



# Central Eurasian Studies Summer Institute

## Handbook for Students

**CENTRAL EURASIAN STUDIES SUMMER INSTITUTE**

210 Ingraham Hall, 1155 Observatory Dr.

Madison, WI 53706

Phone 608-262-3379 | Fax 608-890-0267

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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 and the university 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:

**Sarah Linkert**, CESSI Program Coordinator  
[sarah.linkert@wisc.edu](mailto:sarah.linkert@wisc.edu)

**Emily Gams**, CESSI Project Assistant  
[cessi@creeca.wisc.edu](mailto:cessi@creeca.wisc.edu)

**Felecia Lucht**, CESSI Academic Director & WISLI Director  
[felecia.lucht@wisc.edu](mailto:felecia.lucht@wisc.edu)

## **2 – LAND ACKNOWLEDGEMENT STATEMENT**

The University of Wisconsin–Madison occupies ancestral Ho-Chunk land, a place their nation has called Teejop (day-JOPE) since time immemorial.

In an 1832 treaty, the Ho-Chunk were forced to cede this territory.

Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin.

This history of colonization informs our shared future of collaboration and innovation.

Today, UW–Madison respects the inherent sovereignty of the Ho-Chunk Nation, along with the eleven other First Nations of Wisconsin.

## **3 – STATEMENT ON DIVERSITY AND INCLUSION**

Diversity is a source of strength, creativity, and innovation for UW–Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin–Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background — people who as students, faculty, and staff serve Wisconsin and the world.

## 4 – 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 with 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 (for example, 4 hours every weekday, after class) – will also leave you free to enjoy some time to yourself. 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 knowledge as well as a minimal gap.

Finally, perhaps the most important thing to remember when learning a language is that **you must make mistakes**. This is especially true in the online classroom. 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. You will inevitably 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 up keep you from practicing or keep you from stepping out of your linguistic comfort zone.

## 5 – MANAGING STRESS DURING INTENSIVE COURSES

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 online 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 they notice 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 University of Wisconsin has excellent resources which are free to all CESSI students. [University Mental Health Services](#) are free for all enrolled UW-Madison students paying segregated fees (segregated fees are included in CESSI tuition). The service is completely confidential, and no one will be notified of your virtual visit. During the COVID-19 pandemic, UHS will be offering remote services via phone and Zoom for Healthcare (video-counseling). They also have a crisis helpline: 608-265-5600, option 9.

UHS will be regularly updating this website: <https://www.uhs.wisc.edu/remotehealth/> with information about our services and articles for support, as well as ways to connect during this time of distancing. 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 Sarah 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 University resources.

## 6 – 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.

In general, CESSI will feature cultural events between 4:00–5:15 pm Central Time on Thursdays, and 10:00-11:00 am Central Time on alternating Sundays.

CESSI belongs under the umbrella office of the [Wisconsin Intensive Summer Language Institutes \(WISLI\)](#), which is made up of various language institutes that provide intensive 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 \(APTLI\)](#)  
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. In addition, many of these institutes also have their own events, which CESSI students are typically welcome to attend virtually. Check the institutes' event calendars to see when these events are occurring.

## 7 – ATTENDANCE AND OTHER POLICIES

Classes will begin at the following times:

Elementary Kazakh	Instructor: Gulnara Glowacki	8:30 am – 1:00 pm Central Time
Intermediate/Advanced Kazakh	Instructor: Raushan Myrzabekova	9:00 am – 1:30 pm Central Time
Intermediate Tajik	Instructor: Lolagul Raimbekova	8:30 am – 1:00 pm Central Time
Intermediate Uyghur	Instructor: Gulnisa Nazarova	9:00 AM – 1:30 PM Central Time
Elementary Kazakh	Instructor: Madina Djuraeva	9:00 AM – 1:30 PM Central Time
Intermediate Uzbek	Instructor: William Dirks	8:30 am – 1:00 pm Central Time

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 their 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 CESSI Staff and Instructors*

- 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

Please note: Failure of the first/third/fifth semester course at CESSI prohibits students moving to the second/fourth/sixth semester course, and will result in dismissal from the program without refund. Students receiving a scholarship or fellowship may be required to pay back part or all of their scholarship or fellowship.

### *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 8:30 am or 9:00 am Central Time and go until 1:00 pm or 1:30 pm Central Time depending on your class (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, they 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.

### *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 or advanced 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](http://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 CESSI co-curricular events. CESSI's lecture series take place virtually on Thursdays, 4:00-5:15 pm. Lectures will be on a variety of topics related to Central Asia, and will be given by visiting lecturers who are experts in their respective fields. Alternating Sunday mornings at 10 am Central Time will also feature cultural events, including music, food, and poetry-themed events and performances.

### *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.

### *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](#).

### *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 Sarah Linkert 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 (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

### *NetID*

If you are new to UW-Madison, 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 student 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](mailto: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.

### *Microsoft Teams*

In the virtual modality, CESSI will use Microsoft Teams as our primary social space. Here, you will be able to communicate and mingle with CESSI students, instructors, and staff, find helpful resources, and join CESSI staff weekly tea/open office hours. All relevant general CESSI documents will be saved in the Teams files' section.

For more information about using Microsoft Teams, please see this link:

<https://kb.wisc.edu/office365/page.php?id=73588>

### *Canvas*

Your classes will be based out of the platform Canvas. You can access this platform through your MyUW account (my.wisc.edu) or directly via this link: canvas.wisc.edu.

### *Zoom*

In the virtual modality, CESSI instructors will teach out of Zoom virtual classrooms. Students will find information about how to access UW-Madison's institutional Zoom license [here](#).

### *DoIT Help Desk*

During your time at CESSI, especially in a virtual setting, you will inevitably encounter some technical difficulties. We highly encourage you to utilize UW-Madison's [Department of Information Technology \(DoIT\) Help Desk](#) for prompt and free tech support.

## 9 – UNIVERSITY RESOURCES INFORMATION

### *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.

University Health Services (UHS) has compiled a new web page with services and resources to continue supporting students' health and well-being while they engage in remote learning. [uhs.wisc.edu/remotehealth](https://uhs.wisc.edu/remotehealth)

This page includes identity-specific resources for students, short videos from mental health providers, links to webinars, and websites where students can continue to foster interpersonal connections. UHS mental health providers and prevention staff members continue to add content daily.

In-person appointments at UHS are limited; however, many medical, counseling, and wellness services are available by phone and accessible online by calling 608-265-5600 or logging into [MyUHS at uhs.wisc.edu](#).

Additionally, all enrolled students – along with all faculty and staff – have access to [SilverCloud](#), an online, self-guided, interactive mental health resource that provides students with accessible cognitive behavioral interventions 24 hours a day.

### *Insurance*

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

### *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 survivors 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](#).

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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 October 2021]