American Eagle Outfitters** (clothing)
709 N Perkins Road, Stillwater-OK
www.ae.com

**Bath and Body Works** (bath and body products)
605 N Perkins, Stillwater-OK
www.bathandbodyworks.com

**Old Navy** (clothing)
605 N Main St, Stillwater-OK
www.oldnavy.gap.com

**TJ Maxx** (discount clothing)
605 N Main St, Stillwater-OK

**Hastings Entertainment** (books, games, DVDs)
316 North Main, Stillwater-OK
www.gohastings.com

**Staples** (office supplies)
616 North Perkins, Stillwater-OK
www.staples.com

**Famous Footwear** (shoes)
623 North Main Street, Stillwater-OK
www.famousfootwear.com

**Shoe Bank** (shoes)
603 North Perkins Road, Stillwater-OK

**Family Dollar Store** (discount variety store)
802 South Perkins Road, Stillwater-OK
www.familydollar.com

**Ulta** (beauty products)
601 N. Main St., Stillwater, OK
www.ulta.com

ETC!!

**PET BOARDING AND CARE**

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

**QUESTIONS? WHOM SHOULD YOU ASK?**
Go to the ELI Office (Room 307) if you have questions regarding the following:

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

Go to the Office of International Students and Scholars (Student Union Building 2nd floor) if you have questions regarding the following:

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

MORE (IMPORTANT) DETAILS.....

ACADEMIC HONESTY

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

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

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

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

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

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

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

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

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

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

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

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

Smoking
Smoking (and often other tobacco use such as chewing) is prohibited in a number of public areas, including the OSU campus, libraries, elevators, buses, planes, restaurants, churches, and most doctor’s offices. In the United States one must be 18 years or older to purchase and/or use tobacco products.

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

**Assault and Battery**

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

**Guns and other weapons**

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

**Indecent Exposure**

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

**Dating and Harassment**

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

Sexual harassment is a form of gender discrimination and is prohibited by law. For additional information on sexual harassment, refer to sexual harassment brochure. It is essential that you understand your rights and responsibilities as a student at OSU.

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

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

Social Relations and Customs in the United States of America

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

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

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

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

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

Upon first meeting, Americans may easily share information that might seem quite personal to you; however, some topics such as age and salary are usually avoided.
**Dating:** Dating customs vary across the United States and depend greatly on the individuals involved. A date may be as formal as an invitation to a dance, dinner, or movie, or as informal as a spontaneous offer for coffee, a drink at a bar, or a tennis game. Men still initiate most date invitations, but sometimes a woman will ask a man. Although the man usually pays for the expense of the date, many women now pay their own expenses. The custom of sharing expenses is called ‘dutch treat’ or ‘going dutch’. If the woman initiates the date, she typically pays the expenses. In the United States, people often begin dating in early adolescence.

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

In recent years, women in the United States have gained more equal stature in social relationships. Women can now have various types of relationships with different men, including friendships, which do not include romance or physical intimacy. The amount of commitment in any type of relationship depends on the mutual consent of the individuals involved. Women here expect honesty in a relationship, and they usually date several men before considering a long-term commitment or marriage.
The amount of physical contact between men and women usually depends on the amount of affection and trust they have developed for each other. Sexual attitudes, however, are in a state of change. This does not mean that U.S. women or men are promiscuous. Generally, a woman needs time to develop affectionate feelings towards a man, and if pressured to become too intimate too soon, may become offended, distant and angry. If you have questions about dating customs in the U.S., do not hesitate to ask a U.S. acquaintance.

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

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

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

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

With friendships based on spontaneous feeling, rather than duty, tradition, or caste, persons in the U.S. move in and out of social groups. These groups often form around common interests such as leisure activities, schoolwork, employment, or places of residence.
As in most countries, close friendships grow from repeated interactions over time as individuals identify similar interests and projects, handle disagreements constructively, and share life experiences.

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

The use of first names (that is, given names) is a common practice, even on first meetings. As a general rule, it is appropriate to use first names with anyone your own age or younger. A person older or higher in status, who would normally be addressed in a formal manner (using ‘Mr.,’ ‘Ms.,’ or ‘Mrs.’) may invite you to use his or her first name; it is then permissible, but not necessary to do so.

**Invitations:** During your stay, you may be invited to a dinner, to an informal party at the home of a faculty member, host family, fellow student, or to some other kind of social occasion. The invitation may be either written or verbal. If verbal, you may accept or decline the invitation at the time that you receive it, or you may tell the person you will telephone later with your response. If the invitation is written or printed (as it is for weddings, teas, and other formal occasions), you are expected to reply by mail or telephone. Most written invitations will have ‘please reply’ in the lower corner of the invitation, or will request an answer by means of the notation ‘R.S.V.P’ (an abbreviation of a French expression meaning ‘please respond’). It is impolite not to respond to indicate your intention to accept or decline.

Do not accept an invitation unless you really plan to go. Of you change plans because of illness or unavoidable problems, be sure to tell your host as soon as possible. When you accept an invitation, be certain you understand where you are going and how to get there.
Meals: If you are invited for a meal and there are foods you do not eat, inform your host when you accept the invitation. This will help the host plan food and drink for everyone to enjoy together. If you must refuse something after it is prepared, do so politely. People in the United States generally eat three meals a day: breakfast, lunch, and dinner. For most, the biggest meal is the evening dinner. ‘Supper’ and ‘dinner’ generally refer to the same evening meal; supper is not just a snack. This meal is usually between 5:30 p.m. and 7:30 p.m., although dinner parties are often later.

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

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

When invited to lunch or dinner, you should arrive at the pre-arranged time neither earlier nor later. You usually are expected to stay at least an hour after the conclusion of the meal for conversation and pleasantries. An evening party typically lasts a total of two or three hours. This is not a rigid practice,
however, and if your host urges you to stay longer and you are having fun, by all means accept. If an interval of time is stated (for instance: ‘from 3 to 5 p.m.’ or ‘from 5 to 7 p.m.’), it is acceptable to arrive anytime between the stated hours. One should leave within 30 minutes of the designated departure time, however.

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

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

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

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

1. Do not tip anyone in a cafeteria or motel, or in any place where you provide your own service. You do not tip on buses or airplanes.
2. In a restaurant, the tip for the waiter or waitress is usually 15% of the total bill. In a hotel, the bellboy who takes you to your room usually gets $1.00, plus $0.50 for each extra suitcase.
3. Groups of 6 or more will usually have a mandatory 15% gratuity included as part of the bill.

**GESTURES IN THE UNITED STATES**

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

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

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

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

- The middle finger thrust
- The forearm jerk

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

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

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

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

To call a waiter, just raise one hand to head level or above. To signal that you want the check, make a writing motion with two hands (one hand representing the paper, the other making a writing motion).
When dining, many Americans are taught to keep their left hand in their lap and eat with the right hand. It is permissible to sit at a table with both wrists resting lightly on the table. When engaged in deep, close conversation, two people might even lean forward, with elbows on the table, but strict practitioners of etiquette in America frown on this.

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

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

Stillwater, OK