



English Language Institute Participant Handbook

Hubert H. Humphrey Program 2022



Communication

Important Phone Numbers

Emergency Assistance: police, fire, ambulance	911
Montana Telephone Directory	411
Montana Road Conditions	511
U.S. Numbers Outside Montana	1+ (area code) 555-1212
AT&T International Operator	1-800-225-5288

Campus Phone Numbers

All campus telephone numbers begin with the prefix **243**. If you are calling a campus number from a campus telephone, you only need to dial the last four numbers.

Campus Information	243- 0211
International Center Front Desk	243- 2288
ELI Director	552-5683
ELI Program Coordinator	243- 2895
ELI Instructors' Offices 001 (downstairs)	243- 2084
International Student Services	243- 5509
University Business Services	243- 5594
Campus Security	243- 6131
24-hour emergency number	243- 4000
24-hour non-emergency number	243- 6131
Griz Walk Escort Service	243- 2777
Student Health Services (Curry Health)	243- 2122
Dental Services	243- 5445
Counseling and Psychiatric Services	243- 4712
Computer Services Help Desk	243- 4357
Griz Card Office.....	243- 6943
Campus Recreation	243- 2802

Off Campus Phone Numbers

Missoula Police Department	523-6303
Lewis & Clark Villages Office	552-3409
St. Patrick's Hospital	543-7271
Community Hospital	728-4100
Yellow Cab Taxi Company	543-6644
Greyhound Bus Station	549-2339
International House, 659 S Fifth Street E	543-8805

Long Distance Calling

The area code for Montana is 406. Montana is located within the Mountain Standard Time Zone (-7 GMT).

There are numerous choices for long-distance calling. Fellows can...

1. Order a long distance service for their apartment and they will receive a monthly bill.
2. Buy a calling card from the UC, a store in town, or online.
 - Albertson • Fresh Market • Super Wal-Mart
 - Online at: www.bestbuy.com or www.callingcards.com
3. Find a cell phone service provider and long-distance plan that suits their needs.
4. Use a wireless service provider and a personal computer to make long distance calls

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Welcome to The Last Best Place!

Welcome to Missoula, Montana, and the English Language Institute! This handbook will answer some questions about studying at ELI and the University of Montana. Fellows are encouraged to ask their teachers or the staff of ELI about any additional questions they might have about our program.

Montana

Montana is the fourth largest state in the U.S. after Alaska, Texas and California; however, it has one of the smallest populations. Montana is famous for its stunning natural scenery and abundant wildlife. There are numerous state and national parks, including Yellowstone and Glacier, and wilderness areas such as the Rattlesnake Wilderness, only five miles or eight kilometers from Missoula.

Missoula

Missoula, known as the Garden City, is the second largest city in Montana. It is located in the Rocky Mountains. Average high temperatures range between 25.3 F (-3.7 C) in the winter and 85 F (29.4 C) in the summer.

The University of Montana

The University of Montana lies near the Clark Fork River at the base of Mount Sentinel. The campus is home to the College of Arts and Sciences, the Graduate School, Davidson Honors College, the College of Technology, and seven professional schools: Business Administration, Education, Fine Arts, Forestry and Conservation, Health Professions and Biomedical Science, Journalism, and Law.

The English Language Institute

The mission of the English Language Institute (ELI) is to serve non-native speakers of English who wish to improve their English language and academic skills in order to pursue academic goals at the University of Montana or another institution of higher learning and/or other personal and professional goals.

The ELI is accredited by the Commission of English Language Accreditation (CEA) and by Northwest Commission on Colleges and Universities as part of the University of Montana and is part of the University of Montana's Global Engagement Office (GEO). Small class sizes ensure that all Fellows receive the time and attention they deserve.



Administrative Policies and Procedures

Orientation

All Fellows coming to ELI for the first time are required to participate in orientation. This orientation will include the placement exam and an introduction to campus life. Fellows will receive their student identification card (Griz Card), tour campus, update their medical records, and have opportunities to open a bank account, go shopping, and meet the ELI faculty. Fellows will also receive information about culture shock, community resources, important immigration matters, and different campus programs such as the Campus Police and the Mansfield Library.

University Email Accounts

Each student will be assigned a University of Montana email address once they are accepted into ELI. University of Montana requires all electronic communication between Fellows, faculty, and staff be through the University of Montana email system. ELI will communicate with Fellows only through their UM email address, and it is strongly recommended that Fellows check this email address at least once per day.

Testing

Fellows are required to take three standardized tests during their study at ELI. During the first week and last week of the program, participants will take the International Test of English Proficiency, or the iTEP exam. The iTEP exam assesses grammar, listening, reading, writing, and speaking; results are available within 24 hours.

The first and final iTEP exams will be used to measure your progress in learning English; this information will be shared with IIE.

Towards the end of the program, during the final week of the summer semester, participants will have the opportunity to take the paper-based Institutional TOEFL test. The test is optional, and participants who want to take the Institutional TOEFL must register during the registration week. Scores from these tests are valid at the University of Montana and its affiliates.

ELI receives official TOEFL scores from the Educational Testing Service (ETS) two to three weeks after the test date. Participants can pick up the official student copy of their scores from the front desk once they are available. Participants need a picture ID to pick up their scores. Unclaimed scores are placed in student folders which are destroyed three years after a student leaves the program.



ELI Student Complaint Policy

A student complaint can be defined as (1) a concern that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or (2) a formal charge against a person's behavior.

Informal Complaint Process

A student with a complaint has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her instructor if necessary. Basic steps in the informal process include:

- Discussing the matter with the staff member, instructor, or department in which the issue originated.
- Contacting the ELI Director to investigate the issue and report allegations.

Formal Complaint Process

If the issue is still unresolved after following the appropriate informal complaint procedures, the student may choose to have the issue "officially documented." The general procedure is as follows:

- The student must be able to demonstrate previous attempts to resolve the concern through informal procedures.
- To establish official documentation, the student must complete the "Student Complaint Form" and submit it to the ELI Director.

After formal complaints are submitted, the appropriate instructor(s) and/or staff will respond to the complaint in a timely manner. Complaints and responses shall be documented and recorded in the "Student Complaint Log."

Fellows in ELI are part of the University of Montana campus community and therefore may also file a complaint through the University of Montana Student Complaint Procedure. See Appendix on page 26 -27 of this handbook for more information.

Evaluations

At the end of the program, ELI students have the opportunity to evaluate the program. ELI welcomes input from Fellows regarding ways to continuously improve our program. All evaluations are conducted anonymously, ensuring that Fellows are able to give their opinions freely.



Academic Policies and Procedures

Instruction

In the English Language Institute, the Humphrey Fellows study English for 18-20 hours a week for 14 weeks during spring and summer. Classes will include the study of all language skills (speaking, listening, reading, writing) as well as lessons in research, grammar, pronunciation, vocabulary development, and cross-cultural training. Classes focus on developing students' abilities to use English in an academic setting; therefore, emphasis is placed on discussion skills, library research, academic integrity, summarizing, skimming and scanning relevant readings for main ideas and key details, writing research papers, expanding academic vocabulary, and utilizing university resources such as the writing center.



The first six weeks of instruction focuses on leadership and intercultural communication. Fellows will read and listen to content related to the topic and participate in group discussions to debate issues raised in the readings and listenings. This special session will also focus on service learning and presentation skills. Fellows will be provided an overview of service learning projects, including relevant readings and

listenings on the topic and participate in group discussions to debate issues raised. Fellows will also strengthen their presentation skills and prepare professional presentations for the Jeannette Rankin Peace Center Dialogue Series.

During the summer, Humphrey Fellows are integrated into regular ELI classes for the 8-week summer session. ELI classes are generally small in order to ensure individualized attention. Instruction at ELI is student-centered and interactive. Fellows' active participation is required to make classes successful and to help Fellows progress in their English language proficiency. There are four levels of instruction ranging from intermediate to advanced level (Levels 3-6).

There are two core classes in ELI: Integrated Reading, Writing & Vocabulary and Integrated Speaking, Listening, and Note taking. Classes meet five days a week, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. Fellows are in class for 20 hours each week

ELI classes are supplemented with opportunities for Fellows to improve their English outside of the classroom through other activities, such as monthly fieldtrips. These activities extend learning beyond the classroom.

Levels of Instruction

New ELI Fellows are placed into levels of instruction based on their performance on the initial iTEP exam. Student Learning Outcomes have been formulated for each level of instruction and are correlated to the **Common European Framework for Languages (CEFR)**. The CEFR was developed to provide a common basis for the explicit description of objectives, content and methods in second and/or foreign language education.

Syllabi that explain the **Student Learning Outcomes** for each level are given to Fellows at the beginning of each course.

Fellows must be able to demonstrate proficiency of the Student Learning Outcomes (SLCs) at the end of the session to pass the course. Global descriptors for each ELI level are:

Proficient User C2 - ELI Level 6+ - Mastery

- Can understand with ease virtually everything heard or read.
- Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.
- Can express spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

Proficient User C1 - ELI Level 5 and Level 6 Effective Overall Proficiency

- Can understand a wide range of demanding, longer texts, and recognize implicit meaning.
- Can express fluently and spontaneously without much obvious searching for expressions.
- Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

Independent B2 - ELI Level 4 (lower B2) & Level 5 (higher B2) - Strong Vantage

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in field of specialization.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Independent User B1 - ELI Level 3 (lower B1) & Level 4 (higher B1) - Threshold

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise whilst travelling in an area where the language is spoken.
- Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

Class Size

While there is no ELI policy regarding average class size, classes typically have 10-15 Fellows per class. Reading and Writing courses may be smaller to ensure that each student receives individual attention.

