

Central Eurasian Studies Summer Institute

Handbook for Students

CENTRAL EURASIAN STUDIES SUMMER INSTITUTE

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I – INTRODUCTION & WELCOME

Welcome to the University of Wisconsin-Madison and to the Central Eurasian Studies Summer Institute (CESSI)! We are excited for you to join us for what we expect will be a productive and fun summer.

In this handbook, we want to introduce you to the program, the university, and the city, and help you prepare for and make the most of your CESSI experience. For the most part, the information included here is of a general nature. We encourage you to open the links within to obtain more detailed information. Feel free to contact the CESSI staff with any questions.

The following members of the CESSI team will be available to help you throughout the summer:

Kelly Iacobazzi, CESSI Program Coordinator, iacobazzi@wisc.edu, 608-265-6298

Dr. Felecia Lucht, CESSI Academic Director & Wisconsin Intensive Summer Language Institutes (WISLI) Director, felecia.lucht@wisc.edu, 608-263-6693

Lindsey Bliefernicht, CESSI Project Assistant, cessi@creeca.wisc.edu, 608-262-3379

2 – HOW TO LEARN A LANGUAGE

There is one important thing you should remember about all courses and learning situations, including an intensive language course: **most learning is actually self-instruction**. Of course, in class your instructor will be helping you develop new skills and cultivate competence in the language. However, what you do outside of class, on your own, will ultimately determine how much you get out of your time at CESSI.

Circumstances may prevent you from sticking to a consistent plan of study every day, but from the beginning, you should set aside a significant part of your non-class day to self-study. Of course, this will involve completing your homework assignments, but if this is all you are doing, then the intensity and pace of CESSI will likely overtake you at some point, particularly at exam time. Remember that cramming is not effective in a language course. Your own background, ability, and experience with language will affect how well you take on the challenge of a CESSI course, but **everyone can do it successfully**.

For most people, the best plan of action is to spend every afternoon practicing what you learned in class that morning, and completing your homework. Following this plan – class in the morning, self-study/homework in the afternoon (1:00-5:00 pm, M-F) – will also leave you free to enjoy yourself at night, to discover Madison's great summer activities, to go to Summerfest in Milwaukee, or just relax. If you must work, try to schedule it so that you can at least spend some time in the afternoon working on that day's material. A large gap between class and study time does not reinforce things as well as a minimal gap.

Finally, perhaps the most important thing to remember when learning a language is that **you must make mistakes**. No one ever learned a language without getting things wrong, a lot. There were methods of language teaching in the past that punished errors severely, but those days are long gone. Today we know that communication can occur even when basic mistakes are present. It is inevitable that you will make mistakes, no matter how much you advance in a foreign language. As long as you are actively trying to learn from your mistakes, you will improve. The key is not to let your fear of sounding funny or messing things up keep you from practicing, or keep you from stepping out of your linguistic comfort zone.

3 – MANAGING STRESS DURING INTENSIVE COURSES

For most students studying at one of UW-Madison’s intensive language programs, the summer flies by without any major obstacle. However, students can often feel overwhelmed by the amount of work and fast pace of intensive language courses. So how do you manage stress in such an environment?

First, you need to be rested and healthy in order to avoid the most obvious problem faced by students who struggle in intensive summer language courses, namely missing class. Remember that **each day of CESSI equals a week** during the academic year. Miss two or three days in a row due to illness and you can imagine how hard it is to catch up. Keep this in mind when planning your extra-curricular activities and other commitments.

Second, even if you make every class, there are times when you may just feel lost in class, just can't seem to figure out what the instructor is saying, and so forth. However, the solution is never to skip class just to take a break, no matter how appealing and easy that option may seem. It may be that your study habits should change, that you should work with a classmate in the afternoon, that you should visit your instructor’s office hours more frequently, etc. Always start with your instructor for advice, and do this as early as possible. In fact, your instructor may approach you if s/he notices you struggling. If so, listen with an open mind. If you are still struggling, speak to the academic director or program coordinator, who are always available to help.

