



**CHINESE LANGUAGE  
IMMERSION PROGRAM  
FOR CYBERSECURITY STUDENTS**

**Participant Handbook**

2024

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## **Program Expectations**

1. If at any point an accepted participant is no longer interested or is unable to participate in the program, they must notify the Program Director immediately so their spot can be filled with an applicant on the waitlist.
2. Participants will commit to attending all instructional sessions for the duration of the 10-week program, and all post-event online activities.
3. Participants will commit to taking this program seriously, and actively participate in all sessions to enhance their learning of the Chinese language.
4. Participants are expected to be responsible members of the learning community.
5. Participants will treat all other participants, instructors, and staff with respect.
6. Participants will adhere to all guidelines established by IUP and/or the Program and will work at their best ability to ensure an excellent experience for all.

## **Academic Policies**

### **Attendance and Participation**

Participation in this program is vital to your success and to the success of the program. The following attendance rules apply:

1. All participants are expected to attend each class session and arrive on time.
2. 15 minutes late to a class session is considered tardy. Three tardies will result in an unexcused absence.
3. If a participant is unable to attend a session for any reason, they must notify the Lead Instructor immediately. Failure to do so will result in an unexcused absence.
4. Three unexcused absences will result in expulsion from the program.
5. Any expelled participant will be responsible for covering travel costs to return home and will not be eligible to receive the full stipend, as the stipend is contingent upon program completion.

### **Performance and Assessment**

Participants are expected to give their best performance throughout the program to maximize this unique learning opportunity. They are expected to actively participate in all class activities and complete assignments/projects and other tasks with high quality on time.

This program uses project-based learning and values self-directed learning, encouraging and supporting students to reach their potential. Instead of using a traditional evaluation scheme (i.e., ABCD letter grade), this program employs the following criteria-based evaluation:

- Exceeds Expectations
- Meets Expectations
- Does not Meet Expectations

Participants who do not give their best performance in class and/or their work does not meet expectations will receive a warning from the Lead Instructor and Program Director and are required to attend the evening tutoring sessions. If a participant receives more than three warnings and/or their performance does not improve, the participant may be expelled from the program.

## **Program Logistics**

### **Dining**

1. A boxed breakfast is available for pick-up each evening in the dining hall. If you have not requested a boxed breakfast and would like one, please contact [Chinese-immersion-program@iup.edu](mailto:Chinese-immersion-program@iup.edu).
2. Lunch is served at the North Dining Hall from 11:30AM to 1:00PM daily.
3. Dinner is served at the North Dining Hall from 4:30PM to 6:00PM daily.

### **On/Off Campus Transportation**

IndiGo provides transportation to multiple locations in Indiana and surrounding towns. All participants can ride the bus for free by showing their I-card. Visit the [Indigo website](#) or [download the app](#) for route information, schedules and stops.

### **Shopping**

Indiana offers multiple options for shopping accessible by the IndiGo Bus. Below is a brief list:

1. Walmart
2. Aldi
3. Giant Eagle
4. Martins
5. Regency Mall
6. DG Market

### **Housing**

#### **Room Accommodations**

All student participants, assistants, and external instructors will reside in [Putt Hall](#). Participants will share a Two-Person Private Semi-Suite with another participant of the same gender. Suites include two private bedrooms with a desk, chair, and closet; a small refrigerator and microwave; a small shared common area; and a shared bathroom. Putt Hall also includes lounges, and a small kitchen.

#### **Amenities Provided by The Project or IUP**

1. Trash can/trash bags
2. Mirror
3. Toilet paper

4. Basic cleaning supplies (disinfectant wipes, plunger/toilet brush, etc.)
5. Small foldable hamper (per participant)
6. 18 plastic hangers (per participant)
7. Small first aid kit
8. Laundry detergent/dryer sheets
9. Hand-soap

### **What to Bring to Campus**

1. Clothes/shoes
2. Laptop/iPad
3. Personal toiletries
4. Bedding (sheets, blanket, comforter)
5. Pillow w/ pillowcase
6. Towels/washcloths
7. Device chargers
8. Hair dryer
9. Medicine

### **What not to Bring to Campus**

1. Pets
2. Weapons
3. Cooking appliances
4. Candles/Incense
5. Halogen lamps
6. Alcohol/marijuana/other illegal drugs
7. Drug paraphernalia
8. Air conditioners

## **Laundry and Trash**

There are laundry facilities on each floor of the building. Participants will use their iCard to pay for use of the machines (funds provided by the project). Each wing also includes a trash room.