Textbooks

Textbooks for all classes will be covered by the grant on behalf of the Humphrey Fellowship.



Attendance Requirements

The United States Department of Homeland Security requires Fellows to be full-time and in good standing as a condition of their F-1 or J-1 visa. Fellows are required to attend and pass all of their classes in order to maintain their visa status. In addition, coming to classes regularly is the best way for Fellows to improve quickly.

Fellows must sign an attendance contract at the beginning of the semester. The attendance contract addresses all of the procedures and policies below:

Participants who miss more than 5% of all classroom hours will receive unsatisfactory attendance, which will be placed in their academic records.

Participants who miss more than 10% of all classroom hours will have their status reviewed and placed on Attendance Probation. Fellows must meet with the Program Coordinator and Director to discuss a plan to improve.

Participants who miss more than 15% of all classroom hours will have their status reviewed by the International Institute of Education (IIE).

Grading, Testing and Evaluations

Teachers record grades for class assignments and mark daily attendance in Moodle, which is an online grading system that allows Fellows to login and check upcoming homework, assignment scores, class grades, and attendance online as well as send private messages to their teachers. Fellows will receive letter grades in their ELI classes as follows:

<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Almost Meets Standards</u>	<u>Does Not Meet Standards</u>
A+= 97-100% (4.0)	B+= 87-89% (3.3)	C+= 77-79% (2.3)	D+= 67-69% (1.3)
A = 93-96% (4.0)	B = 83-86% (3.0)	C* = 73-76% (2.0)	D = 63-66% (1.0)
A- = 90-92% (3.7)	B- = 80-82% (2.7)	C- = 70-72% (1.7)	F = 0-59% (0.0)

For core classes, grades from class work are worth 60% of the final grade; grades from the final exams are worth 40% of the final grade.

At the end of each session, an overall grade point average (GPA) is averaged from the class GPAs. Academic standing is based on a student's overall GPA. A student is considered in good academic standing if their overall GPA is 2.0 or higher. A student with an overall GPA below a 2.0 will be placed on academic probation.



Plagiarism

The English Language Institute adheres to the policy set by the University of Montana regarding plagiarism. The University of Montana's Student Conduct Code defines plagiarism as "representing another person's words, ideas, data, or materials as one's own". Plagiarizing demonstrates a form of academic dishonesty and a lack of understanding and respect for the work of others. If a student is found to be plagiarizing another person's written work, he or she will be subject to penalties defined in the Student Conduct Code. This can vary depending on the severity of the offence and could ultimately result in being asked to leave UM and ELI. If Fellows are unsure of what constitutes plagiarism, they should ask for clarification from their ELI instructors.

Teacher Conferences

At the end of the program, Fellows have conferences with their teachers. The teachers will discuss the student's academic progress and test scores. At these conferences, Fellows will receive written evaluations and detailed grade reports from their teachers.

Fellows will have the opportunity to discuss their grades with their teachers. Participants who receive a grade they do not understand or which they believe is unfair have the right to ask their teacher about the grade. If, after talking with the teacher, they still believe the grade is unfair, they may discuss their concerns with the ELI Director.

Certificates of Completion

At the end of each semester, ELI will award certificates. Fellows who have finished a semester with an overall GPA of 2.5 or higher, allowing them to advance to the next level, will receive a **Certificate of Level Completion**.

To receive any earned certificate(s), Fellows must attend the ELI Certificate Ceremony, which takes place near the end of each semester. Fellows who do not attend the Certificate Ceremony in person can get their certificates from the ELI office during the 2nd week of the following semester, or they can provide the ELI office with a self-addressed stamped envelope so that their certificate(s) can be mailed to them. Unclaimed certificates are placed in student folders which are saved for three years after a student leaves the program.



Additional Academic and Culture Programs

Throughout their ELI courses, Humphrey Fellows will have numerous opportunities to explore issues relevant to global and North American culture and to reflect upon their own cultural habits and beliefs through a comparison of American customs and those in their home countries. The program will introduce the Fellows to a variety of local community members and cultural events with the aim to broaden their existing beliefs about life in the United States and what it means to be a U.S. American in the world today. Special attention will be made to introduce the Humphrey Fellows to local Native American culture and traditions, drawing from the many resources found in our specific location in the U.S. Another focus will be on introducing the Fellows to the natural beauty and wildlife found in Montana, as well as the unique history of the western expansion and life in the American west.

Experiential learning opportunities and off-campus activities will be scheduled during the semesters to extend learning beyond the classroom, and to expose the Humphrey Fellows to local sights and cultural events. This comprehensive program will provide maximum learning opportunities within and beyond the classroom, and will provide an extensive orientation to the U.S. academic and social world.



Humphrey Seminars

These seminars will supplement spring classes and will provide training in technology and presentation skills and ongoing cultural orientation that will allow the Fellows to pursue their professional interests and develop their ability to present their work in English to others. Fellows will also learn about communicating effectively through email and practice writing effective emails. University of Montana faculty and other professionals from the community will provide seminars in leadership, teambuilding, mindfulness, and culture shock.

Jeannette Rankin Peace Center

This non-profit community-run organization is founded on the principles of fostering peace through cultural understanding and communication. Each Humphrey Fellow will speak in an open forum about issues facing his/her country and profession. The public will be invited to come and, in addition to giving presentations, the Humphrey Fellows will engage the audience in dialogue about important issues. This will provide a means for the Fellows to share their work and cultural backgrounds with the Missoula community.

Professional Engagement and Service Learning

This program will supplement spring and summer classes and pair each Fellow with a local non-profit organization where they will volunteer throughout the summer. Covid-19 regulations and restrictions may change the course of the Service Learning opportunity.

Community Partners

In order to foster relationships between the Humphrey Fellows and the local community, each Fellow will be paired up with a local family or community member in a Community Partner program. We will organize an opportunity for the Fellows and their Community Partners to meet. After that, Community Partners and Fellows will organize their own activities such as meeting for dinner, outings, and possibly weekend getaways.



Field Trips

There are many beautiful locations in and near Missoula for the Fellows to continue their learning beyond the classroom. This program includes organized off-campus weekend experiences that will enrich the Fellows' understanding and appreciation of American culture and leisure activities. Several trips will be planned specifically for the Humphrey Fellows: an overnight trip to Glacier National Park, an overnight trip to Yellowstone National Park, and at least one day excursion (e.g. a white-water rafting trip on the Clark Fork River, horseback riding in the Mission Mountains, or a trip to Garnett Ghost Town). Optional cultural events may include excursions to the local summer farmer's market and art walks, a trip to the Flathead Salish and Kootenai Tribal Council and Reservation, wilderness hikes, fly-fishing lessons, and barbeque.



Program Calendar

◀ March		April 2022					May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Events highlighted in yellow are awaiting confirmation					1 Humphrey Fellows Begin to Arrive 4 day Isolation Period for vaccinated individuals 7 Day Isolation Period for unvaccinated <<Carissa Out Wednesday-Sunday	2 Isolation Day 2 Carissa Out	
3 Isolation Day 3 Carissa Out	4 Isolation Day 4 Online Orientation to Program & University 10:30 – 12:00 and 1:00 – 3:00 2:00 Zoom Transportation Session	5 <i>Covid-19 Testing</i> Orientation session a.m. 1 st shopping trip 3:00pm UM Charter/Shuttle	6 IIEP Exam ONLINE Optional Drop-in Q & A Session (probably on Zoom)	7 End of 7-day Isolation Special Session with Lee Ann begins Humphrey Fellows begin ELI classes Lee Ann 10-1 Use the bus to get to Free Cycles Group 1 (any time between 1:30 – 5)	8 Use the bus to get to Free Cycles Group 2 (any time between 10 – 5) Meet with Cheryl L&C a.m.? World Beats Dance Party	9 <i>WorldFest Days</i>	
10 <i>WorldFest Days Culture Show</i>	11 Lee Ann 10-12	12 Lee Ann 10-1 Wells Fargo Bank Account Appointments Group 1	13 Lee Ann 10-12 Judy 2-4	14 Lee Ann 10-1 Wells Fargo Bank Account Appointments Group 2	15 Good Friday Culture Shock Seminar (Udo) 10:00-11:00AM GLI Luncheon Judy 2-4	16	
17	18 Lee Ann 10-12 2:00 Bus Tour	19 Lee Ann 10-1 Student IC Open House 3:30-5:30	20 Lee Ann 10-12 Judy 2-3:30 President's Welcome Reception 4-6 Prescott Amphitheater Emily from IIE Visits:	21 Lee Ann 10-1 Emily Visits Hike the M 2-4pm	22 Earth Day Kyivo Pow Wow Judy 2-4	23 Kyivo Pow Wow	
24	25 Lee Ann 10-12	26 Lee Ann 10-1 Community Partner's Gathering 6:30-8:30pm	27 Lee Ann 10-12 Judy 2-4	28 Lee Ann 10-1	29 Judy 2-4	30 Optional event: YMCA Riverbank Run	