If you feel you would like to speak to a mental health professional, the UW Campus has excellent resources which are free to all CESSI students. [University Health Services](#) is located at 333 East Campus Mall. UHS Mental Health Services are free for all enrolled UW-Madison students. The service is completely confidential and no one will be notified of your visit. They also have a crisis helpline: 608-265-5600, option 9. Please visit their website for more information about University Health Services, including mental health resources.

If at any point you have any questions or concerns about your course, instructor, or progress, please reach out to Kelly or Felecia. It’s our job to make sure you have what you need to succeed in your course and get the most out of your CESSI experience, be it through resources

our staff can provide for you or through other resources on campus, such as University Health Services, the McBurney Disability Resource Center, International Student Services, and more.

4 – CO-CURRICULAR EVENTS

We strive to make CESSI an enjoyable community experience by creating opportunities for people to gather to meet, discuss, and learn from each other. To that end, we organize a series of events that complement the language courses. Events include the Thursday afternoon lecture series, workshops, the WISLI Joint Student Conference, and a variety of other events and celebrations throughout the summer. All students will receive an events schedule at the beginning of the program, although you are encouraged to check out the [Center for Russia, East Europe, and Central Asia](#)'s website for additional events that may be of interest. For all events on campus, visit the [University of Wisconsin-Madison Event Calendar](#).

CESSI belongs under the umbrella office of the [Wisconsin Intensive Summer Language Institutes \(WISLI\)](#), which is made up of various language institutes that provide language instruction and programming for approximately 200 undergraduate students, graduate students, professionals, etc. in order to study less commonly taught languages. The other language institutes offered are:

- [Arabic, Persian, and Turkish Language Immersion Institute \(APTII\)](#)
Arabic, Persian, Turkish
- [South Asia Summer Language Institute \(SASLI\)](#)
Bengali, Dari, Gujarati, Hindi, Malayalam, Marathi, Pashto, Sanskrit, Sinhala, Tamil, Telugu, Tibetan, Urdu
- [Southeast Asian Studies Summer Institute \(SEASSI\)](#)
Burmese, Filipino, Hmong, Indonesian, Javanese, Khmer, Lao, Thai, Vietnamese
- [Summer Intensive Portuguese Institute \(SIPI\)](#)
Brazilian Portuguese

WISLI organizes events for the all participants of WISLI institutes, though many of these institutes also have their own events, which CESSI students are typically welcome to attend. Check the institutes' event calendars to see when these events are occurring.

Special Note: The Joint Student Conference on June 29 is a chance for students from the intensive summer language institutes at UW-Madison to present their research and network with their counterparts in Middle Eastern, South Asian, and Southeast Asian studies. For more information and application instructions, contact seassi@seasia.wisc.edu.

Interested CESSI students also have the opportunity to participate in **NUUW Connections** (pronounced "new"), an informal language and cultural exchange with visiting students from Kazakhstan. Contact Laura Marshall (laura.marshall@wisc.edu) for more information.

5 – EXTRA-CURRICULAR EVENTS

Madison is a fantastic city with many things to do and see during the summer. The best source for up-to-date weekly information about concerts, festivals, movies, etc. is the free [Isthmus](#), available at many locations around campus, including Memorial Union. Milwaukee is home to [Summerfest](#), a huge 11-day gathering of music, food, and other events just an hour by car or bus from Madison. [The Wisconsin Union](#) also hosts music, movies, and shows at the famous Memorial Union Terrace. Another event of interest is the [Concerts on the Square](#) series, held every Wednesday night at 7pm from late June until early August. Set a blanket down on the Wisconsin State Capitol lawn any time after 3pm and bring snacks for a picnic or enjoy treats from the food carts while you listen to classical music. Finally, don't leave Madison without checking out the [Dane County Farmers' Market](#), the largest producers-only farmers' market in the US! The market is held every Saturday morning on Capitol Square. Be sure to get there early, as it gets crowded!

Don't hesitate to reach out to the CESSI staff to ask about events pertaining to art, music, nature, sports, or any other activities that you're interested in participating in this summer.

