

TLA SUMMER PROGRAM

CALIFORNIA STATE UNIVERSITY– CHANNEL ISLANDS CAMPUS

WELCOME TO TLA JUNIOR PROGRAM @ CSUCI

Our School Team is here to help you and make your experience in California a great one!

SUMMER PROGRAM

PROGRAM DIRECTOR

Mr. Brian MAUK
Phone: +1-954-562 75 10

Mr. Mauk is the program Manager. He will make sure that you receive the best possible service and that the program runs smoothly and efficiently. He is also your contact for activities timetable, meals, security, and housekeeping issues. He is the liaison officer assigned to the Group Leaders.

His email address is: brianm@languageacademy.com

ACADEMIC COORDINATOR

Ms. Tanya Olortegui

The Academic Coordinator will answer questions about placement test, receive comments about teachers, classes, level placement and the program.

An outstanding group of professional, dedicated and experienced teachers is available to help learners communicate effectively in English and provide students with an exciting and formative American experience.

SENIOR OPERATIONS COORDINATOR SENIOR PROGRAM COORDINATOR

Ms. Sandra Rodriguez
Ms. Josephine Jackson

The operations coordinator will be available daily at the summer school
There is a formal group leaders meeting scheduled every Monday at 10:30am.

R.A.s and COUNSELORS

Our Resident Advisors (RAs) are available to assist you with activities, excursions, and give suggestions for your free time.

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CAMPUS INFORMATION

California State University CSU Channel Islands
1 University Drive
Camarillo, CA
805-437 8400

OPERATIONAL EMERGENCY NUMBER after hours and during weekends:

EMERGENCY NUMBER: +1- 954- 562 7510 (Mr. Brian Mauk)

These numbers are to be used exclusively for serious medical or life/security threatening emergencies. Parents **MAY NOT** use these numbers to contact their children.

WE ARE HERE TO HELP

All of us at TLA want you to learn English and have a wonderful experience in California. We are here to help you and answer your questions - **so please talk to us!** 😊

TELEPHONE AND AREA CODES

The area code for Camarillo is 805. To dial any number in California you must begin with the area code. If you are dialing another city in the U.S., you must first dial 1, then the area code for that city, and finally the phone number. If you are calling another country, you must first dial + FIRST.

Example: to call Italy, dial + 39 or 01139 and then the phone number

WI-FI

There is FREE WIFI in the rooms and all locations on the campus.

FIRST DAY

On the school first day, students take a Michigan University placement test and attend an orientation. Students are placed in levels according to their performance on the placement test, which includes a written test and an oral interview.

Assignment of students to levels is the responsibility of the Academic coordinator/Senior Lead teacher. **Students who have questions about their level placement should speak with their teacher first.** If they still would like to be considered for a level change, they should discuss their placement with the Academic Director. Requests **for a** level change originating from group leaders will only be considered after an interview with the student and/or re-testing has been scheduled, at the Academic Director's sole determination.

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CLASSES SCHEDULE

Classes on Monday's meet from 9:00 am to 12:15 pm including a 15 minute morning break followed by lunch and a half-day excursion. On Wednesday & Friday meet from 9:00 am to 12:15 pm with a break for lunch. Afternoon classes meet from 1:30 pm to 4:30pm including a 30 minute afternoon break. Classes begin at the scheduled time, so please be punctual. Students who arrive more than 10 minutes after the class scheduled start time will be counted ABSENT.

CURRICULUM

Students who test in levels **B1-B2-C1-C2** will enjoy the WOW (World of Work) curriculum, a practical course designed by TLA, aimed at illustrating the United States from an economic and work-related perspective, using work-related vocabulary and contents,

The curriculum analyzes different US cities with their main industries and specific cultural aspects. The syllabus provides international students with an overview of the United States economy, innovative business models and new global concepts (i.e. Air B&B, Uber, Lyft etc.) that originated in the US, thus encouraging the participants to apply critical thinking in order to expand and support business concept via relevant examples, real product and company studies and discussions on practical, authentic materials.