◀ April	May 2022					June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Matinee showing of <i>She Loves Me</i>	2 Lee Ann 10-12	3 Lee Ann 10-1 Meet and Greet with Mayor Engen 3-5pm Branch Center	4 Lee Ann 10-12 Judy 2-4	5 Lee Ann 10-1	6 Last Day of Spring Semester Last Day of Special Session with Lee Ann Judy 2-4	7 Optional cultural event: Missoula Farmer's Market
8 Mother's Day	9 Special Humphrey Seminars with Demetra Begin 9-11:30 10 hours per week of Integrated Skills 6 hours of Grammar with Judy	10 Writing Course with Demetra 9-11:30 Grammar Course with Judy 1:40 – 3:30	11 Day Hike to Holland Falls No Classes	12 Writing Course with Demetra 9-11:30 Grammar Course with Judy 1:40 – 3:30	13	14
15	16 Writing Course with Demetra 9-11:30	17 Writing Course with Demetra 9-11:30 Grammar Course with Judy 1:40 – 3:30	18 Writing Course with Demetra 9-11:30 Grammar Course with Judy 1:40 – 3:30	19 Writing Course with Demetra 9-11:30 Grammar Course with Judy 1:40 – 3:30	20 Culture Shock Seminar (Udo) 10:00-11:00AM	21
22 Optional Trip to National Bison Range?	23 Writing Course with Demetra 9-11:30	24 Writing Course with Demetra 9-11:30 Grammar Course with Judy 1:40 – 3:30	25 Writing Course with Demetra 9-11:30 Grammar Course with Judy 1:40 – 3:30 Last Day of Special Humphrey Seminars <i>Lena's Birthday!</i>	26 Memorial Day Break	27 Memorial Day Break	28
29	30 Memorial Day No Classes, Offices Closed	31 Summer Session Classes Begin RW 6 hours/week SLNT 6 hours/week Grammar 4 hours/week Class 9:00 – 11:50 & 1:00 – 2:50	Possible May Excursions: <ul style="list-style-type: none"> • Free Cycles – Free Bikes • National Bison Range • Lee Metcalf National Wildlife Refuge • Breakout Room • Baseball game at Ogren Field • President's Welcome Reception • Rotary Club Gathering • Community Partner Gathering • Hike to Holland Falls • Paint lesson at Kendall-Jubb Studio 			

◀ May		June 2022					July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Things to schedule when we know more: <ul style="list-style-type: none"> • Cancel Air BnB if we're not going or don't need as much space • Air BnB #1 holds 13 guests (Free cancellation before 4:00 PM on May 18), Air BnB #2 holds 12 guests (Free cancellation before 4:00 PM on Jun 16) • JRPC Dialogues • Mid-summer break (Week of 4th of July?) 			1 Class 9:00 – 11:50 & 1:00 – 2:50 Out to Lunch @ Caras Starts	2 Class 9:00 – 11:50 & 1:00 – 2:50 JRPC Community Dialogue 5:30-7 pm	3	4	
5	6 Class 9:00 – 11:50	7 Class 9:00 – 11:50 & 1:00 – 2:50	8 Class 9:00 – 11:50 <i>Anastasia's Birthday!</i>	9 Class 9:00 – 11:50 & 1:00 – 2:50 JRPC Community Dialogue 5:30-7 pm	10	11	
12	13 Class 9:00 – 11:50 & 1:00 – 2:50	14 Class 9:00 – 11:50 & 1:00 – 2:50	15 Class 9:00 – 11:50 & 1:00 – 2:50	16 Class 9:00 – 11:50 & 1:00 – 2:50 JRPC Community Dialogue 5:30-7 pm	17 Yellowstone Trip Depart at 2:30pm? (After Class) 2 Cabins Reserved in Island Park	18 Yellowstone Trip 2 Cabins Reserved in Island Park	
19 Start of Summer (Summer Solstice) Yellowstone Trip	20 Student Study Day No Class	21 Class 9:00 – 11:50 & 1:00 – 2:50	22 Class 9:00 – 11:50	23 Class 9:00 – 11:50 & 1:00 – 2:50 JRPC Community Dialogue 5:30-7 pm	24	25	
26 <i>Diego's Birthday</i>	27 Class 9:00 – 11:50	28 Class 9:00 – 11:50 & 1:00 – 2:50	29 Class 9:00 – 11:50 & 1:00 – 2:50	30 Midsummer Break			

	July 2022						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
able June/July Excursions: • Trip to Garnett Ghost Town • Rafting the Alberton Gorge or the Blackfoot River • Roxy Movie Party? • Outdoor Movie at Ogren Field? • Out to lunch at Caras Park • Meet with the Mavor					1	2	
	4 Independence Day Independence Day Observed - No Classes, Offices Closed	5 Midsummer Break	6 Midsummer Break	7 Summer Classes Resume Class 9:00 – 11:50 & 1:00 – 2:50 JRPC Community Dialogue 5:30-7 pm	8 Glacier Field Trip Glacier Institute Reserved (Leave after Class)	9 Glacier Institute	
Glacier Institute	11 Class 9:00 – 11:50	12 Class 9:00 – 11:50 & 1:00 – 2:50	13 Class 9:00 – 11:50 Fly-fishing Lesson With Josh	14 Class 9:00 – 11:50 & 1:00 – 2:50 JRPC Community Dialogue 5:30-7 pm	15 Culture Shock Seminar (Udo) 10:00-11:00AM Fly-fishing Trip In Bitterroots	16	
	18 Class 9:00 – 11:50	19 Class 9:00 – 11:50 & 1:00 – 2:50	20 Class 9:00 – 11:50 & 1:00 – 2:50	21 Class 9:00 – 11:50 & 1:00 – 2:50 Final Exams	22 Class 9:00 – 11:50 Final Exams <i>Jean Marie's Birthday!</i> Humphrey Farewell Event 5:00 - 7:00pm	23	
	25 No Classes - Study/Grading Day Service Learning Poster Session (July 25, 26, or 27)	26 No Classes HHH JTED Exam (Online) 9:00am - 12:00pm	27 No Classes Clark Fork Float Trip	28 Student/Teacher Conferences (IC) 9:00-12:00	29 Humphrey Fellows begin to Depart	30 31	

Legal Matters and Finances

Student Identification Numbers and Griz Cards

When Fellows apply to UM ELI, they are assigned two student identification numbers. The first number is a nine-digit student identification number known as the 790 number. This number will be used when registering for classes, paying fees, etc. The second student ID is called the NetID. This ID is used to log into online student portals, email, etc.

During orientation, all Fellows will purchase a student identification card known as a Griz Card with their own 790 numbers printed on it. Fellows should bring \$20 and their passport to orientation to purchase their card. The Griz Card is activated when student fees are paid. The card entitles Fellows to use their elected meal plans (if applicable) and all campus services, including student health services, the Mansfield Library, campus computer labs, Campus Recreation facilities, and bike rentals. Griz Cards also provide student discounts throughout the community of Missoula.

Banking

At the beginning of Orientation Week, ELI staff will help Fellows open a banking account. This bank allows Fellows to complete international wire transfers and open a checking account with a debit card. Debit cards can be used at stores and Automatic Teller Machines (ATMs) which are widely available throughout the US.

Maintenance Allowance

Fellows will receive a maintenance allowance on a scheduled basis for the duration of the program. The maintenance rate varies by the university location and is based on the Fulbright Student monthly allowance set by the Fulbright Board plus a thirty percent increase referred to as the Supplemental Special allowance. The amount of allowance is stated in the Fellow's Details of Award letter and in the Fellows' Payment Explanation.

Maintenance payments are sent through Electronic Funds Transfer (EFT), or IIEPay/Zelle, directly to the Fellows' local bank account. The payments are connected to the Fellows' bank account through their email addresses. The email address that a Fellow registers in Zelle must match the email address that is registered with their local bank account. It is essential for the Fellows to notify IIE if there are any email address changes. When the payments are scheduled to be sent, IIE will email Fellows to notify them. This email will include a breakdown of each payment. Should the maintenance payment for a Fellow not arrive shortly thereafter, the Fellow should immediately notify their IIE Advisor.

Expenses

Fellows living on campus need to consider the cost of transportation, clothing, and entertainment. Missoula's local bus service, the Mountain Line, is free. Campus is within easy walking distance of downtown Missoula. Some Fellows like a little more independence and prefer to have a bicycle.

Charges for telephone calls and cell phone plans vary widely depending on the service student's use, where they call and how often they call. Fellows of ELI and The University of Montana have free e-mail and Internet access in public areas on campus.

Federal Income Tax

This Fellowship is considered taxable income under U.S. law and is subject to U.S. tax withholding. The program participant's income tax withholding is also covered by the Humphrey Program. GRANTAX is a division of IIE that provides expert tax assistance in preparing a United States Federal tax return at no cost to the program participant. Fellows are required to file tax returns through GRANTAX must assist GRANTAX in this process by filling out the necessary forms and providing any tax documentation requested. Fellows will need to retain copies of all receipts for the program year, including receipts for groceries, rent, any professional development activities, meals, etc.