6 – CLASSROOMS

Classes will take place in the following spaces starting June 17, 2019, M-F from 8:30AM to 1:00PM:

Beginning Kazakh (1st & 2nd semester)	106 Social Work
Intermediate Kazakh (3rd & 4th semester)	224 Ingraham
Beginning Tajik (1st & 2nd semester)	151 Education
Advanced Tajik (5th & 6th semester)	L155 Education
Intermediate Uyghur (3 rd & 4 th semester)	1125 Nancy Nicholas
Beginning Uzbek (1st & 2nd semester)	345 Education

At CESSI, we make every effort to meet the needs of our students. If your classroom presents accessibility issues, please talk to your instructor or contact the McBurney Center to inquire about accommodations.

7 – ATTENDANCE AND OTHER POLICIES

The people with primary responsibility for your personal CESSI experience are you and your instructors. Instructors control how classes run and have complete autonomy to determine lesson plans, class activities, syllabi, grading, and the like. At the same time, they also have the responsibility to meet students' needs, to attend to the diversity of students present in class, and to engage students each according to his/her background. The academic director primarily works with instructors to ensure and enable an efficient and enjoyable CESSI experience for

everyone. Of course, the director and program coordinator also work with students regarding administrative and academic concerns. In general, our mutual expectations might look something like this:

What You Should Expect from Us

- 1) Inspiration and encouragement to learn your chosen language
- 2) Well-prepared lessons and class activities
- 3) Respect and empathy for the difficulties of learning a language
- 4) Worthwhile co-curricular lectures, as well as social and cultural events
- 5) Openness and promptness in dealing with student problems and concerns

What We Expect of You

- 1) Daily attendance in class
- 2) Respect and courtesy toward your instructors and classmates
- 3) Promptness in dealing with administrative matters (registration, payment, etc.)
- 4) Openness to participating in CESSI events

Attendance at CESSI

As previously mentioned, CESSI students are expected to attend class every day due to the intensive nature of the program. Students with extenuating circumstances must discuss the situation with the instructor and with CESSI staff. Absences, other than illness, will be worked out on a case-by-case basis. Vacation is not a valid excuse for a student to have an extended absence. If a student misses class, it is their responsibility to make up the work and to keep up with the other students in the class.

Classes start at 8:30AM and go until 1:00PM (with either one half hour break or three ten minute breaks). CESSI's policies regarding tardiness and absence are as follows:

Tardiness:

Up to 30 minutes late (habitual tardiness of less than 30 minutes may also be considered a violation)

1st time = warning

2nd time = grade deduction

3rd time = referred to CESSI staff/possible additional grade deduction

Absence

Tardiness of over 30 minutes late will be considered an absence

1st unexcused absence = warning + grade deduction

2nd unexcused absence = referred to CESSI staff + grade deduction

Excused and unexcused absences cannot equal more than 2 per semester. Once a student has a 3rd absence, he or she must speak with either the academic director or program coordinator.

NOTE 1: An unexcused absence is any absence with no prior approval from the instructor. Unanticipated medical/other emergencies may require additional documentation and approval from CESSI administration in order to be considered "excused."

NOTE 2: The tardiness and absence policy of your instructor may be stricter than the policy listed above and will supersede the CESSI policies. Please refer to the syllabus of your class for any adjustments to the above policies.

Please note that this year, Independence Day lands on a Thursday. As this is a legal holiday, the university will be closed on July 4 and no classes will be held. Classes will still be held on July 3 and July 5.

Special Note for Students on Fellowships/Scholarships

For students attending CESSI on a Foreign Language and Area Studies (FLAS) Fellowship, Title VIII Fellowship, or tuition remission scholarships, absences, excused or unexcused, can affect a student's fellowship or scholarship.

