

# PREPARING**for**SERVICE

## SLI 2012

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## SLI Program

### **general information and goals**

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The Summer Language Institute (SLI) is a four week intensive English program of LCC International University (LCC) that provides students who have a wide range of English abilities the opportunity to study English with native English speakers. Students are a mixture of secondary/university students and adults from six countries in the region. Class sizes are approximately 18 - 20 students with the goal of having approximately 330 students in the Institute as a whole. Teachers attend a one week orientation at the beginning of the month.

#### **THE PROGRAM HAS SEVERAL GOALS:**

1. To provide high quality English language instruction that is informed by current philosophies of foreign language education.
  - Integrated skills approach, communicative competence
  - Learning through social interaction
  - Advocacy assessment
  - Student-centered learning
  - Continual evaluation and upgrading of material and methods
2. To encourage people in a life-long love of learning and continuing education for personal, educational and professional development.
  - Using English as an international language for educational and professional development
  - Promoting personal growth, learning to know other learners
  - Recognizing that students bring a wealth of knowledge and experience to the classroom
3. To be sensitive to the language learning needs and resources of the community to determine appropriate programming.
  - To implement needs assessment research in the city to discover why people need/want English language classes
  - To openly converse with other English language programs for networking purposes
  - To maintain positive contacts with English language teachers in the public schools
  - To introduce students to LCC in general and promote interest in the university

### **participants and job descriptions**

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#### **ROBIN GINGERICH, SLI PROGRAM DIRECTOR**

She is responsible to implement the basic goals and objectives of the institute. Robin will direct the orientation and debriefing for the faculty to the teaching of English as an international language. She will be available to assist teachers in planning and coordinating a meaningful curriculum during the three week language program, organize textbook and resource allocation, oversee the coordination of the extra-curricular activities for staff and students, and will provide the overall administration of the SLI.

#### **THE ASSISTANT TO THE DIRECTOR**

An LCC student or expatriate volunteer assists Robin with general staff orientation, office duties related to student registration, and general duties during the course of the SLI program.

**SLI 2012****AS AN INSTRUCTOR**

Your primary job is to teach English in a classroom setting for 3 hours a day. In this way you will be implementing the basic goals and objectives of the Institute by teaching English. In addition, you will model the Christian life and faith in and out of the classroom. Teachers also may choose to cooperate in planning and implementing extra-curricular activities.

**AS AN ASSISTANT**

You will assist instructors in daily classroom teaching routine; provide leadership in extra-curricular activities; assist in small group interactive activities during lessons as directed by instructors; and be actively involved with the student body modeling the Christian life and faith.

**A HOST (if available)**

A host couple arrives one week prior to the general faculty. The host will be responsible for organizing faculty potlucks, supervising the faculty-student dinners, facilitating informal faculty coffees and teas, and generally assisting with faculty living needs, especially during faculty arrival and departure.

**Resident Directors**

Our students live in our campus dormitories for three weeks. Resident Directors oversee the dormitories, supervise Resident Assistants, organize campus activities in the evenings, mentor students on an individual basis, provide mature leadership for living standards and navigate discipline issues with students. The Resident Directors work directly with the Student Life team.

**Resident Assistants**

Resident Assistants manage the dormitory orientation, lead campus activities in the evenings, provide mature leadership for living standards and navigate discipline issues with students. The Resident Assistants work directly with the Student Life team.

**Chaplain**

A chaplain's work begins long before SLI. In dialogue with the teachers or assistants, the chaplain assigns leaders and themes for the Bible studies and discussion groups. The chaplain plans a bi-weekly worship time for students. The chaplain works directly with the Student Life team.

**faq's - SLI**

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**What is the overall goal of the curriculum?**

The Summer Language Institute promotes an informed curriculum with the goal of leading students to grow in their communicative competence of the English language. Methodologically, class activities integrate the four skills of reading, writing, listening and speaking. The aims of the classes are to encourage students to analyze the system of language usage, to expose them to a variety of authentic English language materials, and to encourage communication skills. The faculty meets together weekly in small groups for curricular support.