Paid Employment

Except in the instance of a formal Professional Affiliation, Fellows may not work in the United States for a salary or accept consulting fees while on the Humphrey Fellowship. Although Fellows may accept reimbursement for expenses (travel, hotel) when presenting lectures or seminars, they may not accept a salary or honorarium/stipend for such an activity. Most notably, any remuneration received from the Professional Affiliation host will be considered taxable income by the U.S. Internal Revenue Service and must be reported to the Grantax program at IIE.

US Department of Homeland Security Regulations

Regulations regarding student visas are complicated and ever-changing. For the most up-to-date information regarding student visas, visit the U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program at <http://www.ice.gov/sevis>. All international Fellows on J-1 Exchange Visitor visas must keep their address information current. Any changes to your living address must be reported within 10 days to the ELI Program Coordinator or designated school official (DSO) immediately. Forms concerning important information about International Travel, I-20 updates, Change of Address Employment and Departure from ELI can be found with ISS.

After arriving in the United States, you must report your current residential address. You also need to submit to your Coordinator a copy of your J-1 visa and I-94 record. These items must be submitted to the IIE Humphrey Program office within ten days of your arrival. If you have any questions and are unsure who to ask, please see ELI for assistance.



US and International Travel

Missoula is served by Missoula International Airport and two long-distance bus companies, Greyhound and Intermountain bus lines. There is no train service directly to Missoula.

If at any time during the course of your Humphrey Program you plan to travel outside the United States for professional or personal reasons, you must discuss your plans with your Campus Coordinator and submit a request for approval to the IIE Humphrey Program office. In the past, some Fellows who did not notify IIE beforehand experienced immigration problems when returning to the United States. Please indicate your date of departure, anticipated date of return and a telephone number and address where you can be reached in case of an emergency.

In addition to requesting approval for travel, you must submit your original DS-2019 Form to IIE to have it signed by an authorized staff member. IIE will confirm that your U.S. visa permits re-entry before signing your DS-2019 Form. This signature indicates to U.S. immigration authorities that you have permission to travel abroad and is valid for one year. It is important to carry the original DS-2019 Form with you for any international travel during the Humphrey year, whether returning to your home country or visiting any other country.

Please submit your request for approval to travel outside of the US at least **four weeks before** your planned departure. Your request and DS-2019 must be mailed to IIE for a signature and then mailed back to your Campus Coordinator before your departure date.

Personal Records

Fellows may review the contents of their ELI academic files upon request.

Social Security Numbers

A social security number is a nine-digit number assigned to every American citizen at birth or at the time of naturalization. Non-citizens can apply for and receive social security numbers for a variety of reasons, usually in order to work in the United States. Fellows must be registered in SEVIS to get a Social Security number.

Once social security numbers are assigned, they belong to the recipients for the rest of their lives. If Fellows return to the U.S. to seek employment in the future, they will still be identified by the same social security number.

Dishonest people use social security numbers without the owner's knowledge to obtain credit cards and accounts in the owner's name. For this reason, social security numbers should be kept secret.

Drivers' Licenses

Information about getting a Montana driver's license can be found at <https://dojmt.gov/driving/driverservices/> The Montana State Government Drivers' License & Exam Division is located at 2681 Palmer Street, Building A, Missoula, MT 59808, and the phone number is (406) 329-1355. Fellows will not be excused from class to take Drivers' License tests; they should schedule these outside of class hours. Fellows must be registered in SEVIS to get a license/state ID card.

Campus Services

University Center

The University Center (UC) enriches campus life by providing student-focused opportunities, programs, services, and space. The UC is your student union. Places for you to study, discover diversity, enjoy entertainment, and feel at home away from home. Explore the endless possibilities the UC has for you at www.umt.edu/uc. Services include:

- Art Gallery
- Hi-tech study lounge
- Game Room
- Theater
- Conferencing services
- Shipping and Mail Center
- Bank & ATM
- Copy Center
- Bookstore & Market
- Coffee & Juice Bars
- Food Court
- Griz Card Center



Eating on Campus

UNIVERSITY CENTER

For UC information or operating hours call 243-0211

- **The UC Market** (first floor) - Coffee, bagels, fruit, sandwiches, salads, personal items
- **The Food Court** (second floor) - Pizza, burgers, salads, stir-fry, rice bowls, sushi, soup, sandwiches, yogurt, bagels, fruit, burritos, drinks
- **Pizza Hut** (second floor) - Open Mon-Fri, and usually open late.

GALLAGHER BUSINESS BUILDING

- **Biz Buzz** (basement) – Coffee, espresso, chai, bagel, fresh pastries

LOMMASSON CENTER

- **Food Zoo** - Lunch, afternoon and dinner menus, Open Mon. – Sun., Weekends and Holidays
- **Rise + Rooted** – Coffee shop with some lunch and dinner options. Open Mon.-Fri.

Think Tank (above Urey Lecture Hall) – Coffee, espresso, chai, Italian soda, cold beverages, sandwiches, soups, salads, snacks. Open Mon.-Fri.

Liquid Planet Grille (Adjacent to campus on Arthur Avenue and Daly Avenue) Coffee beverages, breakfast and lunch sandwiches, salads, soups, snacks. Open daily 7:30AM-4PM



Sports and Recreation

ELI Fellows can use any of UM's recreation facilities. The Fitness and Recreation Center (FRC) is the headquarters for Campus Recreation's nationally recognized Outdoor Program, which offers: Outdoor Equipment Rentals; Outdoor Skill Classes and Seminars; Outdoor Trips; Films and Lectures; and a Bike & Ski Maintenance Shop. The Outdoor Program also manages an indoor climbing gym in the FRC. The climbing gym boasts 7,000 square feet of climbing surface area, 50 feet of vertical ascent, and a bouldering cave. In addition to the University's recreation facilities, Missoula is surrounded by thousands of acres of stunning wilderness with opportunities for hiking, fishing, floating, climbing, skiing and other activities. The University's Outdoor Recreation office has outdoor equipment available for rent.



Recreation Center - free weights, treadmills, bikes, stair machines, rowing machines, rock-climbing wall, racquetball courts, basketball courts, volleyball courts, indoor track, special outdoor programs, and fitness classes. Some classes require additional payment and all outdoor programs require advance sign-up and additional fees.

Schreiber Gym - fitness equipment including free weights, treadmills, nautilus weights, stair machines, rowing machines, stationary bikes, basketball court, and indoor track.

McGill Gym – available for reservation M-F to play basketball or volleyball (during free times); go to the Campus Recreation Office to make arrangements.

Grizzly Pool - swimming pool, sauna, weights, and lockers.

For more information about campus recreation hours, please visit the website: www.umt.edu/crec/about/hours.php

The Mansfield Library

The Maureen and Mike Mansfield Library has the largest library collection of books and media in Montana and comprises the heart of The University of Montana's library system. Collections exceed 1.5 million volumes, 125,000 maps, 100,000 archival photographs, 77,000 electronic books, 50,000 media items, 12,000 theses, dissertations and graduate professional papers, and over 11,000 linear feet of archival manuscripts. It also houses more than 5,000 rare and valuable books. Combined collections within the Montana Public Access Catalog of the Affiliated Libraries of the University of Montana exceed 1.9 million volumes. Over the last 10 years, the Mansfield Library has greatly increased access to electronic journal literature and now has over 30,000 print and electronic journals and hundreds of electronic databases. The library has roughly 100 computer workstations for students, staff, and faculty and has seven computers for the general public.

Technology Support

The University's Information Technology office exists to serve the entire campus community – students, faculty, and staff. The Fellows will receive training from IT and ELI staff about how to access the university's mediated educational tools, such as "Moodle." IT will also ensure all technology is linked to the University's system to ensure access to wi-fi and other services.

Information Technology (IT) maintains several labs with a variety of hardware and software for academic use by members of the UM campus. Specific information on the hardware, software, and hours of operation are available at IT Central in

Social Sciences (SS) 120, the IT office in SS 126, or in one of the labs listed below.

- **Fine Arts (FA) Building Room 210:** Monday-Friday 9:00am-5:00pm, Saturday & Sunday- Closed
- **Liberal Arts (LA) Building Room 139:** Monday-Friday 9:00am-5:00pm, Saturday & Sunday- Closed

Copying & Faxing

To send a fax, make copies, or print, please visit any of the following locations on campus:

The Paw Print- Mansfield Library
ShipEx – Northwest corner of the UC

***There will be a small fee associated with these services**

Campus Postal Service

There is postal service on campus in the University Center (UC), where Fellows can buy stamps and mail postcards, letters and packages. Rates for larger letters and packages vary depending on the destination and the type of mail desired (i.e. surface, airmail, registered, express, etc.).

Adams Event Center

Most of The University of Montana's large scale events, from the Kyi-Yo Pow-Wow to Commencement, and a variety of family events such as circuses, basketball, motorcycle, and equestrian exhibitions are regularly hosted at the Adams Center. The Adams Center has the largest indoor floor capacity in Missoula, MT with 14,700 contiguous square feet of space on the arena floor. Additional event space includes an 8,000 square foot room with a sport floor surface and a 9,000 square foot gymnasium (1500 bleacher seats available).



