



**INTENSIVE FRESHMAN SEMINARS**

# **IFS Guide**

## **2018**

This handbook contains useful information about:

Preparing for IFS

Move-in and Move-out

Life at IFS

Greetings from the IFS Office!

Welcome to the 2018 Intensive Freshman Seminars (IFS) program! We are very pleased to offer you an introduction to Indiana University Bloomington, which we expect to be intellectually stimulating and socially rewarding.

At IFS, you'll be more involved than you have ever been – don't expect a lot of unused time. In addition to class work and preparation for class, you will also experience the rich cultural opportunities at IU and in Bloomington and learn about faculty expectations for college students. You may also participate in a variety of activities including informal sports, movie nights, arts performances, and programs highlighting various IU and community services. Part of the experience is balancing your time and learning to have fun while also working hard to be a successful college student.

You will have a chance to get to know other freshmen, the student staff, your professor, and us; we hope these connections will help to sustain you throughout your time here.

We hope that as you look back on this program you will feel that it was one of the best experiences you had at IU. Please feel free to tell us how we may help you be successful here.

In July, you will likely receive a letter from your IFS professor, which may contain an assignment to get you started before IFS begins. Don't hesitate to email us at [ifs@indiana.edu](mailto:ifs@indiana.edu) or call us at 812-855-3839 if you have questions before you arrive on Sunday, July 22 for international students and Sunday, July 29 for domestic students. We look forward to getting to know you!

Sincerely,

*Mike Beam, Director*

*Kayla Thomas, Assistant Director*

*Deb Mart, Coordinator*

## Table of Contents

<a href="#"><u>Calendar</u></a>	4
<a href="#"><u>The Indiana Promise</u></a>	5
<a href="#"><u>IU and IFS Policies</u></a>	6
<a href="#"><u>IFS Preparations</u></a>	7
Packing List	
Mail Shipments	
Getting to Campus	
City of Bloomington	
Nearby Restaurants	
<a href="#"><u>Beginning IFS</u></a>	10
Move-in and First Day of Class	
Move-in Map	
<a href="#"><u>Life at IFS</u></a>	12
Traditions	
Staying on Campus	
Dorm Room	
Meals	
Technology	
Mail	
Vehicles	
Health Services	
General Policies and Expectations	
<a href="#"><u>Concluding IFS</u></a>	15
Move-out	
Welcome Week	
<a href="#"><u>IU Resources</u></a>	16
IUB Dictionary	
<a href="#"><u>Final Details</u></a>	17

# IFS 2018 Calendar

## **IFS 2018: July 22 – August 14**

Below is a basic calendar of events for IFS. More specific times will be posted later, and class activities and fieldtrips and floor events are not included. Classes meet every weekday and some weekend days.

Please note that the IFS move-in date is Sunday, July 22 for international students, a week earlier than the domestic student move-in date. International students must move-in on Sunday, July 22 in order to address important procedural requirements.

<i>July 22</i>  <i>International Student Move-in</i>	<i>July 23</i>	<i>July 24</i>	<i>July 25</i>  <i>IAET English Proficiency Exam</i>	<i>July 26</i>	<i>July 27</i>	<i>July 28</i>
<i>July 29</i> <i>Domestic Student Move-in</i> <i>First Class Meetings</i> <i>Opening Festival</i> <i>Floor Meetings</i>	<i>July 30</i>	<i>July 31</i>	<i>August 1</i>  <i>Open Mic Night</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>  <i>Open Mic Night</i>  <i>Floor Meetings</i>	<i>9</i>	<i>10</i>  <i>IFS Move-out to Fall Housing</i>  <i>Faculty Panel</i>	<i>11</i>
<i>12</i>	<i>13</i>	<i>14</i>  <i>IFS Academic Forum</i>  <i>Closing Banquet</i>	<i>15</i>  <i>Welcome Week</i>	<i>16</i>	<i>17</i>	<i>18</i>

## The Indiana Promise

Indiana University is a community built on the foundations of academic excellence, personal development, and social responsibility. The expectations of this community include: engaging in rigorous intellectual inquiry and artistic creativity, recognizing each individual's accountability for his or her own behavior, and appreciating the contributions made by all community members.