The objective is early exposure for students to both self and career exploration in the ever-changing landscape of the global economy.

Students who test at levels A1 and A2 will work on their General English language development, focusing on conversational and listening comprehension skills.

IMPROVING YOUR ENGLISH SKILLS

1. **Listen to English and Speak in English as often as possible.** The best way to improve your English is to use it. We encourage you to use English at all times, even with people from your own country. Don't be shy! It may be difficult at first, but you will see progress in due time.
2. Be curious! Read signs, labels, posts that you encounter in your daily activities
3. Participate in class, actively!
4. Ask many questions in English; we are all here to help you learn.

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COVID PROTOCOL

All participants are required to observe enhanced strict hygienic practices. Use disinfecting gel frequently and wash your hands thoroughly after using the bathroom, after coughing or sneezing, after meals, after sitting on the bus and after classes. Avoid touching your face, mouth or eyes with soiled hands.

Should an individual experience Covid-like symptoms, a test will be administered as soon as possible (transportation and test at participant's cost). If Covid positivity is confirmed, the individual will be required to isolate in a single room and meals delivered to the room. The individual will be prohibited from having any contact with other participants, staff or teachers and will not be able to attend classes.

An antigen test will be repeated 5 days later or 3 days before departure, whichever is latest (transportation to test site and test at participant's cost). In case of negative result, the participant will be allowed to resume classes and extra-curricular activities.

In case of confirmed positivity, the individual will remain in isolation until a negative test result is achieved. During the period of isolation classes and extra-curricular activities will not be provided, will not be made up and will not be refunded.

CLASS BEHAVIOR AND ATTENDANCE

Students are expected to attend all scheduled classes daily. If they wish to receive a certificate, a minimum 90% attendance is required. Students who fail to attend regularly will receive a warning. A student may only be excused from attending classes for a medical reason.

Students who are rude or disruptive in class will be suspended from class for the remainder of the day. **Disruptive** means any offensive behavior (verbal or otherwise), poor personal hygiene, frequently leaving the classroom, **OR SPEAKING ONE'S NATIVE LANGUAGE DURING THE CLASS**. A student who has been suspended from class more than 3 times will be removed from the course. **Cell phones are not allowed in class and must be deposited in a basket at the entrance of the classroom.**

STUDENT ACCOMMODATION

ANACAPA VILLAGE

The apartments at ANACAPA have single bedrooms, and each apartment has four bedrooms. The apartment is fully furnished and includes furniture in the living area and the bedrooms. The building has a variety of common areas, including study rooms. Students are housed in apartments with 4 single rooms (**1 bed per room**) and two bathrooms. Each suite has a bathroom with sink, toilet and shower (full bath). The bathroom/student ratio is 1:2.

SANTA CRUZ VILLAGE

The rooms in SANTA CRUZ have 2 bedrooms in each suite unit and each suite has one bathroom. Each bedroom has two twin beds. The bathroom/student ratio is 1:4. Santa Cruz Villages a variety of common areas including a gym, a game room, study rooms and the TLA office.

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BEACH TOWELS ARE NOT PROVIDED

Students are not allowed to take the University's towels to the beach. Please make sure to pack a beach towel in your luggage.

LINENS

Linens (bed sheets, blanket and towels) are provided upon arrival. A bedding package will be available upon students' arrival. Student need to make their own bed.

University linens may not be taken out of the University campus. **Beds are assigned on a first come, first serve basis, unless a detailed rooming list is received 2 weeks prior to the students' arrival.**

MEALS

All meals are served at the beautiful, modern University's Cafeteria

Meals are served according to the following timetable:

Breakfast: 7:45 am - 8:30 am

Lunch: 12:30 pm - 1:15 pm

Dinner: 7:00 pm - 7:45 pm

Special dietary requirements will be accommodated whenever possible but are not guaranteed. We will gladly assist those who require specialty foods by indicating where they may purchase them

- **Breakfast** is served **between 7:45 am and 8:30 am in the Cafeteria.** It includes a rich selection of breakfast breads, cereals, juices, fruit and eggs, bacon and other breakfast items.

