



**International
Student
Handbook**

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Welcome

We are happy that you have selected our Maryville College for your studies. Whether you are pursuing your full degree here, studying here as an exchange student, or studying English, you have chosen to study in one of the most beautiful areas in the United States. We are sure that you will enjoy it. Maryville is a small and welcoming community with the best of both worlds: friendly people and a slow pace of life, but with the option of a larger and more cosmopolitan city (Knoxville) just 20 minutes away. Also, Maryville is on the edge of the Great Smoky Mountains National Park, which gives you the opportunity to get away and relax or hike in the mountains.

The Center for International Education staff, as well as the Maryville College administration, faculty, and staff, are here to help you pursue your studies. We will help you with any questions or problems that may occur during your stay here. Please feel free to talk to us at any time.

We are looking forward to having you with us and getting to know you!

Sincerely,

Kirsten Sheppard

Director
Center for International Education

Important Contacts at Maryville College

Center for International Education

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International Programming Committee

Dr. Brian Pennington, Chair
Religion/Humanities

Dr. Lori Schmied,
Psychology/Behavioral Sciences

Dr. Peggy Cowan
Religion/Humanities

Dr. Scott Henson
Political Science/Social Sciences

Dr. John Gallagher
International Business

Mr. Dan Hickman
Spanish

Emergency Numbers

Police or Fire Emergency: 911 (from on-campus dial 9 + 911)

Campus Security (Non-Emergency): 981-8112

Residence Life Staff Member on Duty (SMOD): 8002

Health Services (Non-Emergency): 981-8716

Getting Started

Housing

<https://www.maryvillecollege.edu/campus-life/reslife/>

Maryville College is a residential college, meaning that students are required to live on campus unless otherwise approved. This unique opportunity allows students to know one another and develop a community. Some important information regarding housing:

Furnishing

The residence halls are furnished with a bed, desk and dresser or closet space. Each room also has cable and two internet connections. Any furnishings that you are not using must stay in the room.

Roommates

You will probably have a roommate sharing your room with you. You might want to wait until your roommate has arrived before you purchase anything extra for your room so that you will know what you need purchase.

Cooking

Cooking is limited in the residence halls. Most rooms and residence halls do not have cooking facilities. You will have a meal plan that will allow you to eat in the cafeteria. Feel free to use the kitchen in the International House; we encourage students to use it as a gathering place. If you want to use the kitchen at International House, please follow these guidelines:

- Please label your food with your name and date if you leave it at International House. Food that is not labeled may be thrown away.
- All dishes and cooking areas must be cleaned after you use them.
- Do not throw away food down the sink. Throw food away in the trashcans.
- Please rinse and recycle plastic, glass, or aluminum cans and bottles . Recycling bins are located on the back porch.

ID Card

You will use your ID card for many things, including entering buildings, paying for your meals in the cafeteria, and checking out books and laptops from the library. You can't get a meal, check out books, or get into your dorm without it, so it is important to keep your I.D. card with you at all times. You must pay a \$50 fee to replace your ID if you lose it.

Room Condition

All of the on campus living facilities are in fair condition. You will pay a \$100 room deposit. The \$100 room deposit will be returned to you at the end of the semester or year if your room is in the same condition when you leave as when you arrived.

Alcohol and Drug Policy

Alcohol is not permitted on the M.C. campus, except in residence hall rooms of students who are over 21. **No alcohol may be used in Davis, Copeland, Gibson or Gamble Halls, regardless of your age.** If you are over 21 and you live in a 'drinking hall,' you may have alcohol in your room, but you cannot have, drink or serve alcohol if anyone under 21 is in your room at the time, or if your roommates or suitemates are not 21. If you are under 21 and in the presence of alcohol-

even if you are not drinking - you are breaking the College rules. Also, smoking and drugs are not permitted in the residence halls. Having illegal drugs is reason for terminating your contract. Refer to the student handbook for additional questions/information:

<https://www.maryvillecollege.edu/campus-life/student-services/handbook/>.

Visitation Hours

The freshman dorms (Davis, Copeland, and Gamble) have limited visitation hours for students or guests of the opposite sex. Visitation hours for these dorms are as follows:

Sunday – Thursday	10:30 am - 11:00 pm
Friday – Saturday	10:30 am - 1:00 am

Trash

Please keep in mind these rules:

- You are responsible for throwing away your own trash in the residence hall. Throw away trash in the dumpsters.
- The recycling bins look like trash cans, but they are for appropriate recycling materials only.
- Do not leave trash, pizza boxes, or personal belongings outside of your door or in the hallway.

Smoking

Smoking is not allowed inside dormitory rooms. Smoking is only allowed outside or on balconies. The tin cans on balconies as ashtrays. Empty the tin can ashtrays in the dumpster, not in the toilets.

Toilets and Bathrooms

Please remember to flush toilets after every use. Put all toilet paper in the toilet, not in trashcans. Put all other types of paper or articles in the toilet in the trashcan.

General Notes

- Do not slam doors. The doors in the dorms are very heavy and make a loud noise if not shut quietly.
- There are washing machines and drying machines in the basement of each residence hall or on the same floor depending on your hall. There is no cost for using the machines. However, you will need to purchase your own detergent.
- If your room needs repairs or you have other problems, ask your Resident Assistant (R.A.).

The number one rule in the residence halls is to respect your neighbors. Please do not disturb others who may be trying to study. Keeping your bedroom and bathroom clean is very important when you are living with others. Remember, your room must be clean when you leave the school. If not, your \$100 room deposit will not be returned to you.

Respect neighbors and roommates, but also remember that they should respect you. If your neighbors or roommates are causing you problems, talk to the person who is bothering you! If you cannot, or the problem continues or is not resolved, tell someone about the problem. Each floor has a Resident Assistant (RA) and each hall has an assistant residence hall coordinator, plus the Center for International Education in the International House may also be able to help you.

Further information can be found in the Student Handbook:

<https://www.maryvillecollege.edu/campus-life/student-services/handbook/>

Residence Life Contact:
Residence Life Office
Bartlett Suite 337
(865) 981-8194
michelle.ballew@maryvillecollege.edu

Food

<http://www.campusdish.com/en-US/css/maryvillecollege>

Meal Plans

All Maryville College students who live on campus must purchase a meal plan. Students must choose either a 10, 14 or 19 meal plan. Freshmen must have a 19-meal plan. The policy is listed at <http://www.campusdish.com/en-US/CSS/MaryvilleCollege/MealPlans/MealPlanTerms.htm>

Gold Card / Bonus Bucks:

Students on any meal plan have an additional \$50.00 in **Bonus Bucks** added to their meal plans each semester. These Bonus dollars can be used at Pearsons Dining Hall, Isaac’s Cafe, and the Highland Grounds Coffee Shop. Students who would like to place additional funds on their card for convenience may do so in the form of **Gold Card Dollars**. The **Gold** account is a debit account that can be used for purchases in all three dining locations. Bonus and Gold dollars do roll over from Fall semester to Spring semester.

Dining Room (Cafeteria) – Pearson’s Hall

The Dining Room in Pearson’s Hall has the following basic hours of operation during the academic year: (Please note that these times are subject to change.)

Breakfast	(Hot)	7:30 am - 9:30 am	Monday-Friday
	(Cold)	9:30 am -10:45 am	Monday-Friday
Lunch	(Hot)	10:45 am – 1:30pm	Monday-Friday
	(Brunch)	11:00 am - 1:30pm	Saturday & Sunday
Afternoon Dining		1:30 PM – 5:00PM	Every day
Dinner		5:00 pm - 8:00pm	Monday-Friday
		5:00 pm - 6:30pm	Saturday & Sunday

Notes on the Cafeteria

- The cafeteria is “all you can eat,” although usually you can receive only one portion of a food at a time. Please do not waste food – take only what you will eat. Food cannot be taken outside.
- Do not leave your dirty dishes on the table. Please take them to the dishes line – remove all paper products and throw them away.
- Enter only through the front entrance, not through the exit door.
- Carry your I.D. card to all meals and have it properly checked by the checker on duty. If you do not have your I.D. card, you will have to pay for your meal in cash.

The Snack Bar – Isaac’s

Isaac’s is the snack bar is in Bartlett Hall. You can purchase drinks, snacks, sandwiches, burgers, and salads. It is located on the 2nd floor and to the back of the building.

Isaac’s Snack Bar has the following hours of operation:

Monday-Friday 8:00am - 11:00pm

Saturday 12:00 noon - 3:00pm

Sunday 5:00pm - 11:00pm

Highland Grounds Coffee Shop

Highland Grounds is located on the 2nd floor of Bartlett Hall (near the entrance to Isaac’s.) Hours may vary, but it will generally be open Mon-Fri 8 a.m. to 5 p.m. Gold Card points may be used at Highland Grounds.