International House

The International House on the UM campus is a center for intercultural activities and programs. Foreign students, scholars, campus, and community groups can reserve the facility free of charge. Managers are on hand for regular house public hours according to a posted schedule. During open hours, international students can watch videos, cook, do laundry, do homework, or just hang out with friends. Special events are also scheduled during open hours.

To make a reservation email: Mona Mondava at Mona.Mondava@mso.umt.edu

Housing

Lewis and Clark Apartments

The Humphrey Fellows will be placed in furnished apartments near the university at the Lewis and Clark apartments for the second half of their stay. They will have access to cooking facilities and will be paid a stipend in which to purchase food and other items for their day-to-day living needs. The Fellows' apartments will be fully furnished with amenities such as dishes, blankets, and appliances. Each building has a washer and dryer and separate storage unit. An on-site manager is available to assist with tenants, and all apartments are furnished with free internet access.

Lewis and Clark offers 2-bedroom and 3-bedroom apartments with private bedrooms and a shared kitchen, living room and bathroom between roommates. The apartment comes furnished with a couch, chair, full-size beds, desks, dressers, shelves, dishwasher, refrigerator, stove and microwave.

Amenities at a Glance

- **Apartment options:** Lewis and Clark offers 2-bedroom and 3-bedroom apartments and each resident has their own bedroom.
- **Wireless:** All apartments have wireless in all rooms. Internet ports to plug into are available in each bedroom. Wireless is also available in the Community Center for study groups, and group projects.
- **Laundry:** There is a laundry room available on the 1st floor of each apartment building accessible to the residents of that building.
- **Community Center:** There is one large community center that host events next to the main office.
- **Storage Units:** Each apartment comes with a storage unit for the roommates to share.
- **Carpet:** All apartments are carpeted in the living room and bedrooms. There is not carpet in the kitchen or bathroom.



Location

Lewis and Clark Village is conveniently located on the South Campus of the University of Montana. Lewis and Clark is within close walking distance to campus and is just a short drive or bus ride to Missoula College. The apartments are located at 3000 S Higgins Ave, approximately one mile from Miller Hall on the University of Montana campus and one mile from Missoula College East on South Ave.

The Lewis and Clark Office is open Monday-Friday from 1:00-8:00pm. The Lewis and Clark Office Phone is 406-552-3409 and is answered Monday-Friday from 8:00am-8:00pm.

Your Move-in Box

In addition to the regular furnishings, each apartment has been supplied with kitchen items and linens. Your move-in box should include the following list of items.

Kitchen

- 2 Hot Pad (oven mitt)
- 1 Colander
- 1 Cutting Board
- 1 Coffee Maker
- 1 Tea Kettle
- 1 Skillet
- 2 Boiling Pot
- 3 Mugs
- 3 Large Cups
- 2 Mixing bowls
- 4 Bowls
- 5 Large Plates
- 5 Forks
- 5 Spoons
- 1 Steak Knife
- 4 Butter Knives
- 1 Spatula
- 1 Soup Ladle
- 2 Dish towel
- 1 Can Opener
- 1 Dishwashing soap *
- 1 Cleaning Sponge *
- 2 Cleaning Rags
- 1 Package Disinfecting Wipes *
- 2 Trash Bags *
- 1 Trash Can
- 1 Roll of Paper Towels *
- Several Coffee Filters *

Bedroom

- 3 Fitted Sheets
- 3 Regular Sheets
- 3 Pillow Cases
- 3 Comforters
- 3 Pillows
- 3 Desk Lamps
- 3 Fans

Bathroom

- 3 Hand Towels
- 3 Washcloths
- 3 Bath Towels
- 1 Bathroom Rug
- 1 Shower Curtain
- 1 Bar of Soap *
- 2 Rolls of toilet paper*

Additional Items

- 1 Laundry Basket
- 2-4 Laundry Detergent Pods *

When you leave University of Montana, we kindly ask that you clean and replace all of these items back in the move-in box.

*** No need to return**

Available Services

Bus Service: The University of Montana's PARK 'N' RIDE student bus system runs every 10 minutes and starts at the Lewis & Clark Transfer center and runs down Higgins to South, stopping at the Dornblaser Park-N-Ride, South/Hilda, and South/Arthur. The public transportation system for Missoula, the Mountain Line, also services the Lewis and Clark transfer center and makes runs to the main campus and Missoula College.

Laundry: Each building complex has its own laundry facility for the residents of that specific building. The doors will be locked 24/7 and your access card will give you access to the laundry in your own building. Residents use UMoney on the Griz Card to operate washers and dryers. Fees to wash \$1.50 per load and dry \$0.25 for 15 minutes dry time.

Mail: The United States Postal Service delivers mail to the community mail boxes located in the apartment complex. No mail or packages are signed for or received at the Lewis and Clark office.

Community Center: The LC Community Center is only available to Lewis and Clark residents to study, watch TV, use the public computer, and socialize with other residents. A variety of programs will be planned in the Community Center over the course of the year. The Community Center is open Monday-Friday from 1:00-8:00pm and Saturday-Sunday from 9:00am-5:00pm.

Maintenance: Lewis and Clark employs a full-time maintenance staff that is shared with University Villages. The staff clean and repair/replace any damaged items in your apartment prior to your arrival. In addition, the maintenance staff is able to respond to any problems that you might have during your stay in the apartment. Repairs are typically completed within 1-2 business days. Please report any needed repairs to the Lewis and Clark Office at 406-552-3409 or 406-544-8724.

Security: Police Officers from UM Police Department patrol Lewis and Clark Village regularly. Lewis and Clark Village also has electronic monitoring of all the exterior areas for the safety and security of the residents.

Policies and Additional Information

Onity Cards will be used for access to the outside door to your apartment, your storage unit and the laundry facility in your building. If you lose your Onity Card a \$25.00 fee will be assessed to your student account to replace it.

Non-emergency maintenance requests – slow drains, burned out lights, doors not opening/closing properly - can be completed on line by logging in to the [myHousingPortal](#) or contact the Lewis and Clark Village office at 406.552.3409. If calling after office hours, please leave a message.

If your maintenance request is an **emergency maintenance issue** (clogged toilet, water leaks, broken windows, exterior doors etc.) please **contact the staff person on duty at 406.544.8724**.

For **plumbing issues** – clogged drains & toilets – **DO NOT use liquid drain cleaners**. Please notify the office as soon as possible and a plumber will remove the clog.

The keyboard shelf in the desk locks into place when pulled out. Two release tabs are located on either side. Simply push the tabs in to push the keyboard shelf back into the desk.

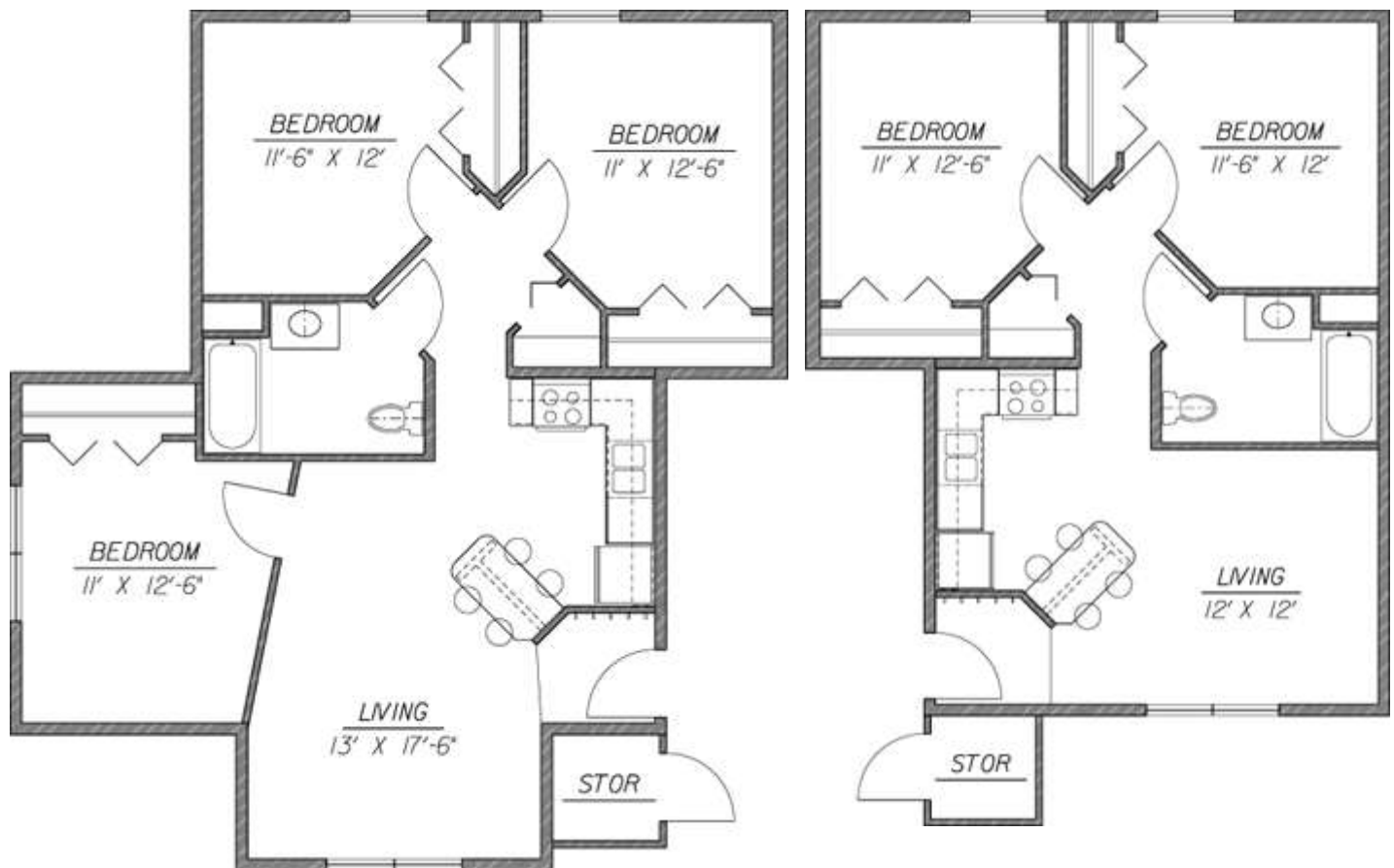
Changing bed height – you may do so yourself by checking out special hammer at the office.