Lunch is served Monday to Friday **between 12:30 pm and 1:15 pm (13:15) in the Cafeteria** at the school. Lunch includes a hot meal, soda drinks, fruit, chips and cookies. There is a selection of warm items available. Foods are available on a first come, first serve basis.

In case of full day excursion a cash lunch allowance will be given beforehand and students will purchase their own lunch at one of the excursion destinations.

Lunch allowance: US \$ 10

- **Dinner** is served **between 7:00 p.m. and 8:00 p.m. in the Cafeteria.** Students are expected to follow meals schedule. If students miss a meal they will not be provided with an extra meal or given credit. Meals cannot be exchanged for cash. Beverages include water, iced tea, coke and sodas.

In case of late return from excursion a cash meal allowance will be given beforehand for students to purchase their dinner at one of the excursion destinations.

Dinner allowance: US \$ 15

- Meals canceled with less than 24-hour notice will not be replaced or refunded.

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CLEANING

Room cleaning is provided prior to students' arrival. A room refresh is provided once a week (common areas cleaning). Fresh bed linens and towels will be provided once per week and all participants must make their own bed. Guests are encouraged to keep their room and bathroom neat and tidy. Students must use their own bath items such as soap, shampoo, toothpaste, etc. If you need to purchase these items, ask your RA to recommend a store where you can buy them. After 8:30 am on weekdays rooms must be vacated and students cannot remain in bed, unless seriously ill. There are no cleaning services provided during the week.

LAUNDRY

There is a laundry room in each dormitory building. Washing machines are operated with a **\$10** card which must be purchased by credit card and **\$2** detergent, which can be bought at the Campus residential life office. Resident Advisors will assist students in purchasing cards and detergent.

SECURITY DEPOSIT

- **A US \$100 (ONE HUNDRED) per person SECURITY DEPOSIT IS REQUIRED and is MANDATORY**
- **DEPOSITS MUST BE PAID UPON ARRIVAL AT CHECK IN, IN CASH AND IN U.S. DOLLARS CURRENCY. OTHER CURRENCIES (EURO, ETC.) WILL NOT BE ACCEPTED.**
- **PASSPORTS WILL BE COLLECTED UPON ARRIVAL AND KEPT IN A SAFE AT THE UNIVERSITY.**
- **ROOM KEYS WILL ONLY BE DELIVERED AFTER SECURITY DEPOSIT IS PAID. A RECEIPT WILL BE ISSUED FOR EACH DEPOSIT AND PASSPORT. DEPOSITS AND PASSPORTS WILL BE RETURNED AT CHECK OUT.**

PLEASE READ CAREFULLY THE FOLLOWING:

- **TLA RESERVES THE RIGHT TO RETAIN THE \$ 100 DEPOSIT IN THE EVENT THAT:**
 - 1. STUDENTS BEHAVIOR HAS CAUSED DAMAGES TO THE UNIVERSITY PROPERTY OR TO OTHER STUDENT'S PROPERTY**
 - 2. STUDENTS' BEHAVIOR HAS GENERATED COMPLAINTS FROM OTHER UNIVERSITY GUESTS, THUS CAUSING INCONVENIENCE TO THE UNIVERSITY.**
 - 3. TLA MAY ALSO RETAIN THE DEPOSIT, AT TLA'S OWN DISCRETION, AS A MONETARY FINE BEFORE REMOVAL, IN CASE OF UNRULY CONDUCT AND/OR REFUSAL TO ABIDE BY THE PROGRAM RULES.**
 - 4. TLA WILL RETAIN THE DEPOSIT TO REFRESH ROOMS WHERE EXCESSIVE DISORDER OR TRASH HAS BEEN ASSESSED.**
 - 5. SMOKING ON CAMPUS. CSUCI IS A SMOKE FREE CAMPUS AND SMOKING IS NOT ALLOWED ANYWHERE ON CAMPUS PROPERTY. IF YOU ARE CAUGHT SMOKING OR VAPING ANYWHERE ON CAMPUS YOU SECURITY DEPOSIT WILL BE TAKEN.**