Title VIII Fellows: All Title VIII Fellows will be required to take Oral Proficiency Interview (OPI) assessments during the last week of classes, and Fellows in intermediate level classes will take an additional OPI assessment during the first week of class in the afternoon. The OPI assessments will be conducted over the phone by Language Testing International (LTI), and will be scheduled by the program coordinator outside of class time. Additional information about OPIs can be found here: www.languagetesting.com/oral-proficiency-interview-opi

We understand that OPI assessments can be intimidating for students, especially those who are first learning the language. Please note that OPI scores are used solely for grant reporting purposes. Your scores will not affect your grade at CESSI; instructors will not be informed of OPI scores until grades have been submitted, and all identifying information will be removed. *So don't stress!*

Event Series

In addition to classes, students are expected to attend the CESSI lecture series, as it is an integral part of the CESSI experience. The lectures take place on Thursdays, 4:00-5:15 pm, in 206 Ingraham Hall. Lectures will be on a variety of topics related to Central Asia, and will be given by visiting lecturers who are experts in their receptive fields.

Friday afternoons may be set aside for cultural events, including a traditional dance workshop and communal Dastarkhan meal. Additional optional events may take place outside these times as well, such as a visit to the Helen Louise Allen Textile Collection, a Central Asian pile carpet workshop and the joint WISLI student conference. Students should consult their events schedule for event locations and time.

Student Code of Conduct

The student [Academic Misconduct Policy & Procedures](#) for the University of Wisconsin outlines the rules and regulations regarding your student rights and responsibilities while a student at the University of Wisconsin-Madison. It states that academic misconduct is an act in which a student:

- Seeks to claim credit for the work or efforts of another without authorization or citation
- Uses unauthorized materials or fabricated data in any academic exercise
- Forges or falsifies academic documents or records
- Intentionally impedes or damages the academic work of others
- Engages in conduct aimed at making false representation of a student's academic performance
- Assists other students in any of these acts.

Special Note on Academic and Non-Academic Misconduct

Cheating and/or plagiarism are not tolerated at CESSI and UW-Madison. Reports of academic misconduct can result in a variety of penalties. Similarly, non-academic misconduct, including disruptive or threatening behavior towards other students, instructors, or staff will not be tolerated and may result in sanctions or dismissal. If you have any questions about what constitutes such misconduct in language courses, please consult with your instructor, the academic director, or read the website of the [Dean of Students Office](#).

Special Note on Sexual Harassment

CESSI and the University of Wisconsin-Madison take any sexual harassment situation very seriously. If you have any issues that arise during your appointment at CESSI, please come to Kelly Iacobazzi or Felecia Lucht (contact information listed on pg. 3) to discuss the situation. If you are uncomfortable contacting any of us, please feel free to go directly to Equity & Diversity Resource Center (179A Bascom Hall, 608-263-2378) and [visit their website](#) for more information about what you can do if you face sexual harassment.

McBurney Disability Resource Center

If you have a disability and receive accommodations such as extra testing time, notetaking, or adaptive technology, and would like accommodations for the summer term, please apply for

accommodations as soon as possible with the [McBurney Center](#) through McBurney Connect. A full range of McBurney's services is available on their website.

If you suspect that you have a disability but do not have a diagnosis or have not received accommodations in the past, please contact the McBurney Center.

8 – COMPUTING AT UW-MADISON

UW-ID Card (Wiscard)

You will want to pick up your University of Wisconsin Photo ID (Wiscard) soon after coming to Madison. This ID will get you into the campus libraries, help you set up your Net ID, computer labs, recreational facilities, parking facilities, allow you to purchase beer at the Memorial Union (if you are over 21 years old), and get your FREE bus pass. If you already have a Wiscard, please bring it with you to Madison, or you will have to pay a replacement fee. You can get your [Wiscard](#) at Union South, 1308 W. Dayton Street, Room 149, 8:30-5:00 PM, Monday – Friday.

NetID

If you are new to CESSI, you will need to **activate your NetID** in order to gain access to the UW-Madison online system.

To activate your NetID, please visit <https://www.mynetid.wisc.edu/activate>. You will need the 10-digit number from your Wiscard ID and your date of birth. Please follow the instructions and activate your NetID from this page.