**What curriculum is used in the morning sessions?**

The morning sessions are held for 3 hours each day, and consist of Beginner to Advanced level integrated skill classes. Students will be grouped by language ability.

We generally use one of two textbooks from Oxford University Press in the integrated skills classes: Headway Series and New English File. Both series are written for adult learners in Europe, and have a comprehensive scope and sequence, which includes a balance perspective

of the four skills with an emphasis on grammatical structure. We have student books, teachers' guides, student workbooks, CD's and resource books at LCC. Each unit takes between eight and twelve hours to teach, therefore instructors will cover approximately three units per summer.

The official website for the books are:

<http://www.oup.co.uk/elt/courses/headway/index.htm>

<http://www.oup.com/elt/global/products/englishfile/>

Not everyone will use the textbooks for every minute of the lesson. For our program, there is no *one set* of required curriculum materials, but rather teachers are encouraged to plan lessons from the variety of sources which are available. In general, appropriate materials are clearly written, and promote student involvement, and lead the student progressively through authentic material. LCC currently has a wonderful variety of teaching materials to use and is continually upgrading its resources, as the budget allows. Teachers are encouraged to bring their own resources for materials as well as to use the wealth of resources on the Internet.

### What happens in the afternoon sessions?

The afternoon classes consist of three 1-hour content-based classes on a variety of topics. Each course has a basic course description. Each teacher then designs a more detailed syllabus and selects appropriate material. Classes are assigned to each teacher in conversation with the director. The afternoon classes serve to provide additional instruction time more focused on a particular skill, for instance writing or reading. The afternoon classes relate to the morning classes in so much as the level of instruction will be the same. For instance, Pre Intermediate Reading class in the afternoon should be working at the same reading level as the Pre Intermediate classes in the morning. However, the topics, vocabulary, themes, and assignments for afternoon classes are independent from the morning classes.

#### Afternoon courses

Advanced	Reading Non fiction Novel Study or short stories Film Discussion Public Speaking Academic listening and note taking skills
Upper Intermediate	Reading /Short stories Grammar Film Discussion Public Speaking
Intermediate	Reading comprehension Paragraph Writing Public Speaking Intermediate Grammar
Pre Intermediate	Conversation Writing (letters, narratives) Reading comprehension
Elementary	Conversation Writing (sentences, descriptions) Pronunciation or Grammar

## SLI 2012

**What kind of extra-curricular activities can we participate in?**

As we determine your teaching load, we will also be in discussion with you about extra-curricular activities. Extra-curricular activities are scheduled for late afternoons (after 4:00 p.m.), and/or evenings. Specific offerings will be determined by staff qualifications and student interest. Possible activities include: all-school barbeque night, sports (baseball, basketball, street hockey), instrumental or vocal music groups, talent night, and table games.

We have a chaplain for the month of July who plans the spiritual life component of the program. They will coordinate bible studies and weekly chapel services. We will be looking for volunteer teachers who can lead bible studies, share a personal testimony in chapel, or play the piano or guitar during worship services. As much as possible, the chaplain hopes to be in contact with teachers in early summer to plan themes and roles before your arrival. Please indicate to us early if you are interested so that we can get information to you regarding our very specific Christian teaching context.

**What are the important SLI dates?**

July 2	Arrivals
July 3-6	Orientation
July 7	Student registration and testing
July 9-27	Classes in session
July 27	Staff Debriefing
July 29	Staff Departures

**What will we do during the orientation week?**

For 4 days you will participate in orientation sessions and activities in preparation for teaching and living at LCC. Activities will include getting acquainted with Klaipeda, the surrounding areas; orientation and overview of teaching preparations for teaching in this EFL setting; scheduling of classes and activities; final course load and teaching assignments; and lesson planning and classroom preparation. Student registration and testing will occur on the last day of orientation.

**What are the plans for staff debriefing?**

Staff debriefing is planned for the date after classes end. As that is the end of SLI, the entire staff will meet for an evening of debriefing and summing up our experience together. This is an important time to gather for final words and thank you's. For this reason, we ask that you do not book your flights until two days after classes end so you can participate in our final gathering.