Notes on the Meal Plan:

- If you do not come to a meal, it does not mean that you have an extra meal coming at a later date.
- Students who are not on the meal plan may eat any meal in Isaac’s or Pearson’s by paying a fee at the front door.
- Students on the MC meal plan also receive \$50 in Bonus Bucks on their I.D. cards each semester, which they can use to pay for meals or snacks at Pearson’s, Isaac’s, and Highland Grounds at any time of the day, regardless of mealtime, or to buy a meal for a guest. Be sure to use all your Bonus Bucks by the end of the semester.
- As a student with a meal plan, you have the option of using “meal-exchange.” You have the option of choosing a meal exchange at Isaac’s. You may use your card to eat at Isaac’s instead of Pearson’s. A meal plan cannot be used to eat at Pearson’s and Isaac’s for the same meal. Only one meal may be used during each mealtime.

Telephones

Each residence hall room has a telephone line but most students on campus have a mobile phone (cell phone). If you do not wish to purchase a cell phone, then you can talk to IT about setting up a phone number for you.

You will need to buy phone cards to make long distance calls from the phone (available at bookstores, convenience stores, Wal-mart, or online).

Here are some sample online calling card resources:

www.InternationalCallingCard.com

www.callingcards.com

www.iCallAbroad.com

www.pingo.com

Our IT department recommends that you try Google Voice

(<https://www.google.com/voice/?setup=1#setup/>) to get a local number for your computer.

You can also download Skype, which is a free program for your computer for making phone calls and for free, live web video chat. You can download it at www.skype.com There are also instant messaging and other programs that offer web video chat and instant web chat, like AOL Instant

Messenger (www.aim.com) Yahoo! Messenger, (messenger.yahoo.com/win), and Gmail (www.gmail.com).

To make phone calls:

- On the Maryville College campus: dial the last four digits of the campus phone number, also called an 'extension'.)
- Maryville and Knoxville: dial 9, then the number.
- Campus operator: 0 (this operator is used to find out phone numbers ON CAMPUS only).
- Off-campus operator: 9, 0, plus the number you want to call.
- Credit card, collect or third party billing: dial 9, 0, area code, the number.
- Collect calls: there are many different systems. One system is 1-800-COLLECT (9,1-800-2655328).
- Skype and telephone cards are usually the cheapest way to make long distance calls.

Voice Mail

Each student has his or her own voice mail. You will receive voice mail information in your campus mail box. Please set up your voicemail so that you can receive phone calls from home, friends, or campus offices. For other questions about Telephone Services, call 8143.

Pay As You Go Phones

For around \$20 or less, you can buy "Pay as You Go" phones, such as the AT&T GoPhone International. These phones can be found at RadioShack, Wal-Mart, and Target. This is an inexpensive alternative to calling cards and you choose your own plan (pay by the minute or by the day.) Local calls usually cost around 25 cents per minute, and international calls average \$1 per minute, depending on the country and area. Keep in mind there is sometimes a small monthly fee involved with "Pay as You Go" phones

Mail

Each Maryville College student has a campus post office box. You will be assigned a box number and combination lock code during orientation. If you forget the combo, you can show your I.D. card and pay a \$5 fee.

The post office is in Bartlett Hall, and is open Monday through Friday from 8 a.m. to 4 p.m. You can mail most letters and boxes overseas from this post office. The post office can send and receive FedEx, UPS, and U.S. Postal Service.

Your address is:

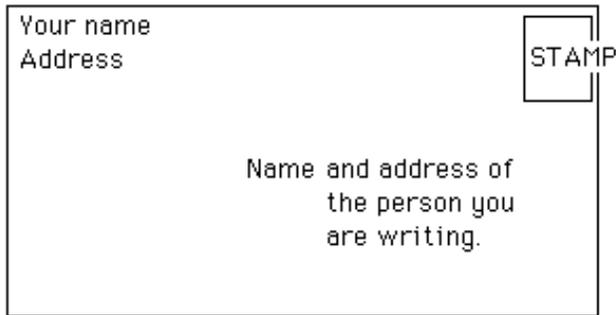
Name _____
Box # _____
Maryville College
502 E. Lamar Alexander Pkwy
Maryville, TN 37804 USA

Postage rates

Postage rates are as follows (rates subject to change.) Cash only please.

Domestic 44 cents for 1 ounce or less (to the US)
1st Class International 98 cents for 1 ounce (Except for Mexico and Canada)
Postcards (U.S.) 28 cents
Postcards, international 98 cents

How to Address an Envelope in the USA:



_____ Write
the name, address, and country of the recipient in English.

Express Mail, Faxes

If you have to send something overseas by express mail, contact the post office and they can help you to do so. You will need to pay all charges before the shipment is mailed. You may send faxes using the MC fax line located in the Physical Plant (an office worker can help you). You must bring a phone card with you to pay for the fax.

Academic Life

Maryville College – A Liberal Arts Education

As you prepare to enter the academic program at Maryville College, there are some facts that you need to know about the American educational system, particularly with regard to a liberal arts college such as Maryville. The kind of educational system that you are going to experience is probably very different from the kind of system that you would have encountered in your home country. Failure to understand the educational system could result in many problems and frustrations for you. Therefore, it is important to read this information carefully and to ask questions about any aspect that you do not understand.

Top 10 Questions:

1. What is a “liberal arts” college?

A liberal arts college is an institution that educates students in a wide variety of fields, with emphasis on the Humanities, the Biological and Physical Sciences, the Social Sciences, Fine Arts, and Mathematics. Graduates of such a school should be able to communicate effectively, both orally and in writing, and should possess the research skills necessary to continue advanced study in their chosen fields. A student who attends a liberal arts college takes courses in his or her major academic field (the “major”), perhaps a minor academic field (the “minor”), and required general studies, or “core” courses. The result should be a graduate who has interest and knowledge in many areas of life, and who is well prepared for several career options.

2. What are “core requirements”?

These are a wide range of courses that are required for all Maryville College graduates (but not exchange students), regardless of their major. The core requirements are listed in the Maryville College catalog, and should be consulted with the help of the academic advisor in planning the student’s curriculum for the next four years. Core requirements include courses such as First Year Seminar, Statistics, English Composition and Literature, History, Religion, Biological and Physical Sciences, Social Sciences, Fine Arts, Ethics, and Foreign Language. Although liberal arts colleges may have more core requirements than some public universities, even large state universities in the United States (such as the University of Tennessee) have an extensive number of general studies courses that students must complete in addition to their majors.

Please note that at Maryville, international students have some extra choices or options when taking core courses. Be sure to read the footnotes in the catalog regarding options available for international students. For example, instead of taking a course in Biblical studies, options such as a world religions course are available to you.

3. What is a “major”?

A major is the academic field that receives the most emphasis in the student’s educational program; therefore, every student must complete a major in order to graduate. While most core requirements are completed in the first three semesters of study, the last five semesters are primarily dedicated to the student’s major, or academic specialization (however, there are a few core courses that are taken during the last two years of study). Some majors are related to a career, while others are not. For example, a student who majors in Mathematics with Teacher Licensure obviously intends to teach mathematics in high school, while a student who majors in

Political Science may plan to enter law school, government work, college teaching, business, law enforcement, or many other fields. Notice that in the US, the “major” coursework accounts for only about 35-45% of the entire coursework required. “Core” courses and “electives” (any course given for credit) make up the balance of the required work.

4. What is a “minor”?

A minor is a secondary field of specialization, but one that requires a much smaller number of courses than a major. Students who pursue a minor field may want to have knowledge in a certain area for career purposes or for personal interests. For example, many Business majors complete minors in Foreign Language because they believe it will be useful to them in international business. Students are not required to have a minor in order to graduate.

5. What is “senior thesis”/ Senior Study (351/352)?

Every student who graduates from Maryville College must write a senior thesis, which is an extensive research project that the student completes with the help of an advisor in his or her major department. The senior thesis is generally written during fall and spring semesters of the student’s senior year.

6. What are “comps”?

“Comps” is an abbreviated term for comprehensive examinations. Every degree-seeking student at Maryville College must take these examinations in his or her major field during the senior year. The comprehensive examinations cover material that the student has learned in the major classes.

7. What is meant by “G.P.A.”?

G.P.A. is an abbreviation for grade point average. The grade point average is computed by combining the student’s grades, multiplying the grade average by the number of hours completed, and then dividing by the number of credit hours that the student has attempted. In computing the grade point average, an A is equivalent to four points, a B is equivalent to three, a C is equivalent to two, and a D is equivalent to one. A grade of F has no points. An overall grade point average of 2.00 is required for students to graduate from Maryville College, but some major programs (such as Teacher Education) require a higher G.P.A. in order to be a student in the program.

