



Central Eurasian Studies Summer Institute

2021 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 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
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Dr. Felecia Lucht, CESSI Academic Director & Wisconsin Intensive Summer Language Institutes (WISLI) Director
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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 on your own outside of class will ultimately determine how much progress you make in your CESSI language studies.

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 for self-study. Of course, this will involve completing your homework assignments, but if this is all you are doing 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 learning 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, often. 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 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: 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 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 your CESSI tuition). The service is completely confidential, and no one will be notified of your virtual visit. During the COVID-19 pandemic, UHS is 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/remothealth/> with information about their 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 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, 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.

Upholding a long-standing tradition, CESSI will host a lecture series featuring regional experts from 4:00–5:15 pm Central Time on Thursdays. **Participation in co-curricular lectures and other activities is an essential part of CESSI and students are expected to attend regularly.**

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

7 – ATTENDANCE AND OTHER POLICIES

Classes will take place starting June 14, 2021, Monday-Friday. Typically, classes are held from 8:30 AM to 1:00 PM Central Time Zone (with a break from 10:30–11:00 AM). We understand that in a virtual setting CESSI's students are based all over the world. Accordingly, your class will have some flexibility determining a 4.5 hour meeting time that best suits the instructor's and students' needs. Classes must meet between 8:00 AM – 4:00 PM U.S. Central Time, preferably in the morning.

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 are as follows:

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: CESSI is split into two semesters following the University of Wisconsin-Madison's summer term schedule. 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.

Class Attendance

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. 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:

Absences, excused or unexcused, can affect a student's fellowship or scholarship.

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; or
- 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 & ONLINE LEARNING

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.

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, access Canvas – UW-Madison's primary online course delivery platform, and many other options. Please make sure to remember 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, many important 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.

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.

On this platform your instructors may post resources, create assignments and discussion boards, and post class announcements. Each instructor has their own preferences regarding how to use Canvas so be sure to familiarize yourself with its features and your instructor's preferences.

We encourage you to display your pronouns in Canvas. To do so, please follow this [guide](#) from DoIT. Additionally, there are many campus resources on pronoun use at UW-Madison. Please see the following information:

- [Pronouns Matter](#)
- [Formal university use guidelines for name and pronouns in use](#)

Zoom

In the virtual modality, CESSI instructors will be using Zoom "classrooms". Students can prepare for the Zoom classroom following these steps:

- Download Zoom ahead of your first class. You have a UW-Madison license Zoom account as a special student. You may log in to Zoom with your wisc mail address (ex, bbadger@wisc.edu).
- You may view guides to navigating and using Zoom's features [here](#) in the DoIT Knowledge Base. You are encouraged to review the information before classes begin so that you are familiar with:
 - The "raise hand" feature
 - Chat
 - Screen sharing
 - Breakout rooms
 - Mute/Unmute, Video on/Video off

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.

Tech Requirements for Remote Learning in 2021

Hardware Requirements:

Most computer systems exceed the minimum distance learning requirements.

- 2 GB RAM minimum, more recommended
- 20 MB free disk space
- [Sound Card](#)
- Headset with microphone/headphones, or speakers and a good-quality echo canceling microphone
- Webcam*

**Unless granted an accommodation, students are expected to keep their webcams on during synchronous class activities.*

It may be useful to take advantage of the resources available at local college or university language labs. A typical college language lab offers very high speed internet connections, powerful computers, good-quality headsets, and an environment that is ideal for language learning.

Internet Requirements:

- As much as possible, use a hard-wired, cable (Ethernet) connection, for class. Use Wifi as a backup.
 - If using Wifi, try to be as close to the router as possible.
 - Mobile hotspots are NOT recommended.
- The minimum bandwidth required (for high-quality video) is 2.0Mbps, for the highest quality video 3.8Mbps is required; an additional 50-75kbps is required when screen sharing. *In general, aim for 3Mbps for class time.* There are numerous free internet speed tests online which you can use to check if your current internet plan is sufficient.

Virtual Classroom etiquette and expectations:

Every instructor will have their own preferences and expectations which supercede those listed here; but here are some general guidelines to keep in mind:

- Keep your video on as much as possible. Being able to see the face of the person you are communicating with is especially important in a language learning setting. *(Unless granted an accommodation, students are expected to keep their webcams on during synchronous class activities.)*
- Stay muted when you are not speaking to mitigate any background noise disrupting the class.
- Use the raise hand feature to indicate you would like to speak.
- Keep side conversations or comments out of the chat. The chat should be used for matters directly related to class.

- Be comfortable with silence, it may take a moment for your classmates to answer a question due to connectivity issues, unmuting, and simply trying to think of the answer. Allow for extra time between question and answer in the virtual setting.

More thorough instructions regarding accessing MyUW, forwarding your Wiscmail, and other technology preparation for CESSI 2021 may be found in the [Appendix](#) of this handbook.

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

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](#)

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, intimate partner violence, 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, intimate partner 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 March 2021]

APPENDIX – TECHNOLOGY PREPARATION FOR CESSI 2021

Below you will find a brief guide to technologically preparing for this summer’s virtual program. If you are having trouble with NetID, MyUW, or programs like your University of Wisconsin email (Wisemail) or Canvas, you should contact Dolt for help. The Dolt Help Desk may be found here: <https://kb.wisc.edu/helpdesk/>

Logging in with NetID

Your NetID allows you to access MyUW. This platform links you to many important resources including:

- The Student Center, where you can check your tuition bill
- Wisemail
- Canvas, UW-Madison’s online course delivery platform
- Much more!