The Indiana Promise expresses the student's commitment to these values and acknowledges the importance of the student's active participation in the IU experience. This promise is made by students both to Indiana University and to themselves.

IFS supports this promise and seeks to hold students to its standards and expectations.

*I promise that:*

*I will be ethical in my academic work.*

*I will take personal responsibility for what I say and what I do.*

*I will respect the dignity of others, treating them with civility and understanding.*



**INDIANA UNIVERSITY**

## IU and IFS Policies

All IFS students are expected to uphold and follow IU policies. The majority of policies are explained in the [Code of Student Rights, Responsibilities, and Conduct](#). IFS specifically seeks to promote academic integrity, respect for diversity, responsibility for one's actions, and positive and encouraging living and learning environments.

Inappropriate or illegal behavior on or off campus will not be tolerated during the IFS program, and student misconduct might result in immediate dismissal with no refund.

IFS also supports [Culture of Care](#) at IUB. Students are encouraged to care for one another through bystander intervention in order to create safe and healthy campus culture.

# IFS Preparations

## Packing List

Residential Programs and Services (RPS) offers a great [packing guide](#) for your room in the residence hall. Refer to this extensive list for necessary, optional, and prohibited items. International students will receive support in obtaining some of these items after their arrival.

To reiterate, for your time at IFS we recommend you bring the following:

- Personal toiletry, hygiene, and cosmetic products
- Bathroom tote/caddy
- Bathrobe, shower shoes, and towels
- Bed linens, blankets, and pillow (extra-long twin size sheets are recommended)
- Basic cleaning supplies
- Clothes hangers
- Laundry basket/bag and detergent
- Personal prescription medications
- Computer
- Surge protectors and extension cords
- Umbrella and raingear
- Backpack
- Organizational and note taking supplies
- Seasonal clothes (with comfortable walking shoes)
- Exercise apparel
- Business professional outfit (for the Academic Forum and Closing Banquet)
- Musical instruments (for Open Mic Nights)

You might want to consider leaving the following items at home to bring another time:

- Fall and winter clothes
- Room decorations
- Refrigerator
- Microwave
- TV
- Furniture

Below is a *partial* list of prohibited items in the residence halls:

- Alcohol (including empty bottles)
- Smoking devices such as hookahs, pipes, cigarettes, electronic cigarettes, cigars, etc.
- Candles, incense, and incense burners
- Toaster ovens, camping stoves, grills, hot plates, and crock pots
- Halogen lights and lamps
- Pets (except fish)
- Firearms (including BB, paintball, air, and pellet guns, sling shots, and other weapons)
- Fireworks
- Air conditioners

## **Mail Shipments to Your Fall Residence Center**

Some students choose to ship belongings to their fall residence center. The packages should be addressed to yourself at your fall address as follows:

[Student's Name]  
[Student's Fall Residence Center]  
Indiana University  
Bloomington, IN 47406  
(Your room number is not necessary to ensure delivery)

Note: Shipments will not be accepted prior to August 1.

## **Getting to Campus**

If you are flying into the Indianapolis International Airport, there are multiple transportation options to Bloomington. Please see below for further information.

Go Express Travel: <https://goexpresstravel.com>

Star of America: <http://www.soashuttle.com/locations/bloomington-to-indianapolis>

Red Tire Taxi: <http://redtiretaxi.com>

E2Taxi: <http://e2taxi.com>

A detailed move-in map will be provided prior to your arrival at IFS.

## **City of Bloomington**

The City of Bloomington is a medium-sized city with big-city amenities. Bloomington's cultural life doesn't stop with Indiana University. Visitors and students alike can visit the theater, go to a concert in the park, have a meal at a local restaurant, catch a movie, and more! We recommend that you and your family learn more about Bloomington on the [Visitor Center's website](#).