8. What are “academic probation” and “academic suspension”?

As stated above, students are expected to keep a grade point average of at least 2.00 (C). If a student falls below this, he or she may be placed on academic probation; that is, the student is given a chance to raise the grades during the following semester. If the student fails to make the required grade average by the end of the following semester, the student will probably be given academic suspension (not be permitted to attend the College the following semester). The College is usually a bit more lenient with new international students, and will allow you a bit more time to adjust to the US system before they put you on probation or suspension.

9. Can I take any intensive English courses along with regular Maryville College courses?

Yes. You are able to take a course designed for international students to help you improve your English.

10. Which courses should I take?

Your course selection depends on whether you are a Degree-Seeking Student or an Exchange Student. First we will discuss course selection for Degree-Seeking Students and then Exchange Students.

Course Selection for Degree-Seeking Students

Degree-Seeking Students should consider the following factors during their course selection:

Major Courses

Remember that it is NOT wise to take many courses in your chosen major field at the beginning of your studies.

- You may want to be more familiar with the general US education style before taking the more important courses of your major.
- You may want to improve your English before taking major courses.
- It is important to first complete some of the core courses, and some courses that are pre-requisites for many other courses. (For example, statistics 120 is an important pre-requisite for many other courses.)
- To graduate, you will need to take a certain number of electives; it may be best to take some of these first, along with core courses. Look for courses where you already have some good background in the subject, or courses where you will be on an equal footing with American students. (For example, taking an introductory course in psychology or sociology may be a better idea than taking American history, since you don't have the background knowledge in American history most American students have.)
- MANY students will change their major after a year or two of study. If you take many major courses then change your major, you will need longer to graduate. Most students don't declare their major until the end of the first year or even in the second year. You must let the CIE know if you change your major so she can document it for your student visa.

Credit Hours

Don't overload yourself the first semester. You might want to start off a bit slowly, learn the US system and the methods of US professors, then take more courses in later semesters. Even if you are in a hurry to graduate, remember that you can graduate sooner by taking courses in summer school, and by taking a slightly heavier load in future semesters. Use the first semester to learn the system and prepare for later semesters.

Preparation

When selecting courses, do your homework! In other words, consider what courses you might want to take before you see your advisor. Have a list of alternate courses that you might want to take, in case your first choices are not available (often classes are "closed" after a certain number of students have pre-registered, schedules of classes sometimes change at the last minute, and other things happen to make your first choices not available). Make sure that the courses you want are at suitable times for you, and that you aren't asking to take two courses that meet at the same time.

Pre-requisites

When selecting courses, be sure to understand what pre-requisites are mentioned, and follow those guidelines. Pre-requisites are courses you must have taken or be enrolled in or other criteria you must fulfill, such as class standing, in order to register for a class. They usually help prepare you for more advanced classes. You need to study both the catalog (which will tell you about pre-requisites for any course) and the Schedule of Courses (which tells you when/where the classes meet, who the professor is, etc.).

Electives

Remember that you will need electives to graduate, as well as major courses and core courses. Consider electives that work your brain in a different way, like physical education courses, Mountain Challenge courses, foreign language, etc. to complete your total schedule.

Paradigms

Paradigms are sample templates for each degree of which courses you need to take and the best times to take them. They can help you plan out what classes you need to take in order to graduate. They will be available online after you arrive, on the Tartan website, and you can also find copies of paradigms in each building.

Course Selection for Exchange Students

It is your responsibility to find out what your home university requires of you academically while you are on exchange at Maryville College. It is very helpful if you find out before you leave home about any requirements.

Exchange students studying for one year can take a J-term course, but are not eligible for summer courses, as part of their exchange agreement.

Not all of the classes listed in the course catalog will be available every year or every semester. Please take this into consideration when deciding on courses you wish to take.

General Notes on Course Selection for Exchange Students

- You will receive a timetable of courses offered during registration. Look at the full list of classes in the Catalog:
<https://www.maryvillecollege.edu/academics/programs-of-study/>
- Ensure you select alternate courses in the event that a course is not offered the semester you will be at Maryville College or in the event the course is full.
- You will be assigned an academic advisor during orientation to help you with registration.
- You have chosen to attend a small college, in a very friendly part of the US. The biggest advantage of this is that people are willing and available to help you. We want you to succeed and to stay at MC, so if you have problems or concerns, please don't hesitate to tell the International House staff.

Registration

For both degree-seeking students and exchange students, registration takes place during the International Student Orientation. There are four parts for international student registration:

Part 1: Take Mandatory Placement Tests

- English Language Placement Test
- Math Placement Test
- Foreign Language Placement Test (for students planning to study a foreign language)

Part 2: Information Session at the International Student Orientation.

- You will receive detailed information on how to register, along with your results of the English placement test at that time.
- You will also be assigned an academic advisor to help you with the registration process.

Part 3: Advisor Appointments

- You will be given a time to meet with your advisor about your course choices. Your advisor will preliminarily register you in the classes.

Part 4: Registration Period

- There will be an assigned period for all new students to register for classes. The process will be explained to you at orientation.

What to Do if a Course You Want is Full

You may request permission to add the course from your advisor, or in some cases be put on a waiting list. To request permission to take a class that is already full, ask your advisor. You should be prepared to not take that class.

Adding or Dropping Classes

There is a time set aside at the beginning of each semester to make changes to your timetable without penalty. All changes should be made with your academic advisor and with the consent of the CIE. **You must notify the Center for International Education before dropping a class** to make sure it will not affect your immigration status.

Academic Calendar

Maryville College has two major semesters per year with 15 weeks of lecture and 1 week of examination times. See the Academic Calendar in your Maryville College Student Handbook for exact dates

Fall semester: September – December *Spring semester:* February – May

Typical Course-Load (Credit Hours)

Study at Maryville College is broken down into courses. Each course will meet 1-4 hours per week for one semester. In order to earn a full degree, you will need to complete the equivalent of 4 years' worth of courses, including general educational requirements, requirements in a major field, and electives.

The usual method of determining course-load and credits earned is the credit-hour system. The number of credit hours per course is based on the amount of time spent in the classroom, multiplied by the number of times per week and the number of weeks that a course meets. Students generally take from 12 to 18 hours of credit. All foreign students are required to maintain full-time student status. This means all foreign students must take at least 12 credits per semester.

It is not recommended that international students take more than fifteen credit hours in one semester because the reading and writing assignments take a great deal of time. It is also wise to begin your first semester with a lower number of credits, to allow you to do well the first semester while you are adjusting to the Maryville College educational system.

Class Format

The main course formats are lectures, tutorials, laboratories, and seminars. We will discuss them briefly as follows:

Lectures

Lectures are very common and involve up to 35 students.

Tutorials

Tutorials are common for lecture courses. They provide an opportunity for discussion in smaller groups. Attendance generally requires active participation (speaking in front of the class), and you are expected to attend all tutorials.

Laboratory

Many science, math, engineering and some arts courses at MC have laboratory (lab) work, which includes practical activities in addition to lectures or tutorials. Labs require small group work. In some courses, you must pass the lab in order to pass the course. Labs and tutorials are usually mandatory, and in some cases grades are given for attendance.

Seminars

Some upper-level courses are in the form of seminars. These smaller classes are generally less formal, encourage discussion and sometimes include presentations. Students are often given grades for their presentations and for verbal participation in class.

Below are some general comments about Maryville College classes:

- Maryville College classes generally have from 10 – 35 students in each class. An average class size is around 20 students.
- Classes usually begin on time, and it is considered disrespectful to arrive after the class has begun. In most classes there are no formal seating patterns; students choose any seat they wish.
- For the most part, classes are informal and fairly relaxed. Students will wear casual clothing and assume comfortable positions; it is not customary to stand when called upon or when answering questions. You should ask your professor if he/she allows eating or drinking in the classroom.

- Students take notes during lectures because they are tested on this knowledge. The material that the professor talks about during class time is not always the same as the material in the required textbooks, so it is a good idea to attend all classes.
- Requirements for each course will vary with the subject, professor and teaching method used. Remember to carefully read the syllabus for each course.

Class Materials and Expectations

Syllabus

On the first day of the course, the professor may hand out and review a course syllabus or outline. Typically a syllabus will list the professor's name, office address, office phone number and office hours. It will also list the course objectives, grading system, attendance policy, the required and suggested textbooks, and class assignments. It is important to keep this syllabus and refer back to it regularly.

