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WELCOME TO INTERNATIONAL PROGRAMS OF Outreach College!

The University of Hawai‘i welcomes you to the New Intensive Courses in English (NICE)! We are happy that you have chosen to participate in our program, which is designed to prepare international students for success in today’s global society by helping them to communicate effectively in English and through this shared language, to gain a better understanding of people around the world. We hope you have a NICE experience that will help you reach your goals.

You have chosen to study in the New Intensive Courses in English (NICE) 10-week Intensive English Program, which is described in detail on the following pages. NICE is part of the International Programs division of Outreach College, which also offers the following programs:

**Winter, Spring, & Summer NICE**
Three-week sessions are offered each winter, spring, and summer, featuring conversational English instruction and activities in the Honolulu community.

**University Preparation Program**
A pathway program that prepares students to enter the University of Hawai‘i for an undergraduate or graduate degree program. Students take English classes, credit classes, and other courses to prepare for success!

**Custom-designed Programs**
English programs and seminars on various topics can be specially arranged for international participants coming to study with a GROUP, usually from an educational institution, such as a college or university.

See [www.nice.hawaii.edu](http://www.nice.hawaii.edu) for more detailed information about our programs.
N.I.C.E. MISSION
AND GOALS

The mission of the New Intensive Courses in English (NICE) is to equip speakers of other languages with the language and cultural skills necessary for success in today’s global society in academic, professional, and social contexts. To fully serve students with different goals, the program offers a full-time program that emphasizes oral communication and cultural competence by:

◦ Providing a flexible curriculum suited to the students' interests, needs, and abilities while adhering to the overall curriculum guidelines for each course;
◦ Specializing in innovative methods for teaching listening and speaking skills;
◦ Developing and practicing real-world listening and speaking tasks, which include authentic readings as input and realistic writing as output;
◦ Maximizing opportunities to use the communication skills learned in the classroom on campus and in the community;
◦ Providing a culturally diverse, enriching, and supportive learning environment while fostering a sense of "aloha."

N.I.C.E. ACCREDITATION

NICE is accredited by the Commission on English Language Program Accreditation (CEA) through 2021. NICE has proved that it meets all of the 44 standards required by the CEA. It was the first program on O'ahu to achieve this honor. Because of this accreditation, NICE students can be certain that they are studying in one of the best language programs in the country.
N.I.C.E. CLASS INFORMATION

CORE CLASSES

Full-time students take FOUR (4) classes – Grammar, Listening, Oral Production, and Integrated Skills. In each class, the goal of instruction is to help students develop oral communication skills and cultural competence.

Class Schedule - Time of Day

Each class meets 50 minutes per day, Monday through Friday. Classes may meet throughout the day between 8:30 am and 4:20 pm, with most classes in the morning from 8:30 am-12:20 pm.

LEVELS AND PLACEMENT

Five (5) levels are offered: Basic, High Basic, Intermediate, High Intermediate, or Advanced level. Students are placed according to their ability in each skill area. The five levels are aligned with the levels on a commonly used language proficiency scale, the Common European Frame of Reference for Languages (CEFR).

New students

Test results are used to place students into the best level for the student. Tests include:

1) a listening test
2) a multiple choice grammar test
3) an oral interview
4) a writing test

Class assignments are distributed to new students after Welcome Reception and Meeting. Classes start on Tuesday on week one.

Continuing students

Continuing students are placed according to the recommendation of their teachers. These recommendations are made based on how much mastery of the student learning outcomes students demonstrated in the previous term.

How long do students stay in one level?

Most students spend two 10-week terms in one level. However, students that progress very quickly may move to the next level after only one term. This is possible only if the student has shown that he/she has demonstrated at least 80% mastery of the student learning outcomes of the level, and if the teacher recommends the move (see "Performance Evaluation," starting on p.12 for details.)
Level Changes – New and Continuing Students

Level changes may be possible if the level seems too easy or hard. Changes to a higher level require a test; changes to a lower level require teacher recommendation.

“What should I do if my class seems too easy for me?”

- Talk to your teacher first. Sometimes classes start with easier material so that the students will feel successful in the first few days. Find out what else you are going to study.
- If you still think that you want to move up, you will need to take a Test-up Test to show that you are really ready.
- After discussing with your teacher, if you still would like to sign up for a test-up, you need to fill out a Change Request Form for a class you would like to take a test-up for.
- Go to the office and submit your Change Request Form. Turn the form into the office by Thursday of Week One.
- Take the Test-Up Test on Friday of Week One.
- You will be moved if your score is high enough and if there is enough room for you in the higher-level class. Decisions will be made on Friday of Week One.
- You will receive an email about the results of your test-up tests on Friday afternoon after 3:30pm.

“What should I do if my classes are too hard for me?”

- Talk to your teacher first. Sometimes, especially in the Listening class, the class may seem too challenging for you. But your teachers have a lot of experience and can help you decide if it is really too challenging or not.
- After discussing with your teacher, if you still would like to request to move down, you need to fill out a Change Request Form for a class you would like to move down for and receive a teacher’s signature on the form.
- Go to the office and submit your Change Request Form. Turn the form into the office by Thursday of Week One.
- You do not have to take a test.
- Teachers and the Academic Coordinator will review your move-down request very carefully considering your initial placement test results, your reasons for requesting to move down, teachers’ observations about your performance in classes, class conditions, space in the lower-level class, etc.
- You will be moved if the NICE teachers and the Academic Coordinator decide the move is correct for you and if there is room in the lower-level class. Decisions will be made on Friday of Week One.
- You will receive an email about the results of your test-up tests on Friday afternoon after 3:30pm.

MORE ABOUT LEVELS

- When there are not enough students for a particular level, it may be necessary to combine levels.
Grammar classes are usually held at 8:30 – 9:20 am.

In Grammar Class, students study and practice:
- structures of the English language in spoken and written exercises
- how these structures change in formal and informal situations
- how written and spoken grammar are the same or different
- grammar points important for success on standardized entrance exams and other large scale tests such as the TOEFL and the TOEIC.

Listening classes are usually held from 9:30-10:20.

In Listening Class, students listen to:
- conversations, lectures, interviews, and other spoken situations
- formal and informal English
- CDs, DVDs, guest speakers, and of course, the teacher!

They also learn how to:
- increase their vocabulary and understand new words in context
- take good notes and use their notes to do different things
- discuss listening passages with classmates and teachers

They learn:
- strategies for understanding main ideas and details
- skills that are sometime tested on the TOEFL or TOEIC.

In Oral Production Class, students learn about speaking clearly and fluently, using appropriate vocabulary, phrases, and pronunciation for successful communication. Oral Production classes are usually held at 10:30-11:20.

Students learn about and practice informal/formal speaking in a variety of situations, such as small talks, classroom discussions, surveys, interviews, debates, speeches, and presentations.

INTERCHANGE: Oral Production classes include Interchange, or conversation sessions with regular UH students. Beginning in Week Two, the Interchangers come to class once day per week. The teacher assigns an Interchanger to work with two or three NICE students on a topic. Interchange gives students a chance to speak to regular students in an informal way and to learn more about American culture and university life from the perspective of a university student. It is an important part of Oral Production Class, even though students are not with their teacher during Interchange. Interchangers give the teacher comments after each session.