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- **IN CASE OF DAMAGE TO ONE ROOM, THE DEPOSITS OF ALL STUDENTS STAYING IN THAT SPECIFIC ROOM WILL BE RETAINED.**
- **DEPOSITS WILL NOT BE RETURNED BEFORE THE CHEK OUT DAY, UNDER ANY CIRCUMSTANCE.**
- **ON CHECK OUT DAY, A ROOM CHECK WILL TAKE PLACE TO ASCERTAIN ANY DAMAGE.**

A \$ 25 KEY REPLACEMENT FEE WILL BE ASSESSED FOR LOST KEYS TO COVER THE ADMINISTRATIVE COST OF SECURITY CHECKS AND KEY REPLACEMENT.

RESIDENTIAL RULES

CURFEW – LIGHTS OUT

- **By 11:00 pm (23:00 hrs) Students MUST be in their rooms.**
- **Students MAY NOT RUN, SHOUT, PLAY INSTRUMENTS OR RADIO/CDs/Phone music in the dormitory corridors, hallways, and any other public area.**
- **Students MUST NOT SLAM DOORS OR USE THEIR FEET TO KICK OPEN/SHUT DOORS**
- **Students and leaders must avoid disturbing other people's rest.**
- **TLA participants who do not respect other students or leaders' rest and quiet enjoyment of the dormitory will be removed from the premises.**
- **After 24:00 hrs MIDNIGHT, NO NOISE IS ALLOWED.**
- **Internet programs (Skype) and Music MUST BE SHUT OFF.**

VISITORS

Before students invite a friend to visit their room, students must receive the approval of the other students who share the accommodation. **IT IS NOT PERMITTED TO RECEIVE ANOTHER STUDENT VISIT IN ONE'S ROOM AFTER 11:00 pm (23 hrs). ADULTS OVER 21 ARE NOT ALLOWED IN ROOMS WHERE STUDENTS UNDER 21 ARE HOSTED.**

COOKING AND SMALL APPLIANCES

COOKING IS NOT PERMITTED. KETTLES AND OTHER ELECTRICAL DEVICES USED TO PREPARE FOOD ARE NOT ALLOWED IN THE RESIDENCE HALL.

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PROHIBITIONS – VIOLATIONS- SANCTIONS

DRUGS

The possession, use, sale or distribution of illegal drugs is NOT permitted on campus. Participants who violate this policy will be immediately terminated from the program and sent back to their country, at their own expenses.

ALCOHOL POSSESSION AND/OR CONSUMPTION

In the U.S. you must be 21 years of age to buy, consume, or possess, alcohol. If you are under 21, it is illegal for you to buy and drink alcohol. BEER AND WINE ARE CONSIDERED ALCOHOL.

POSSESSION AND CONSUMPTION OF ALCOHOL ARE STRICTLY PROHIBITED ON CAMPUS AND WHILE IN THE TLA PROGRAM. VIOLATORS WILL BE IMMEDIATELY REMOVED FROM THE PROGRAM AND POSSIBLY REPATRIATED AT THEIR OWN COST, WITHOUT APPEAL.

Please consider that violation of the alcohol legal age law is considered a serious offense and may result in the offender going to jail first and then being deported from the U.S. **DO NOT ASK SOMEONE ELSE TO BUY ALCOHOL FOR YOU!!!!**

SMOKING AND FIRE HAZARD

SMOKING AND VAPING ARE NOT ALLOWED ANYWHERE ON CAMPUS AND PARTICULARLY IN THE ROOMS. IF SMOKE OR VAPING SMELL IS DETECTED IN THE ROOMS, THE SECURITY DEPOSIT WILL BE RETAINED. IN CASE OF REPEAT OFFENSE, A \$ 500 FINE WILL BE LEVIED. ANY FINE MUST BE PAID ON THE SPOT.