There are special care and cleaning procedures for the stove top and self-cleaning oven: do NOT use any abrasive cleaners on the glass top. Any liquid cleaner sprayed on and allowed to set for a few minutes after the cook top cools will then wipe off most messes. Scratches or other damages to the stove top will be assessed to all Fellows residing in the apartment.

If you wish to hang pictures or other decor on the walls please use small nails to secure items. DO NOT attempt to fill in the holes or repair them when moving out. DO NOT use putty or any other sort of patching materials—this will result in damage charges! If any damage is done to the plaster, if there are excessive nail holes, or if attempt is made to patch or paint and it does not match, charges will be assessed.

Additional drapery rods screwed into the walls are not allowed. You will be charged for repair of any damages or holes caused to the walls.

Floor Plans



Three-bedroom Apartment

Two-bedroom Apartment

Safety and Health

Keeping Safe

Missoula is a small, safe American city and most ELI Fellows have no problems with crime during their time here. According to the Missoula Police Department, alcohol-related violations are their most common problem. Nevertheless, as in any new place, it is important to learn what precautions to take to ensure safety and the security of one's belongings.

Fellows should not walk alone in dark areas late at night. If Fellows like to study late in the library and have no one to walk back to their dorm with, they can call a person to walk them back to their dorm. Campus Security provides Griz Walk, a free escort service (243-2777) from sunset to sunrise, 7 days a week. In addition, there are emergency phones located around campus (on brown posts that say "emergency" and have a green light on the top). Fellows can call campus police immediately to report an emergency by pressing a button and speaking. Campus Security can also be reached at 243-6131, and the 24-hour emergency number is 243-4000.

Fellows should lock their apartments, bicycles, and cars at all times. Books, backpacks, and other items should never be left unattended. If Fellows forget something (a book or a jacket, for example) in a classroom, they should check the classroom first, and then check a nearby "lost-and-found" location. Sometimes, however, their belongings will be gone.

Many Americans carry only \$15 or \$20 in cash to buy small items; they pay for larger items by check, debit or credit card. Once ELI Fellows arrive in Missoula, ELI helps them open a checking account at a local bank and learn how to use it.

The Curry Health Center

The University of Montana campus provides low cost medical, dental, pharmaceutical, and counseling services to all registered ELI and UM Fellows. Appointments are recommended, but Fellows may drop by and wait for the first medical practitioner who is available. For more information visit: www.umt.edu/curry.

Counseling and Psychological Services (CAPS)

CAPS assists Fellows by addressing their personal counseling and psychotherapy needs for the purpose of helping them gain the most from their time on campus. **Call 243-4711 to make an appointment** to talk with a counselor or if you have questions regarding Mental or Emotional Health. **Services provided by CAPS include:**

- Individual Counseling and Psychotherapy
- Topical Group Therapy
- Crisis Appointments Available
- Limited Psychological Assessments
- Psychiatric Consultation
- After hours urgent care (provided by the Curry Medical Clinic Staff)
- Consultation with concerned others
- Referrals to community-based colleagues
- Brief Inpatient Respite Care
- Student Blue Cross/Shield Plan referrals
- Bereavement counseling always available
- Medication management in cooperation with the CHC Medical Clinic Staff
- Substance abuse counseling provided by Self Over Substances

CAPS provides brief therapy, a model that attempts to identify and address those problems and needs that can reasonably be considered within the time constraints of a semester or less. When a student's mental health care needs are beyond the scope of these services, CAPS will assist with referrals to community-based providers for specialized or longer-term care.

Curry Health Center Information	
Medical	243-2212
Dental	243-5445
Counseling/Psychological	243-4711
Wellness Center.....	243-2809
Student Assault Recovery	243-4429
Pharmacy	243-5171
Student Insurance Office	243-2844
Open: Mon. – Fri. ● Closed: 12–1pm daily	

Student Advocacy Resource Center (SARC)

If you have experienced sexual or other violent assault, harassment, stalking, intimidation, or discrimination, SARC is here to help you. Services are comprehensive and staff actively listen, believe in, assist, and support clients. Based upon your decisions and choices, SARC also provide referrals and connections, within the justice, medical, and social service systems. The work is personal for you and your circumstances. SARC promotes a community that is free from coercion or aggression in any form. Services are free and confidential to students.

Health Requirements

Application materials include a Medical History Record Form which must be completed before a student begins ELI classes. Fellows must provide proof of the required immunizations (Measles-Mumps-Rubella or MMR, Tetanus-Diphtheria or DPT). If the Fellows have not yet had any of these immunizations, they can get them at Curry Health Center on campus. Some Fellows are required to have a tuberculosis skin test during orientation. Fellows cannot register for classes until all health records have been completed.

Health Insurance

All students at the University of Montana, including Humphrey Fellows, must have adequate health insurance. The Humphrey Fellows accident and sickness health benefits policy is called the Accident and Sickness Program for Exchanges or ASPE. ASPE is the self-funded health benefit plan offered to U.S. Department of State exchange Fellows administered by Seven Corners, Inc. It is not comprehensive health insurance and DOES NOT cover any pre-existing conditions. When submitting claims, Fellows should identify themselves as receiving the U.S. Department of State ASPE Insurance. Fellows should keep copies of all claims, medical invoices, payments, and subsequent correspondence with ASPE in order to follow up on the status of claims. Fellows are responsible for reading the benefits guide carefully to be sure they understand the services provided and the limitations of the policy. More information about the health insurance can also be found in the *2021-2022 Program Guidelines for Humphrey Fellows*.

Other Missoula Health Resources

The Curry Health Center is not the only location in Missoula that is able to help with your medical needs. You can look up providers in the area that accept the ASPE/Seven Corners International Health Insurance through IIE.

- ASPE/Seven Corners Benefits Guide-Book: <https://www.sevencorners.com/about/gov/usdos>.
- To search for a provider in the Missoula area, follow this link: <https://www.sevencorners.com/about/gov/usdos/forms/provider-network>

Recommended location to visit:

Now Care Southgate Mall

2901 Brooks Street

Missoula

(406) 721-0918

Urgent Care Clinic

M-F: 9am - 7:30pm

Saturday: 9am – 5:30pm

Sunday: 11am – 4:30pm



Smoking Policy

The University of Montana prohibits smoking on all campus grounds. Find out more at: www.umt.edu/tobaccofreeum/.

Illicit Drugs Policy

Illegal use, possession, manufacture, sale or distribution of any controlled substance on University property or at University-sponsored activities is unlawful and prohibited. This prohibition complies with federal and state statutes, The University of Montana Student Conduct Code, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Marijuana Use

As of January 1, 2022 the state of Montana legalized recreational marijuana use for persons aged 21 years or older. ELI strongly advises international students to abstain from the use of marijuana throughout their time in the United States. Nonimmigrant marijuana use remains illegal at the federal level and is considered a federal controlled substance just like cocaine, heroine, and LSD. To use or possess marijuana in any form is still a crime for noncitizens and could have damaging effects on university careers of international students. Violations of federal law involving marijuana could affect a scholar's immigration status.

Enforcement of Alcohol, Drugs and Tobacco Policies

Individuals who violate University policies, city ordinances, state, or federal laws are subject to disciplinary action according to The University of Montana Student Conduct Code, Men's and Women's Fraternities Relationship Statement, University personnel policies, and/or criminal prosecution. These sanctions include laws and regulations pertaining to abuse of alcohol and use, possession, sale, or manufacture of illicit drugs. It is illegal for persons under the age of 21 to possess, purchase, or consume alcoholic beverages.



Living in Missoula

Local Transportation

Missoula is a small town and residents can get around easily without a car. Here are some options:

Take the Bus

The free local bus system is called the Mountain Line. Bus schedules are available at the University Center Information desk and throughout Missoula, or call or check the website for the Mountain Line: 721-3333 or www.mountainline.com. If you have a smart phone, download the Mountain Line App for real time bus routes and additional information.