Attendance and Participation

Some professors require class attendance and may include class attendance as a factor in determining your grade. Others do not include attendance in your grade because they feel it is your responsibility to attend classes and keep up with the work.

In many classes, students are not only encouraged to participate in classroom discussion, they are also expected to do so. Classroom participation usually requires that you: 1) contribute to the discussions with your classmates and professor; 2) ask and answer questions in class, and 3) stay alert and engaged during class. If you sit quietly and never offer an opinion or ask a question, it may negatively affect your final grade.

Textbooks

You can buy required textbooks at the college bookstore in Bartlett Hall. Sometimes they may be available at the college library. Deciding whether to purchase a text or use it at the library is a personal matter and will depend on your study habits and finances. Purchasing textbooks can be expensive. However, if you rely totally on a college library copy, you may find it on loan or lost when you need to use it.

Class Assignments

Reading

You will be responsible for doing all the required readings, even if the professor does not review the reading assignments during class. In many cases, examinations and required term papers will assume your familiarity with all the assigned work. Remember to check the syllabus for required reading.

Essays/Term Papers

Many professors require students to write compositions, sometimes called term papers, essays or research papers, as part of a course. The essay is a very common way of assessing learning at Maryville College.

Exams

There are various kinds of examinations (called exams or tests) that you may experience, some of which you may not have had before. Ask your professor what kind of exam you will have before the exam in order to better prepare yourself. Ask your professor if the instructions are not clear.

- Multiple choice - For each question on the test, you are given several possible answers, and you must choose the answer that you believe is correct. Usually the answers are marked a, b, c, d, and you simply mark or check the answer you choose.
- Essay - To answer a question on an essay exam, you write a short paragraph or sometimes a long analysis responding to the question or problem.
- Take home - In a take-home exam, the professor gives you the questions on a sheet of paper. You can take the exam home, to the library or anyplace you wish to work on it. You then return the test to the professor. Such exams tend to be very intensive, asking numerous questions and requiring long, detailed answers. Sometimes the professor will set a time limit for the exam, in which case you will need to budget your time carefully to be able to complete the exam. You are allowed to use your textbook as a resource.
- Open book - In this exam you are allowed to have the textbook or some other book with you for reference during the exam. International students find this exam rather strange, in that they can look in the book to find out what they do not know. Since there is a time limit to finish the exam, however, students find that they must know most of the information before taking the exam because they will simply not have enough time to look up everything in the book during the exam.

Final Exams

The start and end dates of the exam periods are published in the Academic Calendar (<http://www.maryvillecollege.edu/academics/calendar.asp>). You are required to be available to take an exam during the whole exam period. Don't make arrangements for end-of-term travel until you see the exam schedule.

Academic Integrity

You are expected to complete your own class work and assignments here at Maryville College without extensive help from others. This does not mean that you cannot ask other students to help with class work. It is a good idea to get help with understanding what is happening in a class and what a specific assignment is about. There are also many programs and services to support you in your academic work at Maryville College (see below).

It is not appropriate to have someone else do an assignment for you, or to copy answers or information from a publication in a way that makes it appear that the answers are your own. That would be considered cheating. Many students in the U.S. get into trouble for what is called cheating or plagiarism. Cheating means getting help that a student is not supposed to get on an assignment, quiz or examination. Some other things that are considered cheating include: copying other students' essays or responses with or without his/her knowledge; copying other students' answers to exams; taking notes or books to an examination and secretly referring to them for assistance.

Plagiarism occurs when you do not properly document the source of the ideas used in your work or when you present the work of another person as your own. When you use somebody else's research or words in your essay, paper or presentation, you must acknowledge the original

author. It is not appropriate to copy all or even part of the work of another person and present it as your own. Some international students have reported differences between the concept of intellectual property in their cultures and the practice in the USA. Intellectual property covers ideas, arguments, phrases, sentences, paragraphs or results of research. It is important that you understand that while you are at Maryville College you are expected to follow our practices around academic integrity. At Maryville College, penalties for plagiarism range from a failing grade in the course to suspension from the university. If you are not sure about how to properly reference somebody else's work, please talk with your professor.

Maryville College's detailed policy on academic integrity can be found in the Maryville College Student Handbook. Please read this policy and come to the CIE if you have any questions about it.

Evaluation/Grades

The syllabus should clearly specify the requirements for the final grade. This may include information about the proportion of the grade that will be determined by class participation, term papers and examinations.

Academic Support

Maryville College has many programs and services to support students academically.

Academic Advisors

You will be assigned an academic advisor for your time at Maryville College. Your advisor will be happy to answer any question related to academic program planning. Your advisor can answer questions about a course in another department and offer referrals to other advisors, departments and student services as necessary, all in a timely manner.

Remember that you have the ultimate responsibility for your academic success. An advisor will help you identify study options and possible solutions to academic problems, but you must decide what to do.

Denso Learning Center

The Denso Learning Center provides academic support services for all Maryville College students. It offers help with learning strategies and writing, and offers a peer tutoring program. International students are encouraged to make use of all of the Denso Learning Center support and services. The Learning Center is located in Bartlett Hall, room 204. More information on each of the services is also available at <http://www.maryvillecollege.edu/academics/learning-center.asp>

Library

The library provides resources and services designed to stimulate intellectual curiosity and to encourage the use of information. Maryville College librarians are very responsive to individual needs and will work with you to find out your needs, identify sources, and assist in their use. For more information about the library services, please visit: <http://library.maryvillecollege.edu>

General Tips about How to Succeed in Your Classes

- A professor will give you a syllabus at the start of the semester. Generally, this will overview what you will do during the semester; it may list all reading assignments, course projects, papers to do, test dates, and so on. This is an important tool that you should keep and follow.
- Professors usually expect you to do assigned readings before class begins. Don't wait for a professor to tell you to read something if he/she has already given you a syllabus listing the readings. The professors expect you to use the syllabus to figure out what your homework is, and they may not say anything else about assignments.
- Most professors expect you to be able to discuss topics in class, to ask questions in class, and to participate, especially at a small school like Maryville. Professor styles vary widely, but many of them will lower your grade if you are too quiet in class. Come prepared to join in discussions or ask questions about the materials you are studying.
- Follow all deadlines and due dates. If you have a problem completing an assignment on time, you should speak to the professor right away- preferably even before the due date.
- Be in class every time, and be on time. Some professors keep attendance records, and almost all of them notice when students miss too many classes.
- Many of your courses will require you to do writing assignments. Start them early, revise and rewrite often, and try to get others to read your papers and give you suggestions on how to improve them before you turn them in.
- Monitor yourself. If you feel that you are having problems, ask the professor for help. There are tutoring services available for all MC students for free, so a tutor can be found to give you extra help.
- If you work hard all semester, you will probably do well. It is very common for first-semester students to panic. Don't stress, you will do fine as long as you are trying hard.. The first semester is usually the hardest one until perhaps the junior or senior year. Be prepared for having problems, but don't worry too much. And remember, seek help if you need it.

Special English and Orientation Courses for International Students

- If you score between 74 and 80 on the Michigan Test, you will be placed into English 101. This is a course designed to help you improve your writing ability, and to strengthen your overall English.
- Students who take English 101 that are seeking a Maryville College degree, after the first semester, will need to take further tests to see if they place into CMP 110 or 120 in the second semester.
- If you score above 80 on the Michigan Test, you will be placed into an English Composition class that reflects your English level.
- All new students take part in a short 1-month orientation class that will introduce you to Maryville College (ORN 110/120).

Get Involved

Center for International Education

The Center for International Education (CIE) at Maryville College supports the academic and personal development of international students at Maryville College. The CIE provides services and programs for international students, faculty and staff at Maryville and their families, and also those interested in studying abroad. One of the main goals of the CIE is to internationalize the campus by working with other college departments, offices, groups and individuals to enhance the international learning environment at Maryville College.

More specifically, you should visit the CIE for the following services:

- International Student Orientation program
- International & Exchange Student Advising
- Information on Cultural Adjustment
- A variety of social, cultural & educational programs throughout the year
- Tax workshop / information and compliance
- Referrals to other campus services to assist with issues related to health, housing, language and student development
- International Admissions Information and General Inquiries
- Immigration advising and visa compliance and registration
- Social Security Information
- On-campus / Off-campus work

Upon entering the United States for the first time there is usually a period of adjustment. The CIE would like to make this adjustment a little easier by providing an outlet for discussion with others who have just entered or by providing opportunities to share your culture with other Maryville College students. There are many ways to get involved with the CIE, including the following:

Cultural Ambassador Program

Share the exciting and unique aspects of your country with others.