## **Nearby Restaurants**

Below are some nearby restaurants that you might want to try out with your family for a meal on Sunday:

- Restaurant Ami, 1500 E. Third Street
- Mother Bear's Pizza, 1428 E. Third Street
- Red Chopsticks, 1420 E. Third Street
- Dragon Express, 1400 E. Third Street
- Bear's Place, 1316 E. Third Street
- Many well-known Bloomington restaurants are located near the Sample Gates on Kirkwood Avenue or downtown near the courthouse.
- Many international restaurants are located on Fourth Street on the west side of campus.
- Chain restaurants can be found along S. College Mall Road near the mall.

# Beginning IFS

**IFS international move-in is Sunday, July 22 and domestic move-in is Sunday, July 29!**

## **International Student Move-in**

Sunday, July 22

### Check-in

IFS staff will be on-site all day on Sunday, July 22 to assist with international student move-in. Upon checking in, you will receive your IFS room assignment (including roommate assignment) and other important information regarding your TB testing, immunization requirements, the IAET exam for English proficiency, and programs and events organized for international students that week.

## **IAET English Proficiency Test for Non-native Speakers**

Wednesday, July 25

### IAET

The IAET exam is not required for all international students. For those who are required to take the exam, it will be hosted from 1:00 – 5:00 p.m. and IFS staff will escort all students to the exam and escort them back to the residence hall at its completion. For more information about the IAET, visit the [Office of International Service's English Proficiency Test](#) page.

## **Domestic Student Move-in and First Day of Class**

Sunday, July 29

### Check-in

IFS check-in runs from 10:00 a.m. – 2:00 p.m. on Sunday, July 29. Upon checking in, you will be given your IFS room assignment (including roommate assignment) and other important information. The afternoon and early evening is a great time to buy and/or pick up textbooks (see details below). Please move your belongings into your room prior to 4:00 p.m. when you will meet with your class for the first time.

### First Class Meeting

Your seminar professor will hold an introductory class at 4:00 p.m. for about an hour. *Your family is invited and encouraged to attend with you!* You will meet your professor and fellow classmates and receive a glimpse of the course content. The specific locations for these meetings will be provided at check-in; oftentimes Teaching Interns (TI) direct students to the location.

## Textbooks

You will receive a letter from your IFS professor in early July. This letter will include information about how textbooks for your specific IFS class should be obtained. If your class is instructed to make a purchase from the IU Bookstore, this will be done during check-in on July 29. Please be prepared to pay at the time of purchase using cash, check, or credit card.

## Sunday Dinner

Since you may still be getting settled into your room and saying goodbye to your family on Sunday late afternoon, we have provided a list of recommended local dining establishments (some are within walking distance). We recommend eating with your family before they leave Bloomington, and consider taking along your new roommate! Your IFS meal plan begins on Monday, July 30.

## Opening Festival

The Opening Festival is at 7:00 p.m. It's a great time to meet and greet fellow students after you family has left campus. Music, games, and food are part of this traditional welcoming event. There will be activities to help you mingle and get to know your roommate, fellow floor residents, and classmates.

## First Floor Meeting

On Sunday night at 9:30 p.m., all IFS students are required to attend a floor meeting with their assigned RA to get acquainted with fellow residents. The floor meetings provide information about the IFS program, residence hall policies, and other important material. Specific locations will be posted at check-in. Your Residence Assistant (RA) will lead the meeting and answer questions you may have.

## Monday, July 30

### First Day of IFS Classes

Your class officially begins this morning! Your Teaching Intern will provide instructions about breakfast and a meeting place in order to get to class on time as a group.

When you are not in class or studying, there will be many opportunities for a variety of social activities. The student staff members will plan activities and events to help you relax, have fun, and meet new people. Most of these activities are voluntary, but a few events are mandatory and will be announced in advance.

### **Move-in Map**

A detailed guide and map will be provided to all students prior to the beginning of IFS in July. A few tidbits before the complete guide – vehicles can remain in residence hall move-in unloading zones for 15 minutes and then need to be moved to designated parking lots. After move-in day, student vehicles need to be registered with the [Office of Parking Operations](#) and parked in the correct lot according to permit.