If you have a NetID from past years at CESSI but are unable to log onto the system, you may need to **modify your NetID**. Visit <https://www.mynetid.wisc.edu/modify> and click Forgot NetID or Forgot Password. If you have trouble, please contact the DoIT Help Desk at (608) 264-4357 or help@doit.wisc.edu.

MyUW

The MyUW portal provides applicants, students, faculty, staff, advisors and instructors with a suite of integrated information resources that are tailored to their roles and interests. The portal is highly personalized and can be customized to suit the user's individual needs. You will need to use your NetID and password to login at <https://my.wisc.edu>. Please login to My UW and take a look at all the features. You may set up a calendar, access links to academic resources, see your final grades via Student Center, and many other options. Please make sure to write down your NetID and your password. If you have forgotten your NetID and password, please call the DoIT help desk at 608-264-4357. They will be able to reset your password and supply your NetID.

For those of you returning to UW-Madison, you can test your NetID and password at: <https://www.mynetid.wisc.edu/activate>

Forwarding Emails

You need to check your wisc.edu email. Even if you communicate with CESSI instructors and staff using your personal email, most automated emails will go to your wisc.edu email. As such, we recommend setting up email forwarding.

In order to forward emails from your WiscMail account to your personal email address, visit [this webpage](#) for instructions.

Computer Access

If you have brought your own laptop, you may connect to the internet via the UW-Madison wireless connection. To connect to Wi-Fi:

1. Turn on wireless access on your computer or mobile device and select the UWNet option.
2. Enter your University of Wisconsin Net ID and password.
3. Once this information has been entered, you will not need to re-authenticate when connected to UWNet for the duration of the summer.

Computer Labs:

If you do not have a laptop, you can use one of the many computer labs on campus. Hours vary during the summer. The only lab that has specific language fonts (if not using proprietary software) is the one in Van Hise Hall. Below is a short list of available computer labs. For a complete listing, visit [here](#).

1. [Van Hise InfoLab](#), 608-262-4575, 464 Van Hise, hours vary. This computer lab has fonts set up on the computers. If you need a font that is not currently available in this lab, contact CESSI staff (if the font is not private software) who will make every effort to obtain the font.
2. [College Library](#), 608-263-9889, 2250 College Library, 600 N. Park St., hours vary.
3. [Memorial Library InfoLab](#), 608-265-3017, 140 Memorial Library (on Library Mall), hours vary.

On-campus printing services are available in most computer labs for a per-page fee. Payment for printing is deducted from your Wiscard balance. You can deposit a small sum on your Wiscard at Union South when it is issued to you, or visit the [Wiscard website](#) for more options.

Learning Support Services (LSS)

The staff of LSS serves students, faculty, and staff in the UW-Madison College of Letters & Science by promoting and supporting the thoughtful use of technology for teaching and learning.

[LSS](#) is located in Van Hise Hall. The main office is in room 279 and is open Monday-Friday from 8:00 am to 12:00 pm, and from 1:00 pm to 4:00 pm.

Consulting: The LSS staff is available to consult on projects using audio, video, and other instructional technology.

Learning Lab: The L&S Learning Lab, in 259 Van Hise, provides an extensive media library, audio and video playback equipment, computers, and drop-in study space.

InfoLab: The LSS InfoLab, located in 464 Van Hise Hall, is open to all UW students needing to work with faculty-assigned courseware, word processing, and Internet services. In addition to 44 dual boot Macintosh computers (Mac OS X and Windows) available in the lab, another 60 Macbook Pros (also dual boot) are available for three-day checkout.

Audiovisual materials for over 100 foreign languages are available in the Media Library. The collection includes DVDs, videocassettes, CDs, and cassettes. The [catalog](#) lists available holdings.

9 – CAMPUS AND CITY INFORMATION

Parking

It is costly to park on campus. If you are choosing to do this, you must contact the [Transportation Office](#) on campus. A good alternative to driving is biking or using your FREE bus pass!

Bus Pass

Once you have your Wiscard photo ID, you can pick up your **FREE** [bus pass](#) (and [bus map](#)) at the Student Print offices on the third floor of the Student Services Tower in 333 East Campus Mall.