Speaker Series / International Week

Special events dedicated to bringing honored speakers and international cultures to Maryville College.

Study Abroad Fairs/ Information Booths

Represent the CIE at different campus events like Open House, Opportunities of a Lifetime Fair, or study abroad fairs and events.

Classroom / Community Visits

This is an opportunity to share your experience as an international student with other students and the community.

GCO (International Club)

Get involved with other international students on campus.

The Highland Echo

Write for the college paper about your experience as an international student or about your home country.

Events and Activities for International Students

Participate in events and activities held for international students throughout the year.

For more information, please contact:

Kirsten Sheppard

Director, CIE

CIE

International House

(865) 273-8991

Sanna Serspinski

Asst. Director International Admissions/Recruitment,

International House

(865) 981-8183

International House

International House (I-House) is the home away from home for international students on campus. If you want to meet people, share your culture, and learn about the world, I-House is a great place to start. The first floor of the I-House is for all international students to use, for studying, cooking, or just relaxing. Many students like to study in 2nd floor classrooms after school, too. Feel free to use the I-House. However, the I-House closes at 11:00pm on weekdays and on weekends. The building should be locked after those hours. And, please keep the I-House clean! If you cook in the kitchen, wash the dishes and things you use.

International House also contains the English as a Second Language (ESL) program. The ESL program is an intensive, year-round program for anyone who wishes to improve one's English language skills. International House is a student and community center open to all members of Maryville College and their families. For more information on the ESL program, please contact Ms. Micki Pruitt at 981-8186, or micki.pruitt@maryvillecollege.edu.

Clubs

Get involved! To be active in the campus community and beyond, international students are encouraged to join any of the active clubs and organizations on campus. There are many benefits to joining clubs, including meeting new friends, getting involved with the campus and community, learning new activities or keeping up with hobbies, staying active, teaching others about your culture and learning about other cultures, interacting with a variety of people who have similar interests, and practicing English!

If you have questions about what clubs exist, how to join a club, where their meetings are held, etc., stop by Student Involvement to see Kristin Gourley in Bartlett Hall Room 223, or go to the website: <https://www.maryvillecollege.edu/campus-life/organizations/>.

Volunteer Services

Service is an integral part of the Maryville College experience and a major component of the College's Statement of Purpose. Maryville College offers numerous ways to be a volunteer. More information on the types of volunteer programs can be found at the Center for Campus Ministry.

Intramurals

Some of the best memories you will have of Maryville College will come from your participation in intramurals. Maryville offers a wide variety of sporting activities including, among others bowling, soccer, basketball, and softball. Intramural activities are seasonal and open to all Maryville College students, faculty, staff and alumni. For more information on activities, talk to Sara Stacy in Bartlett Hall 223 (x8105) or visit <https://www.maryvillecollege.edu/campus-life/intramural-recreation/>.

Recreational Activities

Maryville College has a variety of sports activities. The Cooper Athletic Center has an Olympic-size swimming pool, a weight room, a fitness room and three gymnasiums. Bartlett Hall has a nice exercise room on the second floor. There are also six outdoor tennis courts. Intramural sports (sport activities involving regular students, who make up teams and play games after school) are an important part of the social life on campus, and we encourage students to take advantage of them. The sports facilities are usually available every day. The pool is open during lunch times and some evenings. The hours of operation may change during the year.

The International House keeps a supply of sports equipment in our office, which you may use. We have tennis racquets, racquetball racquets, soccer balls and more. Please sign your name on the sign-out sheet when you use something; keep equipment only for one day and return it the next day so that others may use it. There is a small fine (25 cents per day) for keeping equipment too long.

Spiritual Life

The Center for Campus Ministry (CCM) welcomes you to join in worship celebration, Christian fellowship and counseling under the guidance of a full-time Campus Minister. Drop by the CCM for Tuesday Community Worship at 12:25pm or to learn about different services available in the Maryville community.

10 Things To Do While You Are Here

There is much to see and do in East Tennessee. Here are some suggestions from local Maryville College students, faculty and staff:

1. Go to "Sundown in the City" in Knoxville (weekly live music downtown in Market Square in the late spring and early fall)
2. Go to a University of Tennessee (UT) football game or a Knoxville Ice Bear hockey game.
3. Go outlet shopping in Pigeon Forge & Gatlinburg

4. Visit the Knoxville Zoo
5. Take a drive through the Smoky Mountains
6. If you like caving, go to the Tuckaleechee Caverns in Townsend, TN
7. Visit the Palace Theater in Maryville for live entertainment, music and productions
8. Visit ThunderWorld USA for bowling, go-carting and memorable entertainment
9. Take a trip to the Women's Basketball Hall of Fame in Knoxville
10. Visit the Museum of the Appalachia

General Sightseeing Information

Great Smoky Mountains National Park

Maryville is less than 30 minutes from the entrance to the Great Smoky Mountains National Park. If you love the outdoors, then this park is ideal for you. There are over 650 miles of foot and horse trails and hundreds of campsites.

- Cades Cove: One of the most beautiful areas in the Park. It can be reached via the Townsend entrance to the Park.
- Tuckaleechee Caverns: Explore the Smokies underground! The caverns are located outside of Townsend, near Cades Cove. They are open April - October, 10 a.m. until 6 p.m. every day.

Knoxville

Knoxville is a short drive away on Highway 129. Knoxville was the site of the 1982 World's Fair and is the home of the University of Tennessee Volunteers.

- The Old City: I-40 East to James White Pkwy, then Summitt Hill exit, then right at light-old restored section of Knoxville with quaint shops, unique restaurants, coffeehouses, clubs, and bars.
- The Market Square: Check website for events, directions and parking information.
<http://www.knoxvillemarketsquare.com>
- Knoxville Zoo: I-40 East, Rutledge Exit. Open daily at 10 a.m., admission charge.
<http://www.knoxville-zoo.org>

Museum of Appalachia

In Norris, TN, features a beautiful collection of buildings, farming equipment, toys and other memorabilia concerning the history of Appalachia. <http://www.museumofappalachia.org>

Gatlinburg and Pigeon Forge

Gatlinburg is a small but interesting town on the edge of the Great Smoky Mountains National Park. It can be reached from Highway 441 or Highway 321. There are numerous native craft shops including woodworking, ceramics, basket-weaving, quilting and musical instrument construction. Near Gatlinburg is Pigeon Forge, which is FULL of amusement parks, outlet shops, go-cart racing centers, and MANY other types of fun activities.

Living in Maryville and the USA

Cultural Adjustment

Factors for Success:

Open Mindedness
Sense of Humor
Communicativeness
Flexibility and Adaptability
Curiosity
Positive and Realistic Expectations
Tolerance for Differences and Ambiguities
Positive Regard for Others
A Strong Sense of Self

We know studying in a foreign country is not easy. You are at a new school, in a new city, country and culture. The process of adjusting to all the new things in your life can vary from person to person.

Symptoms of Culture Shock:

- Extreme homesickness
- Desire to avoid social settings that seem unpleasant
- Physical complaints and sleep disturbances
- Depression and feelings of helplessness
- Difficulty with course work and concentration
- Loss of your sense of humor
- Boredom or fatigue (sleep a lot)
- Hostility toward the host culture

Many students go through a period of frustration, known as cultural adjustment or “culture shock.” Remember that this is normal. Adapting to life at MC may take more or less time for you depending on your background, previous experience and expectations. Here is what you may go through:

Honeymoon Stage

When you first arrive, you may be excited and nervous about being in a new place. You probably want to see and do a lot of new things.

Cultural Adjustment

After some time, you may begin to notice details about your new environment that annoy you. Perhaps it seems that people here don’t understand you and you don’t understand them. The food is not the same as it is at home, and the people look, speak and act differently from people at home. Even the smells are different. You might not be able to convey your full personality in English. You may wish things could be like they are back home. You may find it hard to communicate or get things done. Don’t despair! These feelings are often temporary, and should fade as you gain confidence in your new environment.

Road to Adjustment

After some time, you may start to appreciate the differences between your home country and your new environment. You may find your sense of humor and feel more balanced.

Adaptation

Eventually, you may begin to feel at home and find greater satisfaction personally and academically.

If you experience cultural transition, you are not alone – many other international students have similar experiences. Even people who move to Maryville from other parts of the US can experience cultural adjustment. It is normal and shows that you are interacting with your new environment.

Culture shock... results from losing all of our familiar signs and symbols of social intercourse (words, gestures, facial expressions, customs, norms) ~ Kalervo Oberg

Local Transportation

Car rentals

Usually you must be over 25 and have a credit card to be able to rent cars. You will also need to have an international driving permit.