INTEGRATED SKILLS
The Integrated Skills Class combines the skills of reading, writing, listening, speaking and critical thinking. Focus is on content while practicing these English skills. Students take part in choosing topics of interest. Students read and listen to a variety of material and then respond by speaking or writing. This often includes research, making oral presentations, and/or writing reports. Classes also make use of guest speakers, videos and movies, and trips outside of class. Integrated Skills classes are usually held at 11:30-12:20.

**INTERCHANGE:** Integrated Skills classes also include Interchange. Students get to work with an Interchanger once a week as in Oral Production classes. However, Interchange in Integrated Skills classes may focus on different tasks from those in Oral Production classes, such as brainstorming ideas for an essay/a presentation, reading a short article, and editing an essay.

### CLASS EXPECTATIONS

In all classes, the main goal is to improve every student’s ability to speak English and to understand English when it is spoken to them. The best way to do this is to speak English …

- in all classes
- during breaks between classes
- outside of class

Using dictionaries and studying grammar are both useful, but neither will help you learn to speak more that just speaking! So, active participation is needed by every student to make this possible.

In all classes, students are often asked to speak to each other, sometimes with one other student, or in a small group of students. Sometimes students ask these questions about working with other students:

**“Why should I speak to my partner if his/her English isn’t perfect?” “How can I learn anything from another student?”**

1) Both you and your partner need practice in order to be more perfect, so both of you should speak as much as possible. You will have more practice time if you speak with classmates.

2) Your partner may very well know something that you do not know and when you teach another person, you increase your own skills!

**“Will the teacher hear my mistakes and correct me?”**

1) During pair and group work, your teacher will listen to you, your partner, and all the other students in class. If a student makes a mistake that is important, the teacher will correct it after the students have finished speaking. If the mistake is not important, just keep talking.

2) Teachers do not correct grammar in all classes. For example, if you make a small, unimportant grammar mistake in Oral Production class, the teacher will probably not correct it, since the purpose of Oral Production is to learn how to speak fluently, focusing on communication.

However, if you want the teacher to correct anything at any time, just ask!
# N.I.C.E. TEXTBOOKS

## REQUIRED TEXTBOOKS

After receiving your class schedule, you will need to purchase your textbooks. Look in the charts below for the names of your books according to your assigned level.

### GRAMMAR

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>TITLE OF TEXT</th>
<th>COURSE NO.</th>
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<tbody>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
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<tr>
<td>High Basic</td>
<td>Basic English Grammar, 4th Ed., 2014</td>
<td>NICE 21</td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
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<tr>
<td>High Intermediate</td>
<td>Focus on Grammar 4, 5th Ed., 2017</td>
<td>NICE 41</td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
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<tr>
<td>Advanced</td>
<td>Focus on Grammar 5, 5th Ed., 2017</td>
<td>NICE 51</td>
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<tr>
<td></td>
<td><em>Pearson Longman</em></td>
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### LISTENING

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>Prism Intro Student’s Book Listening and Speaking</td>
<td>NICE 13</td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
</tr>
<tr>
<td>High Basic</td>
<td>NorthStar Listening &amp; Speaking 1, 3rd Ed., Student Book</td>
<td>NICE 22</td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td>NorthStar Listening &amp; Speaking 3, 4th Ed., Student Book</td>
<td>NICE 32</td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
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<tr>
<td>High Intermediate</td>
<td>NorthStar Listening &amp; Speaking 4, 4th Ed., Student Book</td>
<td>NICE 42</td>
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<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
</tr>
<tr>
<td>Advanced</td>
<td>NorthStar Listening &amp; Speaking 5, 4th Ed., Student Book</td>
<td>NICE 52</td>
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<tr>
<td></td>
<td><em>Pearson Longman</em></td>
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### ORAL PRODUCTION: NO texts are required.

### INTEGRATED SKILLS

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<tr>
<th>LEVEL</th>
<th>TITLE OF TEXT</th>
<th>COURSE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>Top Notch 1, 3rd Ed., Student Book</td>
<td>NICE 12</td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
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<tr>
<td>High Basic</td>
<td>Top Notch 2, 3rd Ed., Student Book</td>
<td>NICE 22</td>
</tr>
<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td>Top Notch 3, 3rd Ed., Student Book</td>
<td>NICE 32</td>
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<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
</tr>
<tr>
<td>High Intermediate</td>
<td>Summit 1, 3rd Ed., Student Book</td>
<td>NICE 42</td>
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<tr>
<td></td>
<td><em>Pearson Longman</em></td>
<td></td>
</tr>
<tr>
<td>Advanced</td>
<td>Summit 2, 3rd Ed., Student Book</td>
<td>NICE 52</td>
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<tr>
<td></td>
<td><em>Pearson Longman</em></td>
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DICTIONARIES

Students should have a good English-English dictionary. The *Longman Dictionary of Contemporary English*, and other English-English dictionaries are available in the bookstore for you to buy.

UH BOOKSTORE

You should buy your textbooks and workbooks in the University of Hawaii Bookstore. If they are located in the "NON-CREDIT COURSES" section, under the sign: "NICE PROGRAM". Please ask someone for help if you cannot find your textbook. You can also buy U.S. postage stamps at any register.

Note: It is *not recommended* to order assigned textbooks from online retailers, such as Amazon.com. Textbooks ordered online often do not arrive in a short time. If a student chooses to do so, it is his/her responsibility to borrow a textbook from classmates and make photocopies of textbook pages necessary for classes.

COST

Your books will cost about $120 to $140, depending on the classes you are scheduled for. If you continue in the program next term, the cost may be less, if you continue in the same book(s).

If you buy a used textbook instead of a new one, you may be able to save money.

EXCHANGING OR RETURNING BOOKS

You may exchange or return your books by the beginning of week two, if you *keep your receipt* and *do not write in your books*. 
N.I.C.E. PROGRAM FEATURES

INTERCHANGE

In Oral Production and Integrated Skills Classes, students participate in interchange with students who attend regular courses at the University of Hawaii. During this time, NICE students and UH students will work together on a task related to the topic of the week.

The purpose of Interchange is to practice speaking English in natural conversation while learning about the lifestyles and different ways of thinking. The Interchangers come from many backgrounds and experience and reflect the diversity found in Hawaii.

COMMUNITY DAY

Once each term, students experience using English with members of the larger community on Community Day. Community Day activities usually take place off-campus and may include visits to interesting places, such as Hawaiian cultural sites, local businesses, special events. Occasionally they involve socio-cultural projects, guest lectures, or special presentations on the UH campus. Community Day is usually planned with the Integrated Skills Class. Regular classes are NOT held on this day.

PART-TIME CLASSES

Some NICE students may want to study more in addition to the regular NICE classes. There are several options for additional part-time study:

Elective Classes: These classes meet twice a week for 90 minutes, beginning during the 2nd week of each term. Register for Electives, on the NICE program website. Look for the "Elective Course" link.