****NOTE:** Madison Metro also runs buses (routes 80, 81, 82) on and near campus that are **free**. No pass or money is needed for these routes.

University Health Services

CESSI students are eligible to utilize the medical, mental health, and victim advocacy services provided by UHS. More information about UHS and the array of services offered can be found on their [website](#). You may also contact UHS via phone at (608) 265-5600. If you have any questions about your eligibility for UHS services, please contact the CESSI program coordinator.

Insurance

CESSI students are also eligible to purchase insurance. You can find out information on pricing and how to enroll [here](#).

Recreational Facilities

With your Wiscard, you have complimentary use of the UW recreational facilities. To be given access, you must bring your Wiscard every time you use the facilities. For more information on the offerings, please check out the [RecSports](#) website.

Campus & Visitor Information

On your first day, CESSI will give you maps and visitor guides. If you would like to visit the University Campus Visitor's Center, there are two convenient locations on campus: Campus and Community Information Welcome Desk at Union South and the Welcome Center at 21 N. Park Street. Hours at both locations vary.

[Information](#) & [Campus Map](#)

Campus Tours

A 100-minute [campus walking tour](#) is offered for visitors at various times on weekdays and weekends. These tours leave from Union South, 1308 W. Dayton Street. Reservations are recommended.

Memorial Union/Union South

The Wisconsin [Memorial Union & Union South](#) are two fantastic places to get study and/or just to hang out. If you like to enjoy a snack or beverage while watching the sunset, listen to live music, watch free movies, or if you wish to hang out with your fellow students and speak in the target language, these are the perfect spots. Your Wiscard photo ID is needed to purchase alcoholic drinks from the Union. See the link below for more activities and events in and around the Union.

Food Resources

The Open Seat at 333 East Campus Mall (Student Activity Center) is a great resource for free fresh food, such as fruits and produce. You can find the pantry in room 4209 on the 4th floor. There are no financial or background checks; only a valid Wiscard is needed. If you can't visit during their normal operating hours or have any questions, email openseat@asm.wisc.edu.

You can also visit the [Food Sheds](#) in Moore Hall and the Student Activity Center for free produce and fruit. This area is not monitored.

Please ask the CREECA Staff if you're interested in learning more about free food events and resources on campus.

10 – SAFE LEARNING AND LIVING ENVIRONMENTS

All faculty, staff, and students at the University of Wisconsin-Madison share the responsibility to create safe learning environments and a positive campus climate. Below is information regarding the expectations and responsibilities of CESSI and UW-Madison students, faculty, and staff.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (20 USC § 1092 (f)), also known as the Clery Act, is a federal law that requires institutions of higher education to have in place certain security and safety policies, and to disclose certain crime statistics. The Clery Act also identifies certain staff, faculty, and students as "Campus Security Authorities" and requires that they forward statistical reports of crimes to designated offices on campus. The Clery Act was amended in 2013 to expand the list of crimes tracked and to broaden the rights and resources to which victims of sexual assault, domestic violence, dating violence, and stalking are entitled. Information about UW-Madison's Clery program, including resources for and about our Campus Security Authorities, selected Clery policies, and reporting, rights, and resource information for victims of sexual assault, domestic violence, dating violence, and stalking is available online uwupd.wisc.edu/crime-data/clery-act/. If you have questions, contact the Clery Director at UWPD at (608) 286-9871 or (608) 250-9638.

Crime Reporting

UW-Madison encourages all members of the UW-Madison community who are victims of crime, including sexual assault, domestic violence, dating violence, and stalking to file a police report immediately with the University of Wisconsin-Madison Police Department or the City of Madison Police Department.

Contacting a “Campus Security Authority” is not the same as filing a report with the UWPD or the Madison Police Department.

To report crimes that occur on campus, contact the UWPD: Dial: 9-1-1 on campus or the non-emergency number: (608) 264-2677 (4-COPS). You may also visit the UWPD’s offices located at 1429 Monroe Street, Madison, Wisconsin 53711. UWPD is open 24 hours a day, 7 days a week.