# Life at IFS

## **Traditions at IFS**

Something is always happening at IFS! Below are some traditional activities that you can expect:

- **Opening Festival**  
Get to know fellow IFS students through an outdoor festival full of games, food, and music!
- **Open Mic Nights**  
Share your talent at an Open Mic Night. Music, dance, group acts, poetry, comedy, and more are welcome.
- **Faculty Panel**  
Listen to some IFS faculty briefly share about IU's Themester topic, [Animal/Human](#).
- **Floor Events**  
Your RA will plan floor activities to help you become familiar with campus and Bloomington.
- **Academic Forum**  
Showcase your class learning at this event attended by all IFS students and campus guests.
- **Closing Banquet**  
To conclude IFS, we will celebrate by enjoying a dinner together and ceremonially ending the program before [Welcome Week](#) begins.

## **Staying on Campus**

IFS is designed as a residential program so that everyone has the opportunity to get to know one another in an academic environment. We encourage you to take full advantage of IFS by planning to stay on campus on the weekends (there are often curricular or co-curricular expectations on the evenings and weekends). Remaining in Bloomington and spending time in the dorm will allow you to meet new friends and participate in IFS activities. If you do need to leave campus for a prolonged period of time, please inform your RA in advance.

## **Dorm Room**

All IFS participations will have a roommate, unless a special request is made on the IFS application and approved by the IFS Office. Most roommates will be in the same class, but there is a chance that roommates will be in different courses.

Your dorm room will have two twin extra-large size beds (36 in x 80 in) and mattress covers. Students should bring their own bed linens and pillow. There are also two desks, two rolling file drawers, two desk chairs, two wardrobes, and two storage drawers. All rooms are carpeted, and the windows have blinds. Your residence hall does not store furniture, and dorm furniture must remain in the room at all times.

Due to the short duration of the program, no modifications of the room are allowed. A fine will be assessed for separated bunk beds.

All IU campus buildings are smoke-free, including residence halls.

Overnight guests are discouraged during IFS; please consult with your RA to ensure protocol is followed. Your roommate must provide permission for any guests.

### **Meals**

All IFS students receive a meal plan which is available in specific dining areas on campus. Money remaining on your card after the August 10 IFS move-out will still be usable at other residence centers. Breakfast, lunch, and dinner are served daily. IFS will pre-load your CrimsonCard with meal points, and unused meal points will roll over to the fall semester. Cash or credit cards are also accepted at dining facilities. The fall semester meal plan begins on August 12.

### **Technology**

You are welcome to bring your own computer and printer to IFS. All students have access to computer labs with printers across campus.

Email is the most common form of communication during college, including for IFS. You should plan to make your IU account your official and primary account that you check daily. IFS personnel will communicate with you mainly through email. Wi-Fi is available almost everywhere on campus.

If you have questions regarding technology at IU, contact University Information Technology Services (UITSS) via [the live chat](#) or at 812-855-6789. You can also visit the [Learning Commons in Wells Library](#) for support assistance.

### **Mail**

During IFS, you can receive postal mail via your residence hall mailbox. Your room key will open your mailbox which is located in the residence hall lobby.

Mail should be addressed as follows:

[Student's Name]  
[Student's IFS Residence Center]  
IFS Program  
Indiana University  
Bloomington, IN 47406

### **Vehicles on Campus**

IUB tries to minimize traffic on campus and limits parking options, especially for freshmen students. Cars during IFS are not recommended due to parking restrictions and the busyness of the program. More information can be found on the [Office of Parking Operations website](#).

## **Health Services**

Students are able to use the IU Health Center during IFS, although hours might be limited during early August. The Health Center provides comprehensive health services to meet the medical and psychological needs of students. Visit their [website](#) to view the full range of services.

CAPS (Counseling and Psychological Services) is also located in the Health Center to assist students with mental health needs.