TOEIC AND TOEFL PREPARATION AND EXAMS

TOEIC (Spring and Fall terms) AND TOEFL (Winter and Summer terms) preparation classes are offered as Elective classes for students interested in test preparation. In addition, the Official Institutional TOEIC and TOEFL exams are offered each term in Week 10. The preparation classes include the official exam. Students who would like to take the exam without taking the class may sign up in the NICE office. Cost of TOEIC exam - $55. Cost of TOEFL exam - $35. Sign-up deadlines and testing times are on the term calendar.

SPECIAL EVENTS
During the term, there may be special excursions, guest speakers, movies, or special cultural events. Some of these may be specific to a class. Check your term calendar to see which activities are planned each term.

**GRADUATION CEREMONY**

Students are specially recognized during a graduation luncheon held on the last day of the term. During the ceremony, all students **who have met the program requirements of attendance and performance** receive a **certificate of completion**. Some students are recognized for their outstanding achievement. Students selected from the Oral Production class make speeches, introductions, and announcements at graduation. Students are also welcome to share their special talents by providing entertainment. Students who lose or damage their certificates may request a duplicate. For information about the time required to prepare a duplicate and mail it, see "Transcripts", page 23. The same charges apply.

Graduations are held at selected hotels in Waikiki. Students and teachers attending these ceremonies must follow the hotel's rules as well as NICE Program and UH student conduct rules during these events. No outside liquor is allowed and smoking is only allowed outside on sidewalks or other designated smoking areas. Anyone breaking any rules will be asked to leave the ceremony. Remember, you are representing not only UH but also your home country.

**N.I.C.E. ENGLISH ONLY POLICY**

**NICE is an intensive English language immersion program.** NICE students are usually very committed to serious progress in the language. During class hours and all program activities, students are required to speak **only English**. Students are encouraged to speak English outside of class, too! This policy helps students improve their speaking ability and listening comprehension of English more quickly. In addition, speaking **only English** enables students from different countries to come together and communicate in one common language—**English**—rather than isolate each other by speaking other languages. Students who continually speak any language other than English may be asked to leave the program.
PERFORMANCE EVALUATION

WHAT IS THE PURPOSE OF PERFORMANCE EVALUATION?

Student evaluation:
• provides the student with feedback on his/her English ability and progress in class.
• determines the student's eligibility to advance to the next level.
• determines the student's eligibility to receive a graduation certificate.
• determines the student's eligibility to continue in the program.
• is used to provide transcripts for students (upon request)

WHEN WILL I BE EVALUATED?

During Week 10 (after finals), students receive a Student Evaluation Report from each of their instructors. Teachers hold conferences with students to discuss the report, encourage their students, and address any concerns.

WHAT WILL I BE EVALUATED ON?

Your performance in class will be evaluated in two areas: (a) how well you can demonstrate the mastery of target language skills listed as Student Learning Outcomes (SLOs) set for a curriculum/textbook pool for a level, and (b) general performance in class. The Student Evaluation Report, given to students at the end of a term, gives the information on these two areas of performance.

(a) ACHIVEMENTS OF SLOs

In each class, students receive class grades on 0-100 point system. Throughout a term, students complete various assessment tasks for in-class activities (e.g., quizzes, and presentations, writing assignments), midterm and final assessments. Directly observed performance on each SLO is evaluated in class. Each student is given at least two assessment opportunities for each SLO, and a higher rating of the two assessment results is used as a final rating for a particular SLO on a Student Progress Report. Final ratings for all SLOs targeted for the class are used to come up with an average SLO mastery rating at the end of the term, which is equivalent to the traditional “course grade.”

(b) STUDENT PERFORMANCE GOALS

Throughout a term, students’ behaviors in class are evaluated in terms of Student Performance Goals (i.e., speaking English Only, and participating).

<table>
<thead>
<tr>
<th>STUDENT PERFORMANCE GOALS</th>
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</thead>
<tbody>
<tr>
<td>Speaks English Only</td>
<td>5</td>
</tr>
<tr>
<td>Participates</td>
<td>5</td>
</tr>
</tbody>
</table>
More about Student Performance Goals

These are the two performance goals that are important for students’ successful participation in the NICE Program.

**SPEAKS ONLY ENGLISH = 5 points**
A student always speaks English during class and uses English to negotiate meaning (e.g., a minimal use of a dictionary and a translator, or at the teacher discretion).

**PARTIPATES = 5 points**
A student shows interest in class by asking questions, sharing opinions and ideas, and listening to students and teacher.

Teachers use the following system to determine points for the Student Performance Goals.

The teacher will keep a log of students’ performance on these points throughout a term.

During week 1, the teacher gives a clear verbal warning to a student who is not meeting these goals. At the end of week 1, students are informed on how they are doing on these three goals.

Each student starts with a total of 5 points for each of these performance goals at the beginning of a term. Starting week 1, for any instance of not meeting these performance goals, the teacher deducts .05. The teacher records the data and type of occurrence on the performance log.

Midterm (at the end of week 5), the teacher calculates points for each student based on his/her performance logs.

On Week 6, the points are reset back to 5 for each category. The teacher follows the same procedure for logging and deducting points for the three students’ performance goals.

**HOW CAN I KNOW IF I AM MAKING PROGRESS TOWARD THE NEXT LEVEL?**

During the first day of class, your teachers will give you a copy of the course syllabus for your class and level. Among many pieces of information on the syllabus, you see a list of Student Learning Outcomes (SLOs), that is, what students will know or be able to do with the language as a result of the course of instruction. In other words, SLOs are statements of what we would like you to learn in class over the course of instruction.
Students should master at least 80% of the target SLOs for a specific curriculum/textbook pool for the level in order to be recommended for the next level. Grades on quizzes/tests and results of assessment activities are used to inform teachers’ assessment on how much students have mastered target language skills (SLOs) for the level. Some students achieve this level of mastery in only ten weeks of study. However, most students need two terms (twenty weeks) to do this.

At the end of the term, you will receive a copy of your Student Evaluation Report for each of your classes. Here is a sample Student Evaluation Report from the Intermediate Oral Production Class.

**SAMPLE**

<table>
<thead>
<tr>
<th>Student Evaluation Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class:</strong> N118, Oral Production, Intermediate, Pool B, Section 1</td>
</tr>
<tr>
<td><strong>Teacher:</strong></td>
</tr>
<tr>
<td><strong>Student:</strong> A</td>
</tr>
</tbody>
</table>

**Student Learning Outcomes** (SLOs listed with a mastery level earned on each)
By the end of Pool B, students:

| 1 Can carry out a prepared structured interview with some spontaneous follow-up questions | 85% |
| 2 Can explain the meaning of a word or phrase using simple language | 90% |
| 3 Can explain key information in graphs and charts, using simple language | 90% |
| 4 Can answer basic questions about information presented in graphs and charts | 80% |
| 5 Can ask someone to clarify or elaborate what they have just said | 80% |
| 6 Can give simple reasons to justify a viewpoint on a familiar topic | 70% |
| 7 Can express opinions as regards possible solutions, giving brief reasons and explanations | 95% |
| 8 Can discuss the main points of news stories about familiar topics | 75% |

**SLO Achievement Rating** = 83.13%

**Student Performance Goals**

<table>
<thead>
<tr>
<th>Speak English Only</th>
<th>Week 1 - 5</th>
<th>Week 6 - 10</th>
<th>Total Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attendance**

<table>
<thead>
<tr>
<th>Number of times tardy</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours/Minutes absent (hh:mm)</td>
<td></td>
</tr>
</tbody>
</table>

This student has made good progress in the Intermediate level. The average rating is 83.13%. This shows that this student has demonstrate adequate level of mastery of the target SLOs for the curriculum pool for that level.
HOW WILL MY PERFORMANCE EVALUATION BE USED?