Riders can ask the driver for information. To get off the bus, riders pull the cord along the window about a block before their stop. The 'Stop Requested' sign at the front of the bus will light up and the driver will pull off as soon as it's safe.



Ride a Bike

ASUM Transportation (243-4599) has a program called **Rent a Bike**. Fellows can check out a bike - with a light, basket, lock, and helmet – for a week, month, or the whole summer! Fellows can visit the ASUM office in the University Center room 105.

Free Cycles (541-7284) 732 South 1st St W.

This community bike shop offers parts and assistance to build one's own free bicycle and bike maintenance classes.

Shopping

Southgate Mall:

- Located South off Brooks Street.
- Take bus routes, 2, 6, 7, 8
- Lots of different stores and restaurants!

Downtown Missoula:

- Located on and near Higgins Street
- Lots of different shops!

Superstores:

- Located off Reserve Street and Brooks Street
- Target (Bus Route 2)
- Wal-Mart (Bus Route 7)
- Super-Walmart (Bus Route 10)
- WinCo Foods (Bus Route 6 or 8)



Supermarkets

Albertson's

- Groceries and pharmacy
- 1003 E. Broadway Street (by campus)
- 3800 Russell St.
- 2230 N. Reserve St.

Pattee Creek Market

- Groceries
- 704 SW. Higgins Ave.

Orange Street Food Farm

- Groceries
- 701 S. Orange St.

The Good Food Store

- Groceries (organic and international items), café and deli
- 1600 S. Third St. West

Missoula Fresh Market

- Groceries and pharmacy
- 800 W. Broadway
- 3801 S. Reserve St.

Worden's

- Imported food, deli sandwiches, gourmet cheeses, breads, chocolates, etc.
- 451 N. Higgins Ave



Restaurants

Bagels on Broadway \$ (728-8900) 223 W. Broadway
New York style bagels, sandwiches, espresso

Bernice's Bakery \$ (728-1358) 190 S. Third St. W;
Coffee house and bakery

Break Espresso \$ (728-7300) 432 N. Higgins Ave.
Coffee house with soup, sandwiches, salads, pastries

Bridge Pizza \$ (542-0002) 600 S. Higgins Ave.

Butterfly Herbs \$ (728-8780) 232 N. Higgins Ave.
Coffee house

Ciao Mambo \$\$ (543-0377) 541 S. Higgins

China Buffet \$ (829-8881) 1910 Brooks St. One price
for a Chinese/American buffet

China Garden \$\$ (721-1795) 2100 Stephens Ave.

El Cazador \$\$ (728-3657) 101 N. Higgins Ave.
Mexican/American food; lunch and dinner

El Diablo \$ (728-9529) 1429 S. Higgins Ave.
Mexican/American food; lunch and dinner

Five on black \$ (926-1860) 325 N Higgins Ave.
Brazilian food

Great Harvest Bread \$ (728-4549) 1407 S. Higgins
Ave. Cookies, soup, coffee

HuHot Mongolian Grill \$\$ (829-8888) 3521 Brooks St.
Mongolian lunch and dinner

Iron Horse Brew Pub \$\$ (728-8866) 501 N. Higgins. All
kinds of food; lunch and dinner

Liquid Planet Grille \$ (540-4209) 540 Daly Ave. (across
from Jesse Hall) Breakfast, lunch, dinner.

Old Post \$\$ (721-7399) 103 West Spruce. American
lunch and dinner

Pie Hole \$ (926-2233) 525 N Higgins Ave. Pizza

Sa-Wad-dee \$\$ (543-9966) 221 W. Broadway Ave. Thai
Lunch and dinner

Scotty's Table \$\$\$ (549-2790) 131 S Higgins Ave. Park
level of Wilma Theater; Expensive but excellent food

Sushi Hana \$\$ (549-7979) 403 N. Higgins. Japanese
food; lunch and dinner

Taco del Sol \$ (327-8929) 422 N. Higgins Ave.
American-Mexican food; inexpensive! Lunch & dinner

The Greek Pastry Shop - #1 GYROS \$ (543-6843) 520
S 5th St W. Greek food

The Mustard Seed \$\$ (542-7333). Southgate Mall Asian
food

The Shack \$\$ (549-9903) 222 W Main Street. Breakfast
foods. Open 8-2pm - Friday, Saturday, and Sunday.

Top Hat \$\$ (728-9865) 134 W Front Street. Upmarket
pub fare.

Vietnam Noodle Restaurant \$ (542-8229) 2100
Stephens Ave. Lunch and dinner

Entertainment

Cinemas



Roxy Theater 718 S. Higgins (728-9380)
Community theater showing independent
and international films. Host of the
International Wildlife Festival. **Volunteer
opportunity!**



AMC Southgate 9 2901 Brooks St.
At Southgate Mall. Restaurant and
theater in one. New movies, big screens.



AMC Missoula 3640 Mullan (off Reserve
St) a modern movie theatre with big
screens and new movies.



The Wilma 131 S Higgins Ave (830-4640)
Concert venue with all the character of a
historical 1920's theatre

Video/DVD Rental



Red Box - in Albertson's across campus
footbridge. Borrowers must use a credit card
to make purchase at the machine.



Missoula Public Library - 301 E. Main. Can
borrow videos and DVDs for free with a library
card



UM's Mansfield Library - Can borrow videos
and DVDs for free with a Griz or library card

Museums



Missoula Art Museum
- 335 N. Pattee, (728-
0447)



Historical Museum at Fort Missoula
- Bldg. 322, 728-3476



Museum of Mountain Flying
- 5525 US Hwy 10 W., (721-
3655)



**National Museum of Forest Service
History** - 1615 South Catlin Street, (541-
6374)



Rocky Mountain Elk Foundation - 5705
Grant Creek Rd., (523-4500)

Music and Cultural Events

Check the Missoula Independent (a free weekly
newspaper) or the entertainment section of The
Missoulian for times and locations of live music in
Missoula and around the state.

Missoula Events Calendar

<https://www.missoulaevents.net/>

Appendix

University of Montana Student Complaint Procedure

21 .0 00 STUDENT COMPLAINT PROCEDURE

21 .100 PURPOSE

The purpose of this section is to promote the just, prompt, and efficient resolution of student complaints concerning academic judgment by members of the bargaining unit based upon the criteria in 21 .300 . Student complaints about employment relations or other campus activities or policies extending beyond the immediate teaching/learning context are subject to other University policies and procedures including but not limited to conduct constituting a violation of the University Conflict of Interest and Scientific Misconduct policies. Student complaints alleging unlawful discrimination not intrinsically related to the academic process should be filed with the University EEO/AA Officer. Any complaint about academic judgment that accompanies alleged non-academic misconduct by a member of the bargaining unit may be addressed under the procedures of this action. This complaint procedure is intended to be used when specific actions of a faculty member had a specific adverse effect on the academic performance or academic record of a student. Complaints regarding the general quality of a faculty member's teaching are to be addressed through the faculty evaluation process (see 10 .000, especially 10 .220, regarding the Student Evaluation Committee). The parties shall make every effort to resolve problems that might ultimately become grounds for a complaint whenever possible prior to resorting to this procedure. NOTE: All time sequences in this section will exclude weekends and holidays

21 .200 RESORTING TO OTHER PROCEDURES

If the student complainant(s) seeks resolution of a complaint in any non- University forum, whether administrative or judicial, the parties to a complaint under this section shall have no obligation to proceed further under the provisions of this section. It is understood, however, that the procedure under this section is the only appropriate University procedure for a student to dispute a decision solely involving academic assessment by a faculty member based upon the criteria listed in Section 21 .300 .

21 .300 DEFINITION OF COMPLAINT

The term "complaint" shall mean a claim or allegation by a student who is a real party in interest against members of the bargaining unit that:

1. The faculty member(s) significantly failed to carry out their responsibilities as defined in this contract;
2. And/or the faculty member(s) failed to maintain a responsible, professional relationship with the complainant(s), using the teaching/learning context as a means to extract inappropriate personal advantage or in any other way using professional authority for other than appropriate purposes .

21 .400 STUDENT RESOLUTION OFFICER

The president of ASUM shall appoint a Student Resolution Officer and an alternate or designee to act in case the Student Resolution Officer fails to act. The Student Resolution Officer or designee may represent any student and/or group of Fellows who have a complaint. At the beginning of each new school year, the President of the University, or his/ her designee, shall schedule a meeting between the ASUM President, the Student Resolution Officer, and the UFA Student Complaint Officer. The purpose of the meeting is to review the student complaint procedures (including the time lines) pertaining to the student complaint procedure, as well as the responsibilities of all parties.