To report crimes that occur off campus, contact the City of Madison Police Department (MPD): Dial 9-1-1 off campus or their non-emergency number: (608) 266-4316. You may also visit MPD’s offices at 211 South Carroll Street, Madison, Wisconsin 53709. MPD is open 24 hours a day, 7 days a week.

Crime Resources

[2018 Annual Security and Fire Safety Report](#)

Information about [“Rights and Resources for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking,”](#)

Sexual Assault Reporting

The UW-Madison Dean of Students Office takes sexual assaults reports seriously and will investigate. [Report an incident here.](#)

Information on sexual assault at UW-Madison may also be found in the [Annual Security Report and Fire Safety Report](#)

[The Wisconsin statute defining sexual assault](#)

Students who experience, witness, or receive a first-hand report of sexual assault are strongly encouraged to contact the [Dean of Students office](#) in the Division of Student Life, which has been designated to receive reports from students or about student victims/perpetrators and will assist them in any way possible.

Sexual Assault Resources

[University Health Services](#) provides helpful resources for individuals who have concerns about mental health, sexual assault, dating or domestic violence, and stalking. UHS Violence Prevention and Survivor Services provides [information and reporting options.](#)

University Health Services, Violence Prevention and Survivor Services, and partners have published a [resource guide](#) for victims of sexual assault, domestic violence, dating violence, and/or stalking.

UW-Madison reports and information about crime prevention, emergency procedures, and safety resources are posted on the UW-Madison Police Department [website](#).

Sexual Harassment Information

When sexual harassment occurs, it degrades the quality of work and education at UW-Madison. Sexual harassment violates the law and university policy, and can damage personal and professional relationships, cause career or economic disadvantage, and expose the university to legal liabilities, a loss of federal research funds and other financial consequences. Each of us has a duty not to harass others and to act responsibly when confronted by the issue of sexual harassment. We have a collective responsibility to do so, thereby promoting an environment that better supports excellence in teaching, research, and service. Principal investigators, supervisors, managers, department chairs, directors, and deans have additional responsibilities: [individuals in positions of authority](#) must take reasonable measures to prevent sexual harassment and take immediate and appropriate action when they learn of allegations of sexual harassment. UW-Madison will take prompt and appropriate action whenever it learns that sexual harassment has occurred. You are encouraged to report incidents or concerns to your instructor or CESSI administrative staff. Sexual harassment (and other prohibited harassment or discrimination) may also be reported to the [Office for Equity & Diversity](#), or to campus administrative offices identified on their website. You may contact any resource for information and assistance.

The UW-Madison Policy Statement on Consensual Relationships is [available online](#).

Emergency Procedures

The UW-Madison Police Department has published an emergency procedures guide that lists best practices in case of natural disaster, manmade disaster, criminal activity, fire, or other emergency situation on campus, [available here](#).

WiscAlert

UW-Madison Police Department operates an emergency notification system called WiscAlert. The system provides information via text message and email about active emergency situations on campus in real time, enabling community members to take immediate action to ensure their

safety. All new students should already be automatically enrolled in the program. For more information on WiscAlerts, see <http://uwupd.wisc.edu/services/wiscalerts/>. To check your WiscAlert enrollment status, visit: <http://go.wisc.edu/wiscalerts>

Emergency Phone Number: 9-1-1

Non-Emergency Phone Numbers

- University of Wisconsin–Madison Police Department: (608) 264-COPS or (608) 264-2677
- Madison Police Department: (608) 266-4275

Wisconsin Telecommunications Relay System (WTRS): To connect to WTRS, dial 7-1-1 from any phone in Wisconsin, or the appropriate WTRS toll-free number found on [their website](#).

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Above all, we hope that your time in Madison is fun, enjoyable, and productive. The CESSI staff is here to help you. We are available to you throughout the summer. Please do not hesitate to let us know if there are any issues that you would like to discuss or problems that need to be resolved.

[Revised June 2019]