Bus travel

Bus travel is very cheap, but remember that for many long trips, flying will save you lots of time! The bus schedule into Knoxville changes from time to time- call the bus company and ask. They can also give information and sell tickets to anywhere on the continent.

Bus Terminal:

B and C Bus Lines

983-4653

266 Joule Street, Alcoa

Also check out www.megabus.com

Taxi

AAA Airport Taxi Service
(865) 982-0381
108 Defoe Cir
Maryville, TN 37804

Connections Taxi Airport Service
(865) 856-8126
920 Griselda Dr
Maryville, TN 37803

A cab trip to the airport is about \$12, a trip to Foothills Mall should be about \$6 (or about \$2-\$3 per person if you have several people) and a trip to Knoxville is about \$30. Be sure to check the prices BEFORE you begin the trip. If you need a taxi in the early morning, we suggest that you call the taxi company the day before to arrange a taxi ride.

Airlines

McGhee Tyson Airport Knoxville, Tennessee 970-4666

Delta 1-800-221-1212

United 1-800-241-6522

US Air 1-800-428-4322

(there are many other airlines serving Knoxville)

Travel Agents

CSJ Travel (L. Alexander Parkway)

977-8687

Foothills Travel (near Foothills Mall)

982-5700

Online Resources

www.expedia.com

www.cheaptickets.com

www.kayak.com

www.mobissimo.com

www.priceline.com

www.travelocity.com

Banking and Money Matters

It's advisable to deposit your extra money in the bank even if you're only going to stay here a few months.

Usual Bank Hours

Monday - Thursday

9:00 a.m.- 4:00 p.m.

Friday

9:00 a.m.- 6:00 p.m.

You may deposit your money in a savings account and the bank will pay you interest on your money. With a savings account, you usually have to go to the bank to get money. You can also have a checking account, so that you can write checks to pay for purchases (in LOCAL stores- Maryville/Knoxville area) and you can get cash by writing checks at the college bookstore. You will be able to write a check in most stores in Maryville or Knoxville, but be sure you have proper identification.

Banks have various rules for these accounts. Most banks deduct money from your account each month- this is their service charge. Service charges vary from bank to bank.

There are many fine banks in this area, including BB&T, 1st Tennessee Bank, AmSouth, and Union Planters. Most banks have two types of checking accounts that you can consider: a STUDENT account or a NOW account. With student accounts, you pay few charges but also receive no interest. With NOW accounts, you need to keep a minimum balance (often \$1000) but you will receive interest on any money you keep there. Usually, if you will keep only small amounts in the bank or if you will sometimes need all of your money, a STUDENT account is best. If you want to keep a larger amount in the bank and plan to keep at least \$1000 in the bank all the time, the NOW account is better.

In Bartlett Hall next to the post office there is an ATM machine which you can use to get money if you have a "cash card," VISA or other type of bank ATM card. The ATM machine is from BB&T, which is the closest bank to campus, so if you have an account there you pay no service charge for using it. You may use other cards in the machine, but they do have a service charge (about \$3) added each time you use the machine. There is also an ATM in the main lobby of Pearson's.

You may also buy travelers checks at the bank. You may be able to borrow money from a bank to purchase an automobile but be sure you understand the contract before you sign it. Be sure to carefully read and understand any contract that you sign.

Writing a Check

You may need to write many checks while you are in the U.S. so it is important that you understand the proper form for writing a check. You should write them like the following example on the next page:

The image shows a check form with several fields. A bracket on the left side groups the 'Name', 'Address', 'City/Town', and 'Postal Code' fields under the label 'your info'. A 'Date' field is located at the top right. The 'Pay to the order of' field is marked with a circled '1'. The dollar amount field is marked with a circled '2'. The 'Dollars' field is marked with a circled '3'. The cents field is marked with a circled '4'. The 'MEMO' field is marked with a circled '5'. The signature line is marked with a circled '6'.

1. Name of the person to whom you are writing the check
2. Dollar amount of the check, written numerically, e.g., "55.66"
3. Dollar amount written out, e.g., "fifty-five"
4. Cents, written numerically, e.g., "66," or "xx" if there are no cents
5. Note to yourself, e.g., "rent"
6. Your signature

Make sure you record all this information in your check record book. Always keep your checkbook balanced. If you bounce a check (that is, you write a check for more than what is in your account) it will cost you about 20 dollars or more. Knowingly writing a bad check is against the law. For expensive items (cars, apartment rentals, etc.) do not pay in cash unless you receive a signed and dated receipt.

Health Care and Health Insurance

The Health Clinic is located on the 2nd floor of Fayerweather. The hours of the clinic are Generally 4 hours/day. New hours will be announced in the fall. The phone number for the clinic is 981-8716. If you are on campus you may dial 8716 only. You may leave voice messages and the nurse will return your call as soon as possible.

Maryville College Health Clinic is available to all students. The services provided include evaluations, most over-the-counter medications, and simple medical procedures. A doctor is available on Tuesdays and Fridays after referral from the nurse.

The services listed above are provided through the student activity fee, but services needed off-campus are the students' financial responsibility.

Always try to go to the health clinic first if you are not feeling well. Health care in the U.S. can be **very expensive**- contact the Health Clinic so that they can advise you. In the event of an emergency and the clinic is closed, the Blount Memorial Hospital Emergency Room is located across from the campus on Lamar Alexander Parkway. It is better to have a friend, or Maryville College staff member drive you, because ambulances are very expensive. Please remember to take your insurance card with you. There is also a walk-in clinic on Hall Road near the Kroger grocery store. No appointment is necessary.

Note this important difference in medical customs: in the US, we go to the hospital for deaths, and extremely serious medical problems; we try to avoid them at any other time, because they are so expensive. We usually go to a doctor's office- not a hospital- for regular health care. Try to go to the MC clinic or a doctor's office first, unless you have a serious emergency.

International students must have insurance specifically for international students in the U.S., with at least \$50,000 in coverage for illness or injury. At the beginning of each session we will check your insurance papers and if you do not have proper insurance you must sign up for the MC policy.

PLEASE NOTE: In the U.S., you usually pay part of the medical cost even if you have insurance. But if you see the campus nurse or doctor, there is **no cost** for their services. However, you must pay for any medical tests or medicine that the doctor orders. You should keep any receipts. You can send them to your insurance company for any reimbursement that your insurance allows. The main thing to remember is to check with your advisor if you get sick or injured.

Immigration / Visas

The rules of the American government regarding immigration and international students are difficult and complex. If you have any questions or problems about your student status, about working, or any other issue governed by the U.S. Citizenship and Immigration Services, see Ms. Sheppard, who is the on-campus officer of Immigration regulations.

Almost all Maryville College international students are here on F-1 student visas or J-1 exchange visas. You should have pages of the I-20 form (for F visas) or the DS-2019 (for J visas) and an I-94 entry permit which was stapled into your passport. Keep those documents in a safe place at all times. It is wise to also keep copies of them, in a separate place, in case you should lose them. If you travel within the US, you should carry either the original documents or the copies with you.

F-1 or J-1 visa holders must generally take a full course of study while you are in the US, which means at least 12 semester credit hours. Remember that a violation of immigration regulations may or may not be punished immediately, but can affect future visits to the U.S. or any future plans you have about staying in the U.S. Please be careful to follow the regulations. You need to keep us informed of any changes such as a new address or even a dorm room change, which we must report to the USCIS.

We must report to the USCIS any change in your status such as:

- if you do not enroll for a full course of study if you stop attending classes
- if you move to another school
- if you fail to make adequate progress in your studies
- if you begin work, either authorized or unauthorized

You should talk with Ms. Sheppard before doing any of the above.

Leaving and re-entering the U.S.

If you plan to leave the country but will return to Maryville College (Christmas or summer break, for example), be sure to go to Ms. Sheppard at least 5 days before leaving so that she can make

sure your papers are correct, and sign your I-20 or DS-2019, which you need to re-enter the U.S. (For I-20s only, Ms. Micki Pruitt, International House, can also sign if Ms. Sheppard is not here.) Remember that Canada and Mexico are not part of the United States!

When you finish your studies: if you complete your program of studies (graduate from MC or fully complete the terms of your exchange agreement) you have 60 days before you must leave the country. If you stop your program before the completion date listed on your I-20 or DS-2019, you should leave the country sooner: before the next semester begins or within 15 days, whichever comes first.

If you received the F-1 visa while in the U.S. (for example, if you changed from a tourist visa or J visa) and later you leave the U.S., you must go to an American Embassy or Consulate outside of the U.S. and reapply for a new student visa. This is very important- we had a student who failed to do this once, and he was barred from entering the US when he tried to come back.