IF YOU ARE UNDER THE AGE OF 21 IT IS ILLEGAL FOR YOU TO BUY CIGARETTES IN CALIFORNIA.

WARNINGS

- DO NOT place any furniture in the hallway. Doing so may result in the loss of your
- US \$ 100 room deposit. Please DO NOT move any furniture around INSIDE the rooms.
- Furniture must stay as you find it upon arrival. Fines apply.
- Students may not leave their room door open for any extended period of time.
- Leaving the room door open may result in the loss of the US \$100 room deposit by all students in the room.
- All Students must keep their rooms neat and orderly. FOOD (other than cookies or dry snacks) is NOT ALLOWED in the rooms.

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INSPECTIONS

TLA RESERVES THE RIGHT TO CONDUCT ROOM INSPECTION AT IT'S SOLE OWN DISCRETION. TLA RESERVES THE RIGHT TO TAKE PICTURES OF STUDENTS' ACCOMMODATIONS IN CASES OF SUSPECTED OR EVIDENT VIOLATION OF ALCOHOL CONSUMPTION LAW, SMOKING IN THE ROOMS AND UNRULY BEHAVIOR WHICH HAS, OR MAY RESULT IN DAMAGES TO THE PROPERTY.

LEAVING CAMPUS

STUDENTS MAY NOT LEAVE THE UNIVERSITY CAMPUS WITHOUT A CHAPERONE/GROUP LEADER/RESIDENTIAL ASSISTANT. TLA WILL NOT BE RESPONSIBLE FOR ANY ACCIDENT, INJURY AND ANY EVENT THAT MAY OCCUR WHILE A STUDENT IS UNACCOMPANIED OUTSIDE OF THE UNIVERSITY CAMPUS.

DAMAGE TO PROPERTY

It is strictly prohibited to tamper with or damage safety and security devices such as fire extinguishers and security cameras and the following safety equipment.

- Fire alarm activation.
- Fire extinguisher discharge.
- Tampering with smoke alarms
- Damage to elevator due to overload.
- Tampering or destruction of video surveillance cameras

ALL students housed on the floor where the incident/damage occurs will have their deposits retained. If the damage/incident occurs in a common area, ALL students enrolled in the program will lose their deposits. TLA may evict any student that may be found responsible for the damage/incident and repatriate the individual at their own expense.

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PERSONAL SAFETY

The areas that you will be visiting are considered reasonably safe. However, as in every metropolitan area, we recommend the following common-sense safety precautions:

Cash & Jewelry:

Do not carry a lot of cash with you; it is better to carry credit cards and traveler's checks with some cash. Carry only small bills, not \$50 or \$100 dollar bills. Do not take out or count a lot of cash in front of other people. Do not wear very expensive jewelry.

Wallets, book bags & handbags:

Do not hang your handbag on the back of your chair in a restaurant. Keep it in your lap or on the floor by your feet where you can see it. Always keep your book bag, handbag, camera, etc. with you.

TLA WILL NOT BE RESPONSIBLE FOR MISSING ITEMS, CASH, TRAVELER'S CHECKS, CLOTHING, PHONES, ELECTRONICS AND/OR PERSONAL POSSESSIONS. PLEASE ENSURE THAT YOUR VALUABLES ARE LOCKED IN YOUR LUGGAGE.

SECURITY ISSUES

In Camarillo, it is unlawful for any person under 18 years of age to loiter, idle, or play in or upon public streets, highways, roads, alleys, or other public ways, whether on foot or riding by vehicle, between the hours of 10 PM and 6 AM each day. This does not apply to a minor accompanied by his parent, guardian, or other adult person having the care or custody of a minor or where the minor is on an emergency errand or legitimate business directed by a parent, guardian, or other adult person having the care and custody of the minor.