21 .410 STUDENT COMPLAINT COMMITTEES

There will be two (2) Student Complaint Committees. One committee will hear student complaints involving undergraduate student(s) and the other committee will hear complaints involving graduate student(s). The Chair of

Faculty Senate shall appoint four (4) members of the bargaining unit who will serve on both the Undergraduate and the Graduate Student Complaint Committees. At

least two (2) of the four (4) faculty members of the Graduate Student Complaint Committee shall have substantial experience teaching at the graduate level and in directing theses and dissertations . The Provost or the Provost's designee shall serve as chair of the two committees and the President of ASUM shall appoint two (2) graduate Fellows to serve on the graduate Student Complaint Committee and two (2) Fellows, undergraduate or graduate, to serve on the Undergraduate Student Complaint Committee . Each, the University President and the Faculty Senate Chair, will also appoint two (2) alternates to serve on the appropriate committees with the same qualifications as other members. Under no circumstances shall any of the seven (7) members of the Graduate or Undergraduate Student Complaint Committees hearing the complaint be from the same unit or administrative office as the parties to the complaint. Both parties to the complaint may exercise one peremptory challenge of a committee member to hear the complaint. (See also 20 .000 Sec. 3, c).

21 .500 FORMAL COMPLAINT PROCEDURE

Step 1: Within thirty (30) days after the act or omission which caused the complaint, or following the date that the student knew or reasonably should have known of such an act or omission, the student shall bring the matter to the Student Resolution Officer or designee . The student shall within ten days confer with the person(s) against whom the complaint exists and the student or the Student Resolution Officer must identify this meeting as a Step 1 meeting to the person against whom the complaint exists. Additionally, if, during the course of a discussion with a student who complains about or objects to any feature of the faculty member's academic performance, a faculty member concludes that the student is not satisfied with the explanation offered, the faculty member may identify such a discussion as a Step 1 meeting and so inform the student. Both parties to the complaint should make an effort to resolve the complaint during this meeting. Either party to the complaint may bring a witness to this meeting. Additionally, the Student Resolution Officer (or designee), and/or UFA representative (or designee) may serve as an advocate for their respective parties.

Step 2: If the student feels the matter is unresolved after the Step 1 meeting, and the Student Resolution Officer or designee agrees to proceed with the complaint, the Student Resolution Officer or designee shall within fifty (50) days of the act or omission, schedule a non-binding mediation session which shall be held in some neutral place for the purpose of resolving the matter in lieu of filing a formal complaint and requesting a Step 3 hearing. Such mediation sessions shall be facilitated by volunteer School of Law Fellows or Department of Communication Studies Fellows who have successfully completed the mediation phase of their training and have agreed to mediate such disputes for ASUM, supervised by the appropriate faculty member in Law or Communication Studies. This Step 2 mediation session should involve only the student and respondent faculty member. A determined effort will be made to resolve the complaint in the Step 2 mediation session .If the requested mediation session cannot be arranged within ten (10) working days of the receipt of the request; the complainant(s) may proceed to Step 3. This deadline may be postponed by mutual consent of the parties. If either party has compelling reasons why they feel a Step 2 mediation session should not be held, they may request that the Provost schedule a Step 3 hearing. The Provost will review the request for a Step 3 hearing.

Step 3: If the Step 2 mediation session could not be scheduled within ten (10) working days after the receipt of the request, the Student Resolution Officer may, within sixty-five (65) days of the occurrence of the act or omission, submit a formal written complaint, as specified in Section 21 .510, to the Provost

requesting a hearing before the appropriate Student Complaint Committee. If a Step 2 mediation session occurred and the student(s) and the Student Resolution Officer or designee believe the matter is unresolved, the Student Resolution Officer may, within five (5) working days, submit a formal written complaint, as specified in Section 21 .510, to the Provost requesting a hearing before the appropriate Student Complaint Committee . In either of the above cases, the Provost will, upon receipt of the formal written complaint, send a copy to the UFA Student Complaint Officer. Should the Student Resolution Officer choose not to move to Step 3, the

student may elect to file for a Step 3 hearing subject to the same filing requirements and deadlines. The student filing the complaint must include the reason(s) the Student Resolution Officer would not proceed with the complaint. Within fifteen (15) working days of filing a request for a Step 3 meeting, the Student Complaint Committee shall hold a hearing for all parties to a complaint, pursuant to procedures to be developed by the Committee in consultation with the University Legal Counsel, ASUM, the Student Resolution Officer, and the UFA Student Complaint Officer. The purpose of the hearing shall be to determine findings of fact and recommend either dismissal of the complaint, a warning letter, formal reprimand, and/or a specific remedy limited to curing the act or omission for which the complaint was filed. Nothing from the Step 2 mediation session may be used in the Step 3 hearing. During the course of its deliberation, the Committee shall confer with the parties to the complaint and may confer with other individuals at its discretion. The Committee shall make its decision by majority vote.

The decision of the Committee, and minority report, if any, shall be forwarded to the University President who may or may not accept the Committee's or the minority's report. The University President shall, within five (5) working days of receipt of the recommendations, either approve them or remand them to the Committee together with his/her objections and a suggested alternative resolution. The Committee shall, within five (5) working days of receipt of the President's suggested alternative resolution, either accept it or forward its own suggestion to the University President. The President may accept or reject the Committee's suggestion. Implementation of a specific remedy rests with the University President, whose decision shall be the final campus disposition of the complaint. The President shall provide the Committee with a rationale for the final disposition, should it differ from that suggested by the Committee. Upon issuance of the final decision, the President shall send copies to all parties involved.

21 .510 COMPLAINT FORM

The following complaint form shall be completed by the student as a request for a Step 2 meeting. If the complaint proceeds to a Step 3 level, the Student Resolution Officer shall complete the form as a request for a Step 3 hearing, summarizing the results of the Step 2 under number 5 (below, "Summary and Explanation of the Complaint"), and identifying and addressing any changes to the information provided on the Step 2 complaint form.

1. Name of student complainant(s):
2. Date(s) complaint occurred:
3. Name(s) of bargaining unit member(s) or administrator(s) involved in complaint:
4. Sections of contract on which complaint is based:
5. Summary and explanation of complaint:
6. Potential Witnesses:
7. Documents (identify here and attach):
8. Remedy Request:

Dated this ___ day of ____, 20__ . Signature of Complainant

21 .520 EXPEDITED PROCEDURE

A student may elect to use this expedited procedure only to dispute a final course grade for spring semester, dismissal from an academic program, or decision preventing graduation. The Formal Complaint Procedure, described in Section 21 .510, shall be modified as follows:

The student may proceed without the Student Resolution Officer at Step 2 if the Student Resolution Officer or alternate or designee fails to contact the student complainant within three (3) days, excluding weekends and holidays, of the student's contacting the ASUM Student Resolution Office. If the student does not receive a response from the Student Resolution Officer within three (3) days of his/her initial contact, the student shall make a request for use of the expedited procedure in writing, hand-delivered to the ASUM Offices. The Student Resolution Officer shall immediately upon receipt of the request contact the complaining student and arrange the Step 2 mediation session as soon as possible. A request for a Step 2 meeting shall be labeled prominently as a request for Step 2 under this expedited procedure. The request for an expedited Step 2 mediation session shall be granted by the supervisor within seven (7) days. If the student complainant finds that the immediate supervisor of the faculty member complained against is not available within seven (7) days, or has failed to respond within seven (7) days, the student may make the request for an expedited Step 2 mediation session to

any supervisor of the faculty member that is available. If the supervisor receiving a request for an expedited Step 2 mediation session finds that the faculty member complained against is not available, or fails to respond, the supervisor shall designate another faculty member to represent the absent faculty member in the Step 2 mediation session. If the matter is unresolved after the Step 2 mediation session, the Student Resolution Officer or student complainant may submit immediately a request to the President of the University to convene the Student Complaint Committee to conduct a hearing and recommend a decision to the President. The Student Complaint Committee shall decide the case within five (5) days after convening, and send its finding of fact and recommendation to the President for the final decision. The President may accept or reject the committee's decision. Implementation of a specific remedy rests with the University President whose decision shall be the final campus disposition of the complaint. The President shall provide the committee with a rationale for the final disposition, should it differ from that recommended by the committee.

21 .600 TIME LIMITS

Time limits stipulated in this procedure shall exclude all scheduled breaks, holidays, and summer break, and may be extended by mutual written agreement between the parties to the complaint. Resolution of the complaint may extend into summer break by mutual written agreement between the parties to the complaint or in the case of an expedited procedure as put forth in 21 .520.

Failure to comply with the time limits by the student in the absence of such written agreement shall be deemed acceptance by the student of the decision of the administrator or faculty member at the previous step. If a faculty member or administrator fails to comply with time limits stipulated in this procedure, the student or Student Resolution Officer may proceed immediately to the next step.

21 .700 RECORDS

The final decision of the President shall be filed in the affected faculty member(s) or University administrator(s) personnel file(s) for a period of three (3) years following the date of issuance.

21 .750 APPLICATION OF PRESIDENT'S DECISION

No Presidential decision shall be implemented before the party adversely affected by the decision has had the opportunity to exercise any rights to appeal or grieve the decision pursuant to applicable Board of Regents policies or the Collective Bargaining Agreement.

21 .800 REPRISAL

No reprisal of any kind will be made by either party against any student, any witness, any UFA representative, the Student Resolution Officer, or any other participant in the complaint procedure by reason of such participation. This does not, of course, limit the faculty member(s) or University administrator(s) right to legal redress.

21 .900 COMPLAINT DISSOLUTION

The decision made to dissolve a complaint at any step shall not modify or subvert this agreement or the intent of this agreement.