**What kind of faculty come to LCC?**

As you know, successful faculty are people who are well organized, creative, flexible and comfortable leading a group. Good teachers are those individuals who understand the profession of teaching and take the responsibility of teaching seriously. We encourage you to come to LCC with the attitude of humility and warmth, as well as with a healthy sense of humor.

**What kind of students enroll in the program?**

The majority of students are high school students, while some adult professionals also attend. All are looking to improve their English language skills. Adults are coming because they need English for their job; students are normally enrolled in English classes at school and attend the Summer Institute to improve their skills. They are well educated, eager to learn, and very serious about their studies. English is most likely their third or fourth language. All students pay tuition to attend classes. Students come from Lithuania, Latvia, Russia, Ukraine, Belarus and Poland.

**Who do we contact if we have questions about the SLI program?**

Questions about curriculum, teaching assignments and extra curriculars should be directed to:

Robin Gingerich, PhD                      English Language Program Director  
[rgingerich@lcc.lt](mailto:rgingerich@lcc.lt)

Questions about preparation and logistical arrangements (travel, finances) should be directed towards:

Kate Klorer                                      Expatriate Recruiter  
[kklorer@lcc.lt](mailto:kklorer@lcc.lt)

## TravelArrangements

### general information

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You can make your own travel arrangements to Lithuania or you can utilize an LCC partner travel agency. Virtually all staff fly into Vilnius (VNO), Lithuania's capital. Vilnius is approximately a four hour drive from Klaipeda, the city where the university is located. From time to time individuals are able to fly into Palanga (PLQ), which is only a 30 minute drive from Klaipeda. Flights into Palanga are usually more expensive.

The airport in Riga, Latvia is also an option. From the airport, you may catch a city bus to the city center; then take a bus from Riga to Klaipeda; it's about a 4 hour ride.

### travel booking procedure

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1. Research your flight itinerary – or contact Menno Travel agency to work on an itinerary (see contact info below).
2. Send the proposed itinerary to Robin Gingerich ([rgingerich@lcc.lt](mailto:rgingerich@lcc.lt)) and Kate Klorer ([kklorer@lcc.lt](mailto:kklorer@lcc.lt)). Once they have reviewed and approved your itinerary, you can purchase your tickets.
3. If you make changes, please contact Robin Gingerich or Kate Klorer.

### lcc travel agency

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#### **MENNO TRAVEL - Abbotsford, BC**

Menno Travel can access "missionary fare" tickets for individuals departing from anywhere in North America.

Contact Person: Irene Adkin  
Email: [irene@mennotvl.com](mailto:irene@mennotvl.com)  
Phone: 1-800-667-5559  
Web: [www.mennotvl.com](http://www.mennotvl.com)

## faq's - travel

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### **What are my arrival and departure dates?**

#### **YOUR ARRIVAL AND DEPARTURE DATES FOR SLI 2012 ARE:**

July 2                                      Arrival in Vilnius or Palanga, preferably before 4:00pm.  
July 29                                     Departure from Vilnius or Palanga

### **How will I get from the airport in Vilnius to Klaipeda?**

On July 2, LCC will rent a large bus and transport everyone together from the Vilnius airport to Klaipeda. We will leave the Vilnius airport around 16:00 according to arrivals and travel 4 hours to Klaipeda that same evening. We will have a meal along the way, paid for by LCC. A few weeks prior to your departure, we will inform you of further details relating to your arrival and transportation to Klaipeda.

If you are arriving at a time that does not allow you meet the bus on that day, you are on your own to find your way from the Vilnius airport to Klaipeda. This is certainly feasible if you look at the local Lithuania bus and train schedules.

Helpful web sites:

Bus routes in Lithuania

<http://www.autobusubilietai.lt/index.php?cl=planning&lang=1>

<http://www.eurolines.lt/>

<http://www.litrail.lt/wps/portal>

### **What are my departure dates and procedures?**

If you have an early flight from Vilnius on Sunday, July 29, you will leave Klaipeda at 15:00 on Saturday, July 28. LCC will make arrangements for your travel to Vilnius and you will stay at the airport hotel overnight in order to meet your flight out the next morning. You will need to pay for the hotel yourself. Prices for rooms range between 40 and 80 USD, depending on the type of room requested. If you would like to receive an income tax receipt for this expense, check the details on page 6 of this handbook in section: "Who makes arrangements for mandatory overnights?"

If your flight leaves Vilnius any time after noon on Sunday, July 29, you will leave Klaipeda early on the same day, and will arrive in Vilnius in time for your flight. No overnight hotel will be necessary, and LCC will make arrangements for your travel from Klaipeda to Vilnius or Palanga.

If for any reason you do not arrive or depart with the group on these days, you will be responsible to find your way to and from Klaipeda. Additional costs related to this transportation will not be included in your program costs, and will not be income tax receiptable.

### **When should travel arrangements be made?**

Travel arrangements should be made as soon as your assignment at LCC is confirmed. Flights to Europe fill quickly, especially during the summer. At a minimum, travel should be confirmed three months before departure to provide you with the best opportunity for access to discounted fares and flights on the days you need to fly.

## SLI 2012

**How are my flights paid and how do I request a tax receipt for flights?**If you book flights with Menno Travel:

Submit a donation to LCC via the online donation system ([www.lcc.lt](http://www.lcc.lt)) **in the exact amount** of your airfare **on the same day** that you confirm your booking with Menno. This will ensure that LCC has received the funds to pay Menno for your flights. Notify Kate Klorer that you have made this payment ([kklorer@lcc.lt](mailto:kklorer@lcc.lt)). The charity will then issue a tax receipt to you for this contribution.

If you book and pay for flights on your own, then you may obtain a tax receipt as follows:

Submit a donation to LCC via the online donation system ([www.lcc.lt](http://www.lcc.lt)) **in the exact amount** of your airfare. Please notify Kate Klorer ([kklorer@lcc.lt](mailto:kklorer@lcc.lt)) as soon as you make this payment. Then mail your flight ticket receipt to the LCC charity office and the charity office will send you a tax receipt, along with reimbursement for your online credit card donation.

- It is also possible to submit a check to the charity office, however it will take several weeks longer to process your tax receipt and reimbursement than if you choose the online credit card option.
- Please note that all tax receipt requests for SLI travel should be sent within one month of the date you book travel.

**What if I want to travel before or after my assignment at LCC?**

Some travel agents are able to access tickets that allow for free stopovers in Europe on your way to or from Lithuania. You can then arrange your own personal travel from this city. Unfortunately you are not able to choose the stopover city as this will be determined by the airline from which the travel agent is able to receive the lowest fare. It will, however, be a major European city such as London, Frankfurt, Amsterdam, etc.

The travel agent you choose will be happy to make any personal travel arrangements for you as well. The agent will bill you directly for your personal travel.

Sometimes LCC staff are curious as to why they cannot adjust their travel arrangements to Lithuania in order to fit better with their personal travel plans. In order for your travel to be tax receiptable, it must be a direct route to and from Lithuania. For this reason, any personal travel may only be coordinated from a free stopover, with any additional costs resulting from this being billed to you.

**What if I want to fly on points?**

It is possible for you to use mileage or points that you have earned from previous travel. Contact your airline rewards office to book your ticket according to the appropriate dates listed above. Unfortunately you are not able to receive a tax receipt for airline points used for this purpose.

**Who makes arrangements for any mandatory overnights en route to or from Lithuania?**

You will be responsible for making your own hotel arrangements with your travel agent. Hotel costs for mandatory overnights en route are not always included with discounted airline tickets. Your travel agent can help make arrangements for a mandatory overnight at the same time you book your tickets. Individuals who choose to make their own arrangements often stay at hostels, which tend to be less expensive than hotels but often involve sharing a room with others.

**SLI 2012**

You will need to pay the cost of your overnight accommodation yourself. If you would like to receive a tax receipt for this cost, forward the receipt to the charity office for reimbursement, along with a donation for the same amount. The charity will issue a tax receipt for the donation and reimburse the expense.

**passports and visas**

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A valid passport is required for travel internationally. Be sure that your passport is valid for at least 6 months after your travel is complete. If you do not currently have a valid passport, you will want to apply immediately. Passport processing in Canada usually takes approximately 10 