If you leave the U.S., always be sure to check your passport and visa dates of validity. If the dates pass while you are overseas (or will pass within 6 months of that time), you should contact the U.S. Embassy or Consulate nearest you and find out if you need an extension or a new visa.

If you leave the US for longer than five months, you will probably need to obtain a new visa, unless you are out of the country while on an approved study program of your school (such as study abroad.)

Transfer Procedures for F-1 students

It is quite easy to transfer between schools, but be sure that you do it correctly, or later you may have a problem. Before you leave the first school, you must make sure that you have paid all debts and that you have notified the proper offices that you are leaving. That school must enter you onto the government database (SEVIS) as a transferring student. You should already be accepted by your future school at that time. A school should not accept a transfer student unless 1) the student's records at the old school are clear, 2) the student was enrolled in the most recent semester or session of the old school, and 3) the student was doing good (passing) work at the old school.

If your records are clear and the "old" school enters you as a transferring student, then the "new" school can accept you and issue a new I-20. You must transfer within 60 days, or before the next session of the old school begins. If the USCIS later finds out that you were not in the old school at least 60 days before going to the new school, or that you missed a full session that you could have taken, there might be serious negative results – even if the new school accepted you and allowed you to study with them.

Visa Expiration Date

Most F-1 students will have a note saying "D/S," which stands for "Duration of Stay," somewhere on their visa or I-94 card. This means that you may stay in the U.S. for the duration of your studies, if you take less than the time listed on the I-20 form, line 3. If you need to stay in school longer than the date listed on line 3 of the I-20, see Ms. Sheppard as soon as you realize you will need more time.

Final Departure from the USA

When you leave Maryville College for the final time, whether to go home or to transfer, be sure that you inform Ms. Sheppard or the office of Residence Life of your new address. (Normally, all exiting students should do a proper withdrawal from the College when leaving; in most cases you've paid a deposit which you will get back if you withdraw properly. Talk to Kirsten Sheppard in the Center for International Education to get your withdrawal form)

Employment

Remember that as part of the process of getting your student visa, you "promised" the US government that you would not need to work for at least the first year of your studies. Thus, you should not need to work during your first year here.

Students using visas sponsored by MC may work only on-campus, for 20 hours a week or less during school. Students who are sponsored by another organization (such as AMIDEAST, AED IREX, ISEP, or World Learning) must have approval of that sponsor before working.

Please note that most jobs are given, as a first priority, to US citizens who receive federal support for their work. The most common place for international students to work is with the cafeteria. Very few other jobs are available during your first months here, but as you get to know professors and staff members, you may find other opportunities. To work legally, you must follow these steps:

1. Get a job offer, and ask the person wanting to hire you to write a letter stating that he/she wants you to work. This letter (on their official stationery with a letterhead) should state the date they wish you to begin, the type of work, the pay rate, and the number of hours per week they expect you to work. (NOTE: Be sure the person offering you the job realizes that you are an international student and will not have your wages paid by the federal government.)
2. Make an appointment to see Micki or Kirsten. When you see her, bring the job offer letter, your passport, I-20 (or DS-2019), and any other documents that you may have, such as a US driver's license, social security card, etc.
3. The Center for International Education will provide you with a form to take to the Social Security office, where you can apply for a Social Security card. Without this card, you cannot work legally in the US. You will also be asked to fill in some other forms and return them to the CIE.
4. It takes 2-3 weeks, usually, to receive a Social Security card. However, you can begin working as soon as you bring a copy of your Social Security Card to the CIE and fill out HR forms at that time that the Financial Aid & HR offices need.

Students who have been in the U.S. over 1 year may apply to work off-campus in some cases (for reasons of economic hardship). If given permission, you are still limited to 20 hours per week while in school. If you have been in the US over 1 year and have good reasons to need to work, see Ms. Sheppard for more details about applying for this program.

Some upper-class students or graduating students may be qualified for practical training -- work in an area related to their major. If you have such an opportunity when you are an upperclassman or when you are graduating, see Ms. Sheppard for details. She can help you to get permission for practical training. You must apply to USCIS for permission in some cases, and

this takes usually 2-3 months, so it's important that you apply a few months BEFORE graduation or before you want to begin the training. Note: no practical training is available to F-1 visa students until they have completed one full year of academic study in the US.

J-1 visa students may be eligible for "Academic Training" after their program of studies here, if that is a part of the exchange agreement between their home institution and MC. Ms. Sheppard can tell you if your exchange program permits such training.

Legal Matters

The rule of law means that we are governed by laws, not by man. The laws are to be observed by everyone. Telling a policeman you did not know about the law will not usually be accepted as an excuse. Some laws carry only minor punishments. A traffic violation may result in a fine of \$75.00 or so. Other crimes such as shoplifting, assault and battery may carry prison terms.

If you sign a contract to rent an apartment, to buy a car or furniture, you must meet the terms of the contract or you may be required to go to court to pay damages.

One legal problem that many students have had is caused by paying for things in cash and not getting receipts. Please remember to get receipts for items or services that you buy (including your rent payments); also, remember that if you pay with checks, the check can also serve as a receipt so that you can prove you paid.

Serious legal problems require the advice of a lawyer. If you are in trouble, Contact Ms. Sheppard or a staff member of the Center for International Education immediately.

American Culture

(References: *American Ways* and *Kiss, Bow and Shake Hands*, Morrison, T, Conaway, W.A., and Borden, G.A)

Many of you may already be familiar with the ways and habits of Americans. There is a lot of regional variation/difference in speech patterns and customs; however, there are some fundamental values that are common to all Americans:

- Individualism- People are independent and do not rely heavily on groups/family/community
- Equality- Everyone has certain rights and freedoms
- Privacy- Americans like personal space and keep many personal matters private.
- Future-oriented outlook- Always rushing to get things done for a better tomorrow.
- Informality- You might see students wearing jeans, hats, flip flops, even pajamas to class!
- Goodness of Humanity- People are basically good.
- Time consciousness- "Time is money," and punctuality is expected.

Some of you may experience culture shock here in the United States. This is a normal condition, and we hope that the following information will give you a better understanding of some common American customs and behaviors, and will better prepare you to encounter life's situations while you are in the USA.

Social Invitations

While you are here, we hope that you will have opportunities to meet and spend time with Americans and their families. These suggestions may help you to feel comfortable when you receive social invitations.

Acceptance: Your prospective hosts will call you, send an e-mail or written note, or invite you in person. The invitation is usually for you only, unless your other friends and family are specifically invited. You must always answer a written invitation, especially if it says RSVP (French for please respond). If you must decline an invitation, it is enough to simply say, "Thank you for the invitation, but I am unable to attend." Offering an explanation is not necessary.

Food: When accepting an invitation to a meal, be sure to explain to your host if there is anything you cannot eat. Never hesitate to ask for any food on the table ("Would you please pass the bread?") since asking for more food is considered a compliment to the host. You may be invited to a "potluck" dinner. This means that each guest is expected to provide a dish of food for the meal. It is always polite to ask what sort of food the host would like you to bring. Potlucks are considered more convenient because they reduce the effort and cost required of the host. They provide an interesting variety of food. Often people share special dishes they like to cook.

Thanks: It is not necessary to bring a gift for any member of the family or even for the host, unless it is a special occasion (such as a birthday or Christmas). While Americans do not usually expect gifts from their guests, it is often a courtesy to do so. A brief thank you note sent after the event is also a polite gesture.

Promptness

Being on time is very important in American society. Classes, plays, concerts, public meetings, weddings funerals, formal dinners and worship services begin as scheduled.

Social Equality

The American ideal is equality for all, that one should "do unto others as you would have them do unto you." Most people will make an effort to respect others regardless of their occupation, gender, disability, race and ethnicity, or religious beliefs; they will expect you to extend the same sort of respect toward them. Consideration and courtesy are good standards to follow in your social interactions. If you feel you are experiencing some discrimination, please contact the Center for International Education.

Cleanliness

A great deal of emphasis is placed on personal cleanliness. Most Americans are very sensitive to the smells and odors of the human body. The use of deodorants or antiperspirants is part of the grooming process. Most Americans are also very concerned about having clean hair and fresh breath.

Use of Names and Titles

First (or given) names are used in the US more frequently than elsewhere. People may call each other by their first names immediately after they have met if they are about the same age and status. There are, however, subtle differences in vocabulary and mannerisms, depending on the relationship between the people involved. For example, an American is less likely to use "slang"

when speaking with a person who is older, whose social standing is higher or whom one does not know very well.

If you meet a person who has a title like “Doctor” or “Dean” or “President” it is correct to use that title and the person’s last (family) name when addressing him or her. Any faculty member can be addressed as “Professor” regardless of their official university rank. If people invite you to address them by their first names, you should do so.