IT IS PRUDENT TO OBSERVE A FEW RULES. Stay in areas that you are familiar with. Know where you are going; try not to look lost. Walk along busy, well-lit streets. Back alleys and shortcuts **MUST** not be used after dark. If someone is following you, go quickly into the nearest store or another busy place. Do not look at maps on the street; if you must use a map, walk into a store or restaurant to look at your map or ask directions.

EMERGENCIES

In Case of Emergency use a public phone, if available or ask someone to call 911. This is the special emergency number. The police operator will always answer. There is no charge to call this number. No coins are necessary at a pay phone. Explain what is happening, calmly. Then follow the directions given to you. Help will be sent.

If for some reason there is no staff around you and you **feel sick** or you **are injured**, if you are a victim of a crime, or feel you are in danger, or you see someone who is, then that is an emergency. Get Help immediately! If you are at school, or with a staff person on an activity or a trip, ask for help. We will get you the help you need

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ACTS OF GOD AND FORCE MAJEURE

Should the program be prevented or substantially impeded by any act of God or force majeure, including a hurricane, war, revolution, riot, civil commotion, any applicable governmental or judicial law or regulation, order or decree, campus or residential facility closure or other like cause beyond TLA control, the program shall be cancelled. If the program cannot be rescheduled and the campus location must be evacuated or vacated, participants and their agencies must make suitable arrangements to travel back to their country of origin. Meanwhile TLA will provide accommodation at a facility of their selection, based on availability. TLA does not guarantee the type and location of such accommodation. Classes and activities may be cancelled and TLA may not be held responsible for such cancellations. In case of program interruption or cancellation due to acts of God or force majeure, including a hurricane, war, revolution, riot, civil commotion, any applicable governmental or judicial law or regulation, order or decree, or other like cause beyond TLA control refunds will not be issued and TLA will not bear any responsibility for increased airfares or incidental costs.

FACILITIES – SPORTS

The outdoor basketball court and Gyms in the residence building are available, 7:00 am-10:00 pm. The indoor volleyball and basketball courts are not available. The swimming pool is available at set times. **Students should be accompanied to The Recreation Center by a Resident Assistant.**

APPROPRIATE ATHLETIC ATTIRE MUST BE WORN AT ALL TIMES WHEN USING THE FACILITIES. GENERALLY, THIS CONSISTS OF CLOSED-TOE ATHLETIC SHOES, ATHLETIC PANTS OR SHORTS AND A T-SHIRT, SWEATSHIRT OR TANK TOP. STUDENTS ARE NOT ALLOWED TO EXERCISE INDOORS IN JEANS, DRESS PANTS, BUTTON-DOWN SHIRTS, SKIRTS, DRESS SHOES, FLIP-FLOPS OR OPEN-TOE SHOES.

SWIMMING POOL

The use of the swimming pool is allowed from dawn till dusk.

When there are no swimming pool activities scheduled by TLA, the pool is unattended and there is no life-guard. Students are not allowed to use the pool after 9:30pm.

TAXIS/UBER/LYFT

Students are not allowed to leave campus unless accompanied by an adult. If group leaders need assistance to call a taxi, please ask the Director or use an UBER or LYFT service.

IMPORTANT INFORMATION: When using a taxi cab or an UBER service, please make a note of the taxi number and/or the UBER car plate number. You will need this information in case of a claim or complaint.

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RESPECT FOR OTHER PEOPLE

It is our policy to promote the respect of all cultures, races and sexes. Racial or sexual harassment is not permitted and will result in your termination from the school. If you feel that you are the victim of sexual, religious or racial harassment, please tell the School Director immediately.

**ENJOY YOUR STAY AT CALIFORNIA STATE UNIVERSITY – CHANNEL ISLANDS CAMPUS !
WE WISH YOU A WONDERFUL EXPERIENCE WITH TLA !**