1. **LEVEL PLACEMENT:** At the end of each term, teachers recommend each student’s level placement for the following term. Teachers use the **SLO Achievement Rating** when making these recommendations.

2. **GRADUATION:** To receive a graduation certificate, the Student Evaluation Report must show **an overall average of 70% or higher** in all four classes, **AND** students need to meet the **Student Performance Goals requirement** (3.5 or higher on both of the two categories) and the **NICE attendance requirement**.

   **HONORS:** All full-time students with an overall average of 95 % or higher receive a special Honors seal on their graduation certificate and are specially recognized at graduation.

   **OUTSTANDING STUDENT:** The student with the highest overall score in the entire program is recognized at graduation as the term’s Outstanding Student.

WHAT HAPPENS IF MY PERFORMANCE IS POOR?

NICE teachers are committed to helping their students be successful language learners. They are willing to offer extra help to students that are trying their best to learn.

Occasionally a NICE student does not appear to be serious about his or her study program. This is usually shown by 1) not completing class assignments, 2) not participating in class activities, 3) not speaking English, or 4) coming to class late or being absent. Students that are not serious about studying at NICE usually have a negative effect other students, so NICE teachers and administrators do not allow poor performance to continue.

**Below Average Performance**

If a teacher feels that a student is not meeting program expectations at any time during the term, he/she will make a **Performance Contract** with the student. The contract will list what must be changed in order for the student to …
- pass the course
- receive a certification of completion at the end of the term
- stay in the program

At this point the student will meet with the teacher, the Academic Coordinator, and, in some cases, the Program Director. They will explain the steps the student needs to take to avoid being dismissed from the program. If the student does not show improvement, he/she will very likely be asked to leave the program.

A student with **an overall average of 70% or less** on SLO Achievement Rating will not receive a graduation certificate and may be placed on **performance probation** the following term at the instructors’ discretion.
Performance Probation

A student that is on performance probation must demonstrate satisfactory performance at all times during the term. His/her teachers will monitor the student carefully and ensure that the student is meeting the program’s expectations. On the mid-term evaluation, a student on probation must receive 70% or higher on the SLO evaluations AND scores Of 2.5 Average Or Higher on The STUDENT PERFORMANCE GOALS EVALUATION in each class. If these minimum scores are not met, the student will very likely be dismissed from the program at the mid-term.

Please see page 19 for information on dismissal from the NICE program.
ATTENDANCE EVALUATION

(IMPORTANT: PLEASE BE SURE YOU UNDERSTAND THIS!)

WHY DOES NICE HAVE A STRICT ATTENDANCE POLICY?

First, N.I.C.E. has built a reputation as a serious program, and we want our students to achieve their goals of learning English. If students miss or are late to class, they will not learn effectively and they may hinder their classmates’ progress.

Second, most N.I.C.E. students are on a student visa. The I-20 AB says: “all students on the F-1 Visa must go to school at least (not less than) 20 hours every week. If you do not attend school 20 hours a week, you may lose your visa. You may also have to leave the USA.” Our ability to issue student visas is dependent on our enforcement of the attendance policy.

HOW MANY TIMES CAN I BE ABSENT OR TARDY?

NICE STUDENTS MAY BE ABSENT OR TARDY (LATE) NO MORE THAN 5 HOURS IN ANY ONE CLASS.

ABSENCES: A student that does not come to class at all for the entire class is marked absent for one hour.

TARDIES: A student that is not in class when it begins is late and is marked tardy. The teacher marks the number of minutes the student is late. These minutes count towards the 5 hours of absence.

TARDY PENALTY: The NICE attendance policy includes a tardy penalty to discourage tardiness. If a student is tardy 5 or more times, a one-hour penalty is added to the total. Here is an example:

**GRAMMAR CLASS**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tardy 10 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Tardy 15 minutes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Tardy 3 minutes</td>
</tr>
<tr>
<td>Thursday</td>
<td>Tardy 4 minutes</td>
</tr>
<tr>
<td>Friday</td>
<td>Tardy 10 minutes</td>
</tr>
</tbody>
</table>

Total minutes tardy = 42 minutes

PENALTY = 1 hour
TOTAL = 1 HOUR 42 MINUTES

WHAT SHOULD I DO IF I NEED TO BE ABSENT OR LATE FOR CLASS?
1) Always call the nice office (956-7753) at least 30 minutes before your first class begins. The office staff will inform your teachers. Teachers will still mark you absent or tardy, but they want to know when you will be out.

2) If you are sick and you go to a doctor, ask for a doctor's note. Bring the doctor’s note to the office when you come back to school. This is not required, but if you go over 5 hours of absence, a doctor’s note will prove that your absence was excused. Remember, an absence, excused or not, still counts as hours missed from class.

2) If you have any special circumstances, please discuss this with the Academic Coordinator or Director before being absent.

WHAT HAPPENS IF I AM ABSENT OR LATE FOR MORE THAN 5 HOURS?

If a student is absent and/or late for more than 5 hours in any one class…

1. The student will NOT receive a graduation certificate at the end of the term. This includes both students with excused or unexcused absences (see below).

2. The student must meet with the Academic Coordinator. The Academic Coordinator writes down the student’s reasons for being absent and will give the student the following conditions for continuing in the program:
   
   - No more unexcused absences or tardiness will be permitted (see below).
   - The student must call the office at least 30 minutes before class begins if he/she must be absent or late.
   - For illness, the student must go to a doctor and bring a doctor's note upon returning to school. The note must include all of the dates that the student was absent.
   - The student must make up any missed class work or homework.

If the student does not follow these conditions and continues to be absent or tardy, he/she will meet with the Program Director and will very likely be dismissed from the program.

EXCUSED AND UNEXCUSED ABSENCES

Both excused and unexcused absences are counted toward the five (5) total allowable hours. The five (5) hours that a student may be absent should be used for excused absences only. Students who have unexcused absences may not be allowed to continue in the program.

EXCUSED absences include…

1. **Illness or injury** - If you are sick, you should stay home so that you can rest and so that you do not spread your illness to others. If you go to the doctor, ask for a doctor’s note and bring it to the NICE office when you return.

2. **Personal emergencies or circumstances beyond your control**, such as accident, serious illness or death in the family.

3. **Other** - If you are not sure is your absence will be considered excused, call the NICE office.
(Note: For short, excused absences, students are generally permitted to return to the program. For long excused absences, returning to the program may be considered too difficult, and visa requirements must also be considered. These situations are handled on a case-by-case basis.)

UNEXCUSED absences include…

1. **Vacations or recreation** - Vacations are not permitted. Students should not plan personal vacations while the NICE term is in session. Students who take time off from school for vacations may not be allowed to continue upon return.
2. **Personal business**, such as moving, appointments, etc. Students should schedule personal business outside of school time.
3. **Visits from family or friends** - Inform your visitors that you are not able to miss classes to spend time with them. Plan your time with them around your school schedule.
4. **Oversleeping**
5. **Missing the bus/late bus** - Buses in Hawaii are not always on time. Be sure to leave extra early to be sure you get to school on time.