## **General Policies and Expectations**

- **Quiet Hours**  
In order to maintain a healthy living and learning environment, quiet hours are enforced to ensure students can study and sleep. Your RA will explain quiet hours and the specific times quiet hours are in effect. Courtesy hours, which means maintaining an appropriate noise level so as not to disturb other students, are in effect at all times.
- **Escort Policy**  
All guests must be escorted at all times while in the residence hall. Guests are people who do not live on your floor. Residents are responsible for the conduct of their guests at all times. Remember to respect the privacy and wishes of your roommate.
- **Tobacco/Alcohol/Drugs**  
IU is a tobacco-free campus. The use of tobacco products is prohibited on campus with the exception of designated smoking areas. Residence halls are tobacco-free, smoke-free, alcohol-free, and drug-free in order to provide a safe and healthy living and learning environment for all residents.
- **Room Responsibilities**  
Residents are responsible for any damages that occur in the room to which they are assigned. Residents or guests who are present in a residence hall room and know a violation is occurring will be deemed complicit unless the inappropriate activity is reported immediately.
- **Personal Belongings**  
Personal belonging such as furniture or bikes cannot be stored in public areas, such as hallways or stairwells. Bike racks are available across campus (bring a bike lock).

## Concluding IFS

### **IFS Move-out: Friday, August 10**

Due to early arrivals and freshmen move-in, IFS students must move to their fall residence hall rooms a few days before the IFS program actually concludes. The IFS residence hall housing contract ends on the morning of Friday, August 10. All students must move out of their IFS room into their fall housing assignment on this day. You will be assigned a move-out time based on where your fall residence hall center is located. These move-out times begin at 8:00 a.m. and continue until 11:00 a.m. You will be notified of your specific move-out time via email a few days before August 10.

Residential Programs and Services (RPS) supports the move-out process by providing moving trucks that IFS students can use to transport their personal items to their fall residence hall. Students are responsible for bringing their own belongings to the pick up point designated for their fall residence hall at the assigned time. If you plan to use the provided vehicles to move your belongings, you must have all of your belongings packed, labeled, outside, and ready to be loaded at the appropriate time since the vehicles will follow a schedule.

If you plan to use your own vehicle or are having family members come to Bloomington to help you move, you will still need to move out at the appointed time. Thus, your family should make plans to be in Bloomington early enough on the morning of August 10 to adhere to your assigned move-out time.

### **Welcome Week: August 15 – 19**

Immediately following the conclusion of IFS on August 14, IU's Welcome Week for first-year students begins. There are a variety of informative and fun events planned by the [Office of First Year Experience](#) that will help you prepare for the start of the academic year. Welcome Week wraps up before the first day of classes on Monday, August 20.

# IU Resources

## **IUB Dictionary**

After a few days at IU, you'll soon discover that IU is quite unique. The IU community even has its own vocabulary! Although you may be confused at first, in no time you'll know exactly what is meant when a student says, "I'm leaving the IC to go to the SRSC; I'll stop by WTS on my way home." To help you out, here's a brief rundown of some commonly used acronyms and names at IU.

SRS: [Student Recreational Sports](#)

WTS: [Writing Tutorial Services](#)

RPS: [Residential Programs and Services](#)

The Woodlands: The food court at Forest Residence Center

KB: [Knowledge Base](#), an online database to answer all of your information technology needs

UITS: [University Information Technology Services](#)

One: IU's one-stop [web portal](#) for online services

Canvas: [Online learning platform](#) that your classes will likely utilize

IUSA: [Indiana University Student Association](#)

BT: [Bloomington Transit](#), the bus services in Bloomington

Campus Operator: For general information about campus, dial 812-855-4111

# Final Details

## **Contact Information**

If you have questions, feel free to contact the IFS Office by email at [ifs@indiana.edu](mailto:ifs@indiana.edu) or by phone at (812) 855-3839.

## **IFS Bill**

Your IFS charges will appear on your IU bursar bill. If you have questions or concerns regarding your bill, please contact [Student Central on Union](#) at (812) 855-6500 or through their [contact form](#). You may also visit their office on campus at 408 N. Union Street.

## **Withdraw**

If for any reason you decide not to attend IFS, please contact our office as soon as possible so that we may cancel your registration and allow availability for another student. Requests for withdrawing from IFS need to be in writing, so please use the [IFS Contact Form on the IFS website](#) or [email](#) the IFS Office.

## **Class with Family**

The one and only opportunity for your family to attend an IFS class is Sunday afternoon at 4:00 p.m. on move-in day. Feel free to bring your family to meet your professor for a short introductory class.

## **Website**

Check back on the [IFS website](#) throughout the spring and summer for updated information.