## **Campus Services**

### **Health/Medical**

During the Summer, IUP does not offer health services. For non-emergent medical needs, use the following locations:

*MedExpress Urgent Care Center*  
2128 Oakland Avenue Indiana, PA  
724-349-4362  
Open daily 8:00 a.m. to 8:00 p.m.

*Minute Clinic: The medical clinic in CVS Pharmacy*  
2501 Warren Road, Indiana, PA  
1-866-389-2727

**Emergency Services**

If you are in imminent danger or having a medical emergency, call 911 immediately.

*Indiana Borough Police Department*  
80 North Eighth Street #4  
Indiana, PA 15701  
Phone: 724-349-2121

*IUP University Police*  
850 Maple Street  
University Towers  
Indiana, PA 15705  
Phone: 724-357-2141  
Fax: 724-357-2104  
Website: [Police](#)

**Additional Program Policies**

**Alcohol/Drugs**

Any participant under the age of 21 is prohibited from purchasing, owning, or consuming alcohol. Purchasing or consuming illegal drugs (including marijuana) is strictly prohibited.

**Dress Code**

- Participants are encouraged to wear what makes them comfortable, however vulgar or offensive language on clothing is not permitted.
- A program t-shirt and polo will be provided to all participants. Participants are encouraged to wear these items to advertise their involvement in our program.
- Participants are encouraged to dress less casually during the NSA Orientation (no holes in clothing, no gym shorts, no tank tops, etc.).
- Average Temp in Indiana PA:

<b>Month</b>	<b>High</b>	<b>Low</b>	<b>Rain</b>
June	79°	55°	11 days
July	82°	59°	10 days
August	81°	59°	9 days

## **Housing**

### ***Responsibilities for Room Use***

- A. Room Care: Residents are responsible for: a) cleaning their rooms; b) removing waste material regularly; and c) maintaining sanitation and safety conditions acceptable to the university.
- B. Decorations: Pictures, posters and other materials may be hung using poster putty. If damage is done to the walls (paint peels, drywall tears, etc.) the room/suite occupant(s) will be charged for labor and materials to repaint the area. Anything that leaves marks on walls when removed, that requires painting and/or plastering is prohibited, and the resident will be billed. All decorations and poster putty must be removed when the resident vacates. Students may not attach anything to the sprinkler system head or attached soffit.
- C. Noise: All residents are responsible for maintaining reasonable conditions for studying. Excessive noise is a violation of the right to study and/or sleep and will be cause for disciplinary action. Students have the right to sleep and study in their rooms 24 hours a day. To meet this goal, we have established minimum courtesy and quiet hours. Courtesy hours are in effect 24 hours a day and require students to be considerate of the needs of others and to comply with requests to maintain a reasonable level of noise.
- D. Furniture: The furniture that is provided by the Office of Housing and Dining must remain in the assigned suite. Removal of furnishings from the unit, common areas, and buildings is prohibited and will constitute a theft. The responsible student(s) may be referred to the IUP conduct system and/or civil process. We do not have storage space for personal items or for university furnishings. Common area furniture found in an individual unit will be removed and residents charged for labor costs to return the furniture to its assigned location.

### ***Damages***

Occupants agree to pay for damages, lost or stolen property, or additional service costs caused by facility abuse or neglect whether caused by themselves or by their guests. Damage or loss must be reported promptly to a Residential Living staff member. Occupants will be responsible for damage to or within the unit and for damaged or missing furniture or equipment based on the current cost of labor, materials, and/or replacement cost of item(s). If two or more students occupy the same unit and individual responsibility for damage or loss cannot be ascertained, charges will be divided and assessed equally among occupants of the unit. Residents share in the responsibility for the condition of the common areas within their assigned building and may be assessed fees for damage or theft to a hall floor/wing or other common area of the building that cannot be attributed to a particular individual(s). These charges must be paid in accordance with the established billing schedule. Persons identified as causing damage to property may be charged with institutional vandalism under the crimes code of the Commonwealth of Pennsylvania and may also face university conduct action.