To access MyUW go to <https://my.wisc.edu/>. There you will enter the NetID you received when you were admitted as a special student to the University of Wisconsin-Madison. If this is your first time logging in, you will need to activate your NetID. To do this click ‘Activate NetID’ to the right of the log in box. You will need to enter your campus ID sent in your special student acceptance letter. After following the instructions to activate your NetID you will be able to return to my.wisc.edu and log in to MyUW using your NetID.

You may also be prompted to set up Multi-Factor Authentication (MFA) for your NetID. Follow this [guide](#) from Dolt to complete this step and log in using MFA.

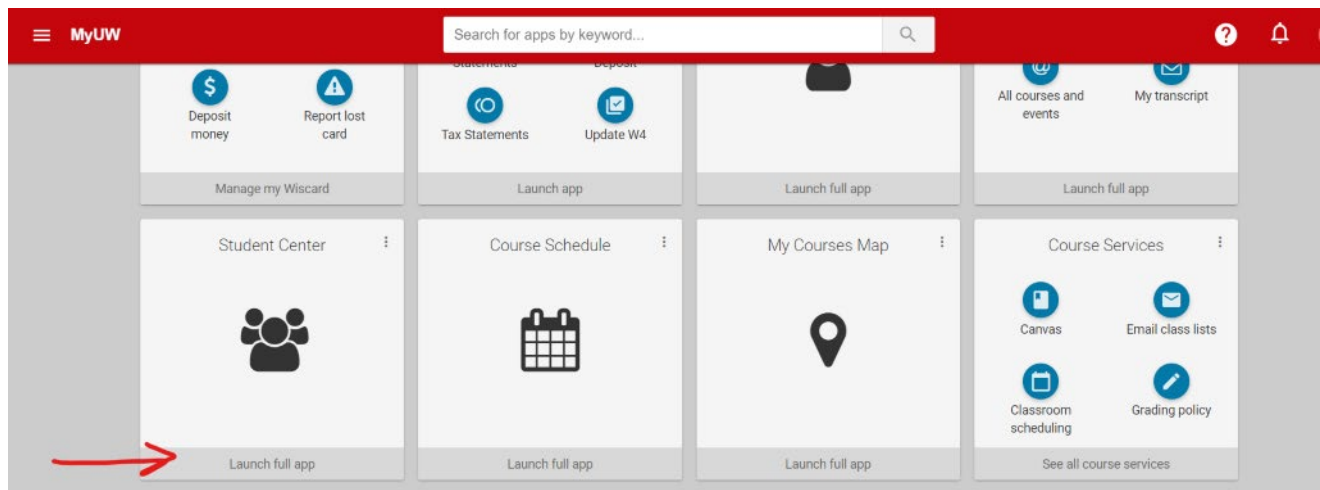
MyUW

Great, you’re in! Let’s look at the three main tools you may need in MyUW: the Student Center, Wisemail, and Canvas.

Student Center

The Student Center lets you check your tuition bill. This is helpful for checking that your funding was processed on time or pay any fees that are not included in your funding (such as the New Student Document fee). **Note** some funding sources cover this fee and some do not, double check what fees you should be expecting in your offer letter.

You can access the Student Center by finding the tile indicated with the red arrow in the screenshot below and clicking ‘Launch full app’ or by searching “Student Center” at the top of the page.



Once Student Center launches in a new tab select the 'Financial Account' tile to view your bill.

On the Financial Account screen you will see a menu on the left-hand side:

- *Account Balance* gives you a quick overview of any outstanding charges.
- *Account Inquiry* allows you to access a detailed list of charges for the semester.
- *Manage My Payment* allows you to pay any fees or charges online.
- *eRefund (Direct Deposit)* allows you to set up direct deposit for any stipend you may be receiving from your funding, for instance if you are at Title VIII or FLAS Fellow.

Wiscmail

While CESSI will try to use your preferred email when communicating with you, important messages from the University, your instructors, and important class messages generated from Canvas will likely go to your Wiscmail.

To access your Wiscmail inbox locate the Email tile in MyUW and click 'launch full app.' This will open your inbox in a new tab.

To set up autoforwarding to your personal email:

1. Click the Settings Icon in the top right (it looks like a little gear).
2. Click 'View all outlook settings.' This will open settings in a pop-up window.
3. In the center column of the pop-up window select 'Forwarding.'
4. Check 'Enable Forwarding' and enter the email you want to forward to.
5. Success! You may now close the settings and your Wiscmail inbox.

Canvas

Canvas is the main platform for online course delivery. Here you will access files from professors, submit assignments, and perhaps connect to your Zoom classroom (depending on how your instructor sets up their Zoom classroom). You can access Canvas via MyUW **OR** by going to <https://canvas.wisc.edu> and logging in with your NetID.

You can find more information on Canvas on the [DoIT FAQ page for students using Canvas](#) **OR** on the [Canvas Student Guide](#).

Zoom

DoIT has a comprehensive guide to Zoom. Here are some of the most relevant pages you may need to prepare for CESSI 2021:

- [Zoom Tips 101](#)
- [Getting started with Zoom at UW-Madison](#)
- [How to Manage Slower Internet and Bandwidth](#)
- [Learning Online: Technology Tips and Tools](#)