ATTENDANCE PROBATION

If a student has more than five (5) absences and four (4) or more were unexcused, he/she is placed on attendance probation the following term. This means that the following conditions apply from the beginning of the term:

- No unexcused absences or tardiness will be permitted.
- The student must call the office at least 30 minutes before class begins if he/she must be absent or late.
- For illness, the student must go to a doctor and bring a doctor’s note upon returning to school. The note must include all of the dates that the student was absent.
- The student must make up any class work or homework missed.

If these conditions are not met, the student will meet with the Program Director and will very likely be dismissed from the program.

DISMISSAL FROM THE NICE PROGRAM

The NICE teachers and administration want all students to successfully complete the term. At the same time, we have high standards because we know that a student with poor attendance can negatively affect other students, so from time to time it is necessary to dismiss a student. Being dismissed (kicked out) of the program is serious and can have very negative consequences for the student:

1) The student will **not** receive a refund for NICE tuition.

2) If the student is on an F-1 (student) visa, he/she has only **24 hours** to either leave the country or apply for a change of status to a tourist visa. The student may not transfer to another school. The student’s SEVIS record will reflect the termination, which in effect cancels the student visa.
N.I.C.E INSTRUCTORS

All of the NICE instructors hold advanced degrees in teaching English as a Second Language (ESL) and have experience in teaching English to international students. They are committed to providing excellent, quality instruction to each student. Many teachers have also studied other languages, so they personally understand how difficult it can be.

From time to time, your instructors will ask you for your feedback on how the class is going. This is your chance to express any feelings about the class. Don't be afraid to tell your teachers if you are not satisfied. They want to know your ideas!

INSTRUCTOR, CLASS, & PROGRAM EVALUATION

At the end of the term, and sometimes in the middle of the term, students are invited to give feedback on their instructors, classes, and NICE in general. Students are welcome to share good things or bad things, ask questions, or make suggestions. Evaluations are common in the American university system, and they give students a chance to express any feeling they have about their learning experience in the program. It is important that you give your honest opinions. Your ideas will help us to improve the program.

CONCERNS & COMPLAINTS

It is important to us that you are happy with your studies in the NICE Program. If you are not happy with your teacher, the curriculum, your classmates, or any other aspect of your class, this is what you should do:

1) Talk to the teacher of the class. Many problems are just misunderstandings. Often, talking honestly with the teacher can fix the problem.

2) If you talk to the teacher and are still unhappy, or if it is very difficult for you to talk to the teacher about the problem, go to the office and talk to Academic Coordinator, Saori Doi. She will work with you and your teacher to fix the problem. If you need language help, the office will try to find a translator.

3) If the problem cannot be resolved with the help of the Academic Coordinator, or if the Academic Coordinator feels that the matter is more serious and requires a formal complaint, you should meet with the Program Director, Judy Ensing, who will work with you to solve the problem.
N.I.C.E. CLASSROOMS

Classes are held in General Use classrooms on the upper Manoa campus. Almost all classrooms have up-to-date equipment already in the room. In a few cases, teachers make arrangements to bring any necessary equipment needed to make your learning experience the best it can be.

KEEP U.H. BEAUTIFUL
Please help us keep our campus beautiful and clean by following these rules:

- No food or drinks are allowed in the most U.H. classrooms.
- Always throw food and drink trash in the outside trashcans.
- Please do not leave it inside the classrooms, especially at the end of the day.

SMOKING
Smoking is not allowed anywhere at any time on campus. Please follow this university rule.

CHILDREN AND PETS
Children and pets, except for a service animal, are not allowed in NICE classrooms.

HOLIDAYS

NICE observes federal and state holidays. On these days, no classes are held. There are usually two holidays each term, although there are sometimes three or even four. Check your student calendar for this term’s holidays.

N.I.C.E. STUDENT SERVICES INFORMATION

OFFICE HOURS and LOCATION - PROGRAM INFORMATION
The NICE office is located in Bilger Hall, Room 102. We are open from 8:00 am to 4:30 pm, Monday through Friday.

Telephone: 956-7753; fax: 956-3421; email: ipinfo@hawaii.edu.

Do you have a question about the NICE program? You are welcome to call or come to the office anytime during office hours to ask questions, take care of registration matters, or to discuss the program. For lengthy discussions, please make an appointment with the Program Director (Judy) or the Student Services Coordinator (Lisa).

REGISTRATION AND FEE REQUIREMENTS

The NICE office requires students to submit certain information, forms, fee payments, etc. It is important that you always respond to office requests and pay special attention to deadlines. In some cases these deadlines reflect program policies. Sometimes they reflect U.S. immigration requirements that the NICE office must follow.

REFUND POLICY

Application and Registration fees are non-refundable. 100% of the course fee will be refunded for cancellations requested by the 5th business day of the term (Thursday of Week One.) There are no refunds after that date. This is the same policy for new and continuing students.

HEALTH INSURANCE

All NICE students are required to carry health insurance. Medical insurance should be purchased before arrival, if possible. Students who do not purchase medical insurance in their home countries will be required to purchase medical insurance online with one of the following private providers:

HTH Worldwide: http://www.hthtravelinsurance.com/
Compass Benefits Group: http://www.compassbenefit.com/

Students should carry their medical insurance card with them at all times. Students without medical insurance may not be allowed to attend classes.

HOUSING and MEALS INFORMATION

NICE students are responsible for arranging their own housing and meals during their stay in Hawaii. The office staff can suggest places to look for both or refer students to off-campus dormitories, private homestay agencies, and other forms of housing.

TRANSCRIPTS

Students must request a transcript at least two weeks in advance. Then, they must pick it up in person or request that the office sends it to them. Time required for receipt of the transcript depends on the mail service chosen and the country where students send the transcript. Requests can also be made by phone or email but will not be released to another person. Current address must be provided. Charges are:

- $10 pick up
- $12-$15 international mail (depending on size of envelope)
- $35 global priority mail
ACADEMIC ADVISING
For help in planning your future educational program in the U.S., students are welcome to make an appointment to speak with the Academic Coordinator, Saori Doi.

YOUR FUTURE PLANS
During Week 4 or 5, the NICE office staff will give each student an appointment time for an interview. In this interview, the office staff will ask what you are going to do at the end of the term. You must decide whether you will...

- Continue in NICE
- Transfer to another school in Hawaii or on the Mainland (You will need to apply and be accepted.)
- Return to your country (You will need to show your plane ticket.)
- Change to a tourist (B-2) visa

The “Future Plans” sheet in your orientation packet explains these choices in detail.
If you are undecided at the time of your interview, you will be given a deadline for making your decision. You can meet with the Academic Coordinator to help you consider your options. If you are considering transferring to another school, you must meet with the Academic Coordinator in order to help you be sure that the decision is right for you.