## ***Appliances and Electrical Equipment***

- A. Refrigerators and microwaves are provided in suites. Residents may bring one additional small refrigerator (not to exceed 2 amps) provided the unit does not cause power problems for the space, in which case its use shall be discontinued.
- B. The following are additional appliances are permitted in student suites/rooms: coffee maker, electric blanket, fan (portable), gaming systems, hair dryer/straightener/curler, heating pad, printer, scanner, stereo/DVD player and television. The following are appliances not permitted in student suites/rooms: air fryer, air conditioning unit, ceiling fan, electric potpourri/candle/fragrance burner/pot, electric space heater (except in extreme weather conditions as approved by the university), electric skillet, fog machine, George Foreman or similar grill, halogen lamp, hot plate, hot pot, iron (use not allowed in student rooms but permitted in designated areas within the building), kitchen knives exceeding 4" in length, popcorn popper, rice cooker, toaster, and toaster oven. The university reserves the right to add or delete items to the list of permissible and prohibited appliances. All appliances must be plugged in within the room and must not exceed the amperage limits of circuits in the suite/room. Overloading outlets is not permitted. To protect computers and other electronically sensitive equipment, surge protection outlet strips with a built-in 15 amp fuse or circuit breaker protector are strongly recommended. Multi-outlet electrical adaptors or power strips must be UL approved and have a built-in 15 amp fuse or circuit breaker. Extension cords must: a) be UL approved; b) not be frayed or worn; and c) must not be used to power appliances that exceed the rated electrical capacity of the cord. The university reserves the right to confiscate unauthorized or dangerous appliances or to restrict their use if safety/power consumption issues arise.

## ***Food Preparation***

Microwaves are the only food preparation appliances permitted within an individual unit. Occupants who store food in their rooms do so at their own risk. To ensure effective pest control, food must be stored in air-tight containers and removed during periods when residence halls are closed.

## ***Fire Safety***

Due to the extreme danger that fires pose in a residential community, any resident who: a) ignites any facility, furnishings and/or equipment; b) interferes with fire officials; c) interferes or tampers with a fire alarm system or safety equipment including sprinklers, heat or smoke detectors, fire alarm pull stations, and pull station covers; or d) places false alarms will be subject to immediate removal from the suite/room and to further applicable university or civil action. All occupants are required to participate in fire drills. Evacuation of the building by all occupants is required immediately after the fire alarm sounds. Failure to evacuate will subject an occupant to a student conduct referral. The storage of explosive or flammable substances, possession or use of other flaming articles, to include candles and incense, within any



suite/room is strictly prohibited. In addition, building codes limit the number of occupants and guests to the maximum allowed by room square footage.

### ***Firearms/Weapons***

The possession or use of rifles, shotguns, firearms, ammunition, gunpowder, fireworks, nun chucks, air rifles, knives, BB guns, air pistols, bows and arrows, dart guns, paintball guns, stun guns, look-alike weapons, tasers, and any other items commonly or potentially used as a weapon are prohibited including any items listed in the PA Crimes Code C.S. 908, and may be cause for immediate removal from housing. All weapons or look-alike weapons must be stored at the University Police Office.

### ***Safety and Security***

For the safety and security of all students, occupants are required to comply with safety and security procedures and are prohibited from tampering with locked doors and window stops, entering/exiting via exterior doors with immediate alarms (except during emergencies), entering/exiting via windows, admitting unauthorized persons or individuals into buildings, and/or propping outside entrances open. Each resident is given access to their building and unit via their I-Card or mobile access, which is not transferable. ICards and individual room keys may not be duplicated or transferred. Mobile app credentials and tokens cannot be reused once they have been entered into a mobile device. Residents will be charged the current cost of labor and materials for the replacement of lost or stolen I-Cards/room keys/fobs and the resulting lock core change. All lock core changes for lost or stolen room keys will be replaced as soon as possible. Hallways and stairways must be kept clear for emergencies, for exit, and for cleaning. Objects which serve to obstruct hallways or stairwells are prohibited. Conduct which threatens or endangers the health, safety, or well-being of any person is prohibited in and around university residence halls and is subject to disciplinary action.

### ***Smoking Policy***

Smoking of any kind, including electronic cigarettes/electronic nicotine delivery systems/vape pens/vaporizer cigarettes, are NOT permitted anywhere in IUP owned or managed buildings. Occupants and their guests are required to observe the policy at all times.

### ***Alcohol***

For residents under the age of 21, University Regulations prohibit the possession, sale, and/or consumption of alcohol as defined in IUP's The Source: A student Policy Guide. In addition, alcoholic beverage containers, advertisements, or neon signs may not be displayed in suite/room windows or other areas in the residential building. Alcoholic beverage containers (full or empty) may not be displayed anywhere in the suite/room.

### ***Sexual Discrimination/Misconduct Policy***

All participants are required to follow [IUP's Sexual Discrimination/Misconduct Policy](#).