The use of nicknames is fairly common in the United States. A nickname is not the person’s given birth name, but a shortened version of one’s name, or a name that refers to a characteristic or personality trait.

Unspoken Language

Gestures and unspoken signals are a common cause of misunderstanding between people of different cultures. When interacting with people from other cultures, it is a good idea to observe whether they seem comfortable while talking with you. If they do not, you may want to evaluate what unspoken communication you are making and how to modify your behavior so as to put the other person at ease.

When speaking with someone, how close you stand to the other person is determined by the degree of familiarity in your relationship. An arm’s length is a polite distance when speaking with someone you do not know well; you can move closer when speaking with a friend. Observing the other person’s level of comfort is a good way to determine whether you are standing too close. Steady eye contact, without staring, is preferable in most situations.

Verbal Interaction

During conversation between Americans, no one talks very long at a time. Each person takes a turn at speaking, usually after the speaker has spoken only a few sentences. Americans prefer to avoid arguments; if argument is unavoidable, they prefer it to be restrained and carried on in a normal conversational tone and volume.

Did you know?

- Americans expect a “hello” on arrival and a “good-bye” on leaving.
- Americans prefer to be called before you visit them.
- If bringing an uninvited friend to dinner you need to notify the hostess first to make sure it is OK.
- When invited to an American’s home for dinner, you may not be offered food until the main meal.
- Interrupting or pointing at someone is considered rude.
- American women seldom like to reveal their age or weight. Do not ask them.
- Questions that refer to money (such as salary) make Americans uncomfortable.
- Punctuality is important, don’t arrive either really early or late.
- Americans do not consider these questions offensive: What is your job? How many children do you have? What church do you attend?
- There are no universally accepted rules about dating Americans...relationships are often casual and informal. Unescorted dating is accepted, and it is acceptable for a woman to ask a man out on a date.

Life After MC

Before you go

To help you re-adjust to home, it helps to start thinking about it before you go:

- Write or talk to friends about your experiences abroad. This will help you recognize and hold onto what you have learned and how you have changed.
- Keep up-to-date on what is going on with friends and family back home.
- Prepare for your departure: say proper goodbyes and celebrate your departure with friends and colleagues. This will help you cement relationships and show appreciation for their hospitality.
- Plan the details of your return home, including living arrangements, finances, career and academic plans. Imagine what it might be like to be home and see familiar friends and sights.

Re-entry

You are probably looking forward to seeing friends and family upon your return home. It is also very common to go through a period of adjustment upon your return home like you may have had when you first arrived to Maryville. This is often called “re-entry shock” or “reverse culture shock.” For some people, readjusting to home can be even more challenging than the initial adjustment to the USA.

You may feel:

- A sense of no longer belonging to your home culture
- The frustration of adjusting to a different pace of life
- The sense that friends or family are not interested in discussing your experience.
- You miss your friends from the USA.

Tips on dealing with Reverse Culture Shock (from *How to Deal with Reverse Culture Shock*, M. Langdon):

- Be prepared for the emotions of reverse culture shock. Remember that you’ve already survived culture shock once.
- Stay updated about local and national news from your home.
- Stay busy. Meet up with old friends and visit old hang-outs.
- Respect your fellow citizens and do not disrespectfully criticize any shortcomings of their homeland.
- Get involved with the international community in your area. Give a presentation about your host country to a library or school.

Don’t worry, reverse culture shock usually doesn’t last as the original culture shock that you have already encountered.

Once home

When you return home, try to make the most out of what you have learned from your travels.

- Give presentations about your experience abroad

- Look for new opportunities on campus and in the community, such as work or volunteer organizations.
- See if you can volunteer at your university's international office. Offer to assist in orientations for other students going abroad. Your input is invaluable!
- Stay positive and active.
- Friends and family may have a difficult time understanding your readjustment difficulties. Try to understand that it is a normal phase in any traveler's journey.

Other Resources: Shopping, Movie Theaters, and Dining in Maryville

There are a variety of stores in the Maryville-Alcoa area. You can buy just about everything you need at stores within walking distance of the College. Here are just a few stores that may best serve you.

Shopping

Shopping Centers

Brown's Creek - Hwy. 321	(Lamar Alexander Parkway) (10-15 minute walk towards the mountains)
Foothills Mall - Hwy. 129	Bypass at Hwy. 321 (45-60 minute walk)
Midland Center	Calderwood Street, Alcoa (20-30 minute walk)

Department Stores

K-Mart	945 Louisville Rd.	984-1000
Wal-Mart	Highway 129 by-pass	983-3010
Target	800 Watkins Rd	982-1590

Grocery Stores

Food Lion	Brown's Creek Center
Kroger (24 Hrs.)	244 S. Hall Road (next to Target) 984-7130

Movie Theatres

Carmike Cinema Foothills 12	Foothills Plaza	977-4499
Parkway Drive-in Theatre	Hwy. 321 towards Townsend	379-7884
Palace Theatre	Downtown, Broadway	983-3330

Restaurants

Restaurants with a ** are fairly easy to walk to (they are within a 20 minute walk):

Pizza

Domino's	W. Broadway at Sandy Springs Rd (Delivery)	983-0000
Little Caesars	2123 E Broadway Ave. (Delivery)	977-8999
**Papa John's	503 N. Cusick (Delivery)	983-7272
**Pizza Hut	Across from Los Amigos	

Chinese

Far East Buffet	Foothills Mall	983-8088
Marco Polo	357 Telford	977-1003
**Peking Chinese Restaurant	157 S Hall Rd	380-0306

Mexican

Cancun	172 Foothills Mall	681-3343
**Los Amigos	409 Cusick	983-6022
**El Jimador Mexican Grill Corp	1705 E Lamar Alexander Pkwy	681-6040
Soccer Taco	2312 Market Place	544-4471

Asian

Lemon Grass (Thai)	912 W Lamar Alexander Pkwy	681-8785
Hana (Japanese and Sushi)	501 N Cusick St	983-5599
Osaka	2338 Marketplace Dr	982-3228

American-Style

All American Deli's Subs & Such	245 S Calderwood St.	982-3139
Cheddar's	250 Hamilton Crossing Dr	983-5582
Ruby Tuesdays (near Target)	751 Watkins Rd	980-9666
**The Tomato Head	W Broadway Ave	
**Waterfront Bar & Grill	404 Greenbelt Dr	681-1212
**Gaston Grill	1607 E Lamar Alexander Pkwy	681-2200

Shopping, Movie Theaters, and Dining in Knoxville / Old City

Shopping

West Town Mall

Students who want a larger selection of shopping can take the Kingston Pike exit off of Highway 129 and travel west (left) until you reach West Town Mall, one of East Tennessee's largest shopping areas.

Theaters

Regal Riviera Stadium 8	510 S Gay Street	522-5160
Bijou Theater Centre	803 S Gay Street	522-0832
Regal Downtown West Cinema	1640 Downtown West Blvd	693-5408

Dining

Chinese

P F Chang's	6741 Kingston Pike	212-5514
Wok Hay	5018 Kingston Pike SW	588-8377
Hoho	1723 Cumberland Ave	546-3060

Korean

Kaya	149 Montvue Road	691-0237
Korea House	1645 Downtown West Blvd.	693-3615

Japanese

Nama Sushi Bar	135 S Gay St	633-8539
Kanpai (steak)	1645 Downtown West Blvd.	693-3903
Miyabi (sushi bar and steak)	8207 Kingston Pike	691-3121

Mexican

Chez Guevara	8025 Kingston	690-5350
La Costa	31 Market Square	566-0275

Italian

Pasta Trio	119 South Central St	540-3970
Naples	5500 Kingston Pike	584-5033
Olive Garden	206 Kingston Pike	584-7300

Thai

Taste of Thai	213 N Peters Rd	691-4442
Stir Fry Cafe	7240 Kingston Pike	588-2064

American-Style

Downtown Grill and Brewery	424 S Gay Street	633-8111
Sunspot	1909 Cumberland Ave	637-4663
Chandler's Deli and BBQ	3101 Magnolia Ave	595-0212

Ethnic Groceries

Far East	9111 Executive Park Drive	694-8317
Oriental Food Store	3800 Sutherland	588-9411
Holy Land Market	3609 Sutherland Ave	525-4659

There are also Middle Eastern and Indian grocers on Sutherland Drive.

Disclaimer

This handbook was produced to assist international students studying at Maryville College. The Center for International Education has attempted to verify all information contained in this handbook. The CIE cannot be responsible for any errors or omissions. Please note that it is the student's responsibility to ensure all academic conditions are met.

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