Department of Homeland Security INFORMATION

GENERAL INFORMATION
Most students in the NICE program are on F-1 (student) visas. Other students are on J-1 (research, scholar) visas, or B-2 (tourist) visas. A few are permanent residents or naturalized citizens. It is important that you understand the requirements of your visa. If you have any questions about your visa or other immigration matters, the NICE Student Services staff will be happy to assist you. A helpful website is www.UnitedStatesVisas.gov.

THE STUDENT VISA (F-1)
According to the Department of Homeland Security regulations, students in the U.S. on an F-1 visa must study full-time (full-time at NICE is 20 hours per week) and have a valid I-20 at all times during their study program. (Do NOT lose your I-20!)

SEVIS (STUDENT EXCHANGE AND VISITOR INFORMATION SYSTEM)
All schools hosting F-1 students are required to register these students in the Student Exchange and Visitor Information System (SEVIS). Schools are required to...

- Input F-1 student data: name, home address, local address, birth date, passport number…
- Process the I-20
Report student activity: arrival and registration in school, change of address, change of status, changes in academic program (including withdrawal or dismissal from school), transfers to other schools, termination of study program, and departure from the country.

When a student enters or leaves the country or transfers to another school, the information in the student’s SEVIS record is used.

LEAVING AND REENTERING THE U.S.

If you are leaving the U.S. **during your study time** and plan to reenter the U.S. to continue your studies, you must have a valid **I-20 signed on the back** by a designated school official from the school you will be attending when you come back. This includes leaving the country and returning **during the term AND during the break** between terms.

CHANGING YOUR ADDRESS

The U.S. Department of Homeland Security requires all foreign students to register any change in address. You must tell the NICE office and send an address change form to the Department of Homeland Security **within 10 days of moving**. The NICE office can give you the form and explain where to send it.

WORKING IN THE U.S.

Students on F-1 visas **MAY NOT WORK** in the U.S. unless they have a work permit. If you are caught working illegally, you will be deported (sent out) from the country.
UHM CAMPUS INFORMATION & FACILITIES

CAMPUS CENTER & HEMENWAY HALL COMPLEX

In the Campus Center you can find…
- Ticket, Information & ID Office- UH Student Identification (ID) cards and Bus Passes are sold at this office. (Note that University students must purchase ADULT bus passes, not student passes.)
- Classrooms, ballroom, lounge area
- University Bookstore
- Dining Food Court
- Jamba Juice, Simply to Go, Starbucks, Subway, Pizza Hut Express, Stir Fresh
- Farmer’s Market (on Tuesdays and Fridays)

In Hemenway Hall you can find...
- American Savings Bank
- Bale Restaurant
- Hemingway Courtyard

In the U.H. Bookstore you can buy books, school supplies, and …
- U.S. postage stamps
- Snacks, aspirin, etc.
STUDENT IDENTIFICATION (ID) CARD

Beginning the first week of the session, students may go to the Campus Center Information window to get a UH-NICE student ID card. You will need to show one form of picture identification (such as your passport). They will check that your name is on the N.I.C.E. Program list. You will need to pay $10.00 for this card. With this card, you can use the UH Library system, Computer Labs, Student Health Center, and the Counseling and Student Development Center during the term. You will need to renew the card every term.

UH LIBRARY SYSTEM:
SINCLAIR LIBRARY, WONG AUDIO-VISUAL CENTER, HAMILTON LIBRARY

NICE students are welcome to use the UH library system. You do NOT need an ID card to enter the libraries to read, study, or do research. However, if you want to take books out of the Hamilton and Sinclair libraries, or watch videos at the Wong AV Center, you need your UH-NICE ID card. Take your UH-NICE ID card to the circulation desk at Sinclair library to activate your card. You will need to give them your name, address, and other information. They will put this information into their computer.

Sinclair Library: http://www.sinclair.hawaii.edu
Hamilton Library: http://library.manoa.hawaii.edu

COMPUTER LABS

N.I.C.E. students may use UH computers located in Sinclair and Hamilton Libraries:
1. Wong Computer Center: Sinclair Library, 1st floor
2. Hamilton CLIC Lab: Hamilton Library, 1st floor

To use the UH computers or to obtain UH wireless internet access for your own device you must have a UH login ID and password. If you requested this on your application, you should have received an email from VIA (Visitor Internet Access) with your login and password. If you did not receive this and would like internet access, please request help in the N.I.C.E. office.

HOURS and MORE INFORMATION: These labs are generally when the libraries are open. For specific information on lab hours, type of computers and software available, and lab use policies, please go to http://www.hawaii.edu/itslab/.

UNIVERSITY HEALTH SERVICES

Location: 1710 East-West Road    Phone: 956-8965
Clinic Hours: Monday – Friday, 7:45 am-4:30 pm
Physician Hours: Monday – Friday, 8:30 am - 4:00 pm
Website: http://www.hawaii.edu/shs/

NICE students are welcome to use the UH Student Health Center. Doctors and nurses can help students with:
• TB tests and measles immunization
• Common health problems
• Health Education-information about nutrition and staying healthy, sexual reproduction, drugs and alcohol, mental health
• Referrals to specialists and community health providers

NICE students may be able to use their medical insurance at the Student Health Center. Depending on the type of insurance you have, you will be charged a co-payment. You will need to show your UH-NICE ID card and your medical insurance card. More information about the UH Student Health Service is available at the NICE office. The NICE office can also refer you to **bilingual doctors** in the university area.

**COUNSELING AND STUDENT DEVELOPMENT CENTER**

*Location: Queen Lilio'ukalani Student Services Center 312*
*Phone: 956-7927*

UH counselors are available to talk with NICE program students who are...
- feeling sad or lonely
- having a hard time getting accustomed to life in Hawaii
- having trouble with a relationship
- feeling the need to talk with someone about another kind of problem

**STUDENT RECREATIONAL SERVICES (SRS)**

*Phone: 965-6468*
*Website: http://www.manoa.hawaii.edu/studentrec/fitnesscenter/about.html*

For a fee, NICE students may use the recreation center near Campus Center, swimming pool, tennis courts, gymnasiums, and the tracks. Take your UH ID to the Campus Center ID window, sign a waiver, and pay. You can pay by the day ($5), the week ($10), or the month ($25). Your ID card will be stamped with the expiration date of the period you paid for.

**PARKING ON CAMPUS**

**CARS, MOPEDS:** Permits are required to park cars and mopeds on the UH campus. Unfortunately, due to limited parking space the Traffic Office is not able to issue parking permits to NICE students. Visitor parking is available in the Zone 20 parking structure in the lower campus for $5.00 per day.

**BICYCLES:** No permit is required for bicycles on campus. However, they must be parked in designated areas only! Be sure to always lock your bicycle.
N.I.C.E. STUDENT CONDUCT

Always remember that you are a student of the University of Hawaii and also a representative of your country. We want all members of the UHM community to have a good impression of international students. Please be considerate of other people at all times. You must also follow the guidelines for all UH students. (http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

Failure to follow our rules or UH rules may result in expulsion from the program.

SMOKING

UH has a strict non-smoking policy. Please don't smoke anywhere on campus. This includes parking garages, elevators, cars, and restrooms.

NOISE

Do not talk loudly in the hallways on your way to or from class, or during breaks, so that you do not disturb other classes or office workers. Note that NICE program classes are not always on the same schedule as UH classes.

ILLEGAL ACTIVITIES

NICE students are subject to all of the civil laws of the State of Hawaii. The NICE program will immediately dismiss ("kick out") any student who is known to be participating in ILLEGAL activities, such as using/buying/selling illegal drugs, or working illegally. In addition, the program will inform local authorities of the illegal activity, including the Department of Homeland Security officials. Students involved in illegal activities will very likely be deported from the U.S.

Note: Drinking or buying alcoholic beverages, and smoking or buying cigarettes are illegal in Hawaii under the age of 21! In addition, regardless of your age, walking in a crosswalk while looking in the direction of the screen of an electronic device (e.g., cell phone, personal gaming device, digital camera) is illegal on Oahu. (You can still talk on your phone in crossing a street.)

SEXUAL HARASSMENT

In the U.S., the way men and women treat each other may be different from your country. Behaviors of a sexual nature that may make the opposite sex uncomfortable may be considered "sexual harassment" and should be avoided. Also, if you experience any of these behaviors you should know they are not acceptable. Some example behaviors that could be considered "sexual harassment" are listed below.
- VERBAL: jokes about sex, turning discussions into sexual topics, making sexual comments about someone's clothing or body
- NON-VERBAL: showing pictures or objects of a sexual nature, writing messages of a sexual nature
- PHYSICAL: unwanted touching, hugging or kissing of a sexual nature

If you experience any unwanted behaviors of a sexual nature that make you feel uncomfortable, you should…
1. tell the person firmly to stop;
2. report it to a teacher or other NICE program staff member. If it is serious, we can refer you to the sexual harassment counselor on the UH campus.

Students engaging in sexual harassment may be asked to leave the program.

**CHEATING AND PLAGIARISM**

In American universities, there are strict rules about cheating and plagiarism that may be different from your home country.

*Cheating* includes giving or receiving answers on assignments and tests, submitting someone else's work as your own, or using notes, books, or dictionaries for a test when these are prohibited.

*Plagiarism* includes copying from a book or other source and submitting it as your own work. Cheating and plagiarism may result in a failing grade, and/or probation or dismissal from the program.

**ADJUSTING TO LIFE IN HAWAII - "CULTURE SHOCK"**

Living in a new country can be exciting, but it can also be very difficult at times. When people move to a new culture, even for a short time, they almost always experience emotional stress, called "culture shock". There are four stages of culture shock, described below. Don't be surprised if you go through these! If you need any help along the way, be sure to talk to a teacher or another NICE staff member.

*First Phase: Fascination, Excitement*
Everything about the U.S. (Hawaii) is exciting and wonderful! You love it here and want to stay forever! You only see the good, and don't see the bad.
Second Phase: Dislike of the Culture

You begin to have problems, maybe with the language, differences in behavior, food, etc. You are no longer excited and happy, and you see many things you don't like about the U.S and Hawaii. You think about home a lot. Some students experience serious depression at this point. Some signs of depression are:

* you feel like crying all the time
* headaches, stomach aches
* you can't sleep
* you don't have energy
* you don't feel like studying or speaking English
* you may feel very homesick

*If you think you are depressed, we want to help you! If we cannot help you ourselves, we will help you find someone who can help you! Don't suffer alone!*

Third Phase: Recovery

Finally, you begin to get better. Language is often the key. Usually a person who learns English quickly moves through culture shock more quickly.

Fourth Phase: Acculturation

If you stay in Hawaii long enough, you will finally feel at home here. You will be able to appreciate the good things of both American culture and your own culture.

SEVERE WEATHER OR EMERGENCY

In case of severe weather (hurricane, tsunami), natural disaster, or other type of emergency, classes may be cancelled. School closures will be announced on all major local radio and television stations. You should listen to the TV or radio to get important information. The NICE program will follow the same procedures as the rest of the University of Hawaii, so if UH is closed, the NICE program will be closed.

If possible, the NICE staff will record a message with NICE program information on the voicemail telephone system. Call 956-7753 to listen for any important messages for NICE students.
If you have a local telephone account (a "land line" telephone), you will receive a copy of the local "Yellow Pages" information book. There are evacuation maps in the front section, as well as lots of good information about what to do in case of emergencies.

If you do not have Yellow Pages, you can also find evacuation maps in your orientation binder. If you live in an area not covered by these maps, just ask the NICE office staff for a map for your area.

Also, note that Hawaii tests emergency sirens monthly. One sound indicates natural disasters/nature such as a tsunami, and the other indicates a human created danger/possible attack.

**Good things to have for emergencies:**
- A radio that runs on batteries
- Bottled water
- Canned food (and a non-electric can opener - very important!)
- A flashlight and batteries

**SAFETY IN HAWAII**

Although Hawaii is generally considered a paradise by those who live or visit here, there are some things you should be careful about if you want to have a safe and enjoyable stay.

**GENERAL**
1. Do not engage in or stay away from any activities that could get you arrested (e.g., underage drinking/smoking, working without proper authorization while on immigration visas, domestic disputes). Anyone with a criminal offense MAY result in deportation - removal from the United States.

2. Passports (and green cards for permanent residents) are supposed to be carried around all times. (This is required by Section 264(e) of the Immigration and Nationality Act.) Having electronic copies of your document MAY help you prove your eligibility to be in this country. Your important documents are, for example, valid passports, I-94s (copy provided by the NICE office, duplicates can be available by the NICE office), and I-20s. You should also carry your active school IDs.

Also, if you choose to carry copies of your documents in your electronic devices, remember to follow good security practices with this personal information on your devices.

**ON CAMPUS**

1. DON'T leave your belongings unattended.
2. DON'T walk alone on campus after dark. Call 956-8211 for escort service.
3. DON'T bring valuables to school.
4. DON'T withdraw a lot of money from the ATM (Automatic Teller Machine) or carry a lot of money with you to school.
5. KNOW the locations of the EMERGENCY PHONES.
6. CALL 66911 for campus SECURITY if calling from an office phone.

**AT HOME**

7. DON'T leave a spare key outside your apartment (such as in the mailbox, under the doormat, etc.) If you are locked out, call the building manager.
8. DON'T open the door to strangers. KNOW who is at the door before opening it.
9. DON'T leave cash, jewelry, or other valuables out where people can see them.
10. PUT valuables in a closed container and in a safe place.
11. KEEP your apartment door locked at all times.
12. CHOOSE an apartment building with a good security system.
13. MAKE SURE you understand your lease agreement before signing it.
14. BE CAREFUL with whom you ride the elevator.
15. CALL building security or the building manager if you have any problems within the building.
16. CALL 911 for emergencies (police, fire, or ambulance).
17. BE CAREFUL when selecting a roommate. MAKE SURE you can trust him/her.
18. PAY your rent by check or money order - NOT CASH!

**AROUND TOWN**

19. DON'T walk alone after dark.
20. DON'T carry a lot of money with you.
21. DON'T carry a purse hanging loosely from your shoulder. Women should hold their purses tightly; men should carry their wallets in their front pockets, not in rear or jacket pockets.
22. IGNORE strangers who ask you for money.
24. DON'T go to dangerous places at night (such as downtown, Waipahu, Waianae, dark side streets of Waikiki).
25. DON'T accept rides from OR go anywhere with strangers.
26. DON'T ride the bus late at night, especially alone.
27. DON'T make friends carelessly.
28. BE CAUTIOUS when accepting an invitation.
29. BE CAREFUL AND BE INFORMED of the dangers of engaging in intimate relationships (AIDS, venereal disease, broken hearts!)
30. DON'T lend money to new friends that you meet, even though they promise to pay you back.

**IF ASSAULTED**

31. DON'T resist an armed robber - hand over your wallet or purse quickly and quietly. Loud screams or flight may protect you from a strong-arm robber.
32. CALL 911 as soon as possible to report an attack, robbery, or any kind of emergency. NOTE: You do NOT need to put money in a public telephone to reach 911.
DRIVERS

33. DON'T drive if you have been drinking.
34. DON'T pick up hitchhikers.
35. DON'T admit your fault in an accident.
36. LOCK your car doors.
37. CLOSE your car windows.
38. SET the car alarm.
39. PARK near the entrance in the parking structure.
40. PUT valuables in the trunk.
41. HAVE your key ready before going to the parking area.
42. CHECK your car before entering.

BEACHES AND SWIMMING

43. DON'T go to the beach after dark.
44. DON'T swim alone. Always go with a friend.
45. DON'T go into the water if you have been drinking.
46. DON'T bring alcoholic beverages to the beach or any other public place.
   (This is illegal in Hawaii.)
47. DON'T go into the water if there is high surf unless you are sure of your
   swimming or surfing abilities.
48. CHECK what kind of beach it is. Observe other beach-goers.
49. CHECK for warning signs.
50. MAKE SURE the water doesn't look murky. If the water is murky there may be
   sharks around.
51. CHECK if there is a lifeguard on duty.
52. FACE towards the ocean when you are standing on the reef or rocks by the ocean.
   Big waves could knock you off.
53. USE sunscreen and don't stay in the sun too long.

HIKING

54. DON'T go hiking alone. Always go with a friend or group.
55. MAKE SURE someone knows your hiking plans: your route, where you will start
   and finish, what time you expect to return.
56. GO hiking only during the daytime.
57. CHECK the weather forecast. For Oahu call 836-0121.
58. STAY on the trail. Don't try to take short cuts.
59. TAKE a jacket and flashlight with you.
60. STAY where you are if you get lost. Do not try to walk in a mist or in the dark.

NICE PROGRAM
FACEBOOK FAN PAGE
Facebook is a social networking website that many people use to stay connected with their family and friends around the world. The NICE program has a Facebook group page and we encourage you to join so that you may stay connected with the NICE program during the time you study with us and after you leave.

On our Facebook group page, you can:
- Read about the latest news at NICE.
- Write on the NICE program group wall.
- Add and view the latest photos on the fan page (if you post pictures, please ask your classmates and teachers for permission first before posting).
- Participate in a discussion on the discussion board.
- Follow and read about the latest happenings in the notes section.
- Check out our favorite pages.
- AND … stay connected with NICE Program classmates, teachers, staff, interchangers, and former students.

To join the Facebook group, you have two options:

1) Go to the Facebook website, and search for "NICE's Staff".
2) Go to the NICE Program website: [www.nice.hawaii.edu](http://www.nice.hawaii.edu). Then, click on the box “Find us on Facebook” (on the lower left hand side of the window).

It is an open fan page so anyone can join! If you have any questions, please come to the NICE office.
HANDBOOK
HOMEWORK ACTIVITY

Please use your NICE STUDENT HANDBOOK to answer these questions.
Bring this paper to ORIENTATION on Monday.

1) When will I know my level and class schedule? (see page 4)

2) What should I do if my class seems too easy for me? (see page 5)

3) When do my classes start? (see page 4)

4) Where can I buy the textbooks for my classes? (see page 9)

5) How much can I expect to pay for books? (see page 9)

6) What does the ENGLISH ONLY POLICY mean? (see page 11)

7) How many times can I be absent or tardy? (see pages 17-18)

8) What happens if I am absent and/or tardy more than five hours? (see pages 18-19)

9) What should I do if I need to be absent? (see pages 17-18)

10) How will my "class performance" be evaluated? (see pages 11-15)

11) What will happen if my class performance is poor? (pages 15-16)
12) How can I get an ID card? Why do I need an ID card? (see page 26)

13) When is the NICE office open? (see page 22)

14) Who can I talk to if I have questions about the NICE program? (see page 22)

15) Do I need to have health insurance? (see page 22)

16) What if I need to leave the country and then reenter the U.S.? (see page 24)

17) Where can I go to use computers on campus? (see page 26)

18) Where should I go if I feel sick? (see page 26)

19) Can I smoke on campus? (see pages 21 and 28)

20) If there is an emergency like a hurricane or tsunami, what should I do? (see pages 30-31 for emergency contact information and check the front pocket of the handbook for evacuation maps for common local areas)
CAMPUS TOUR
USE YOUR U.H. MAP AS YOU VISIT THESE PLACES.

1  BILGER 102: Outreach College - N.I.C.E. Office
   N.I.C.E. office hours are Monday – Friday, 8:00-4:30. Come by to speak with program staff any time.

2  QUEEN LIKIOUKALANI STUDENT SERVICES BUILDING
   UH Admissions, International Student Services, Student Employment, Student Development and Counseling offices are all located in this building.

3  WARRIOR RECREATION CENTER
   NICE students are welcome to use these excellent exercise facilities for a small fee.

4  CAMPUS CENTER GROUND LEVEL
   UH Bookstore - You can buy books, school supplies, UH t-shirts, and other UH souvenirs here.
   Pizza Hut, Stir Fresh, ATM machines - These are two of many popular eating-places on campus. Get cash at the ATM machines. Visit the Farmer’s Market in this area on Tuesdays & Fridays.

5  CAMPUS CENTER 2nd Floor
   Dining Food Court, Jamba Juice, Starbucks, Subway – More places to eat and relax!
   Information Desk and I.D. office - You can buy your UH ID card, bus passes, and tickets for U.H. events and concerts here.

6  CAMPUS CENTER 3rd floor
   Classroom, Lounge and Computer lab
   N.I.C.E. classes are often held here.

7  HEMENWAY HALL 1st floor
   Eat lunch or relax in Ba-le. You will find an American Savings Bank for your banking needs.

8  HEMENWAY HALL 2nd floor
   N.I.C.E. classes are often held here.

9  SINCLAIR LIBRARY
   Study areas, Wong Computer Lab, Wong Audio Visual Center
   NICE students are welcome to use the library facilities and computers.

10 HAMILTON LIBRARY
    N.I.C.E. students are welcome to study, look at materials, and use the computers. Because the program is short, N.I.C.E. students are not able to take books out of the library.

11 PARADISE PALMS
    This is another great place to eat on campus. This cafeteria has many delicious options to choose from!
    Eat indoors or enjoy the fresh air outdoors under the palms!

12 UNIVERSITY HEALTH SERVICES
    If you get sick or injured during regular daytime office hours, you may come here for medical help. You will need your UH ID card, and your medical insurance card.

13 ATHLETIC COMPLEX (optional)
    Stan Sheriff Center, Gymnasiums, tennis courts, football and baseball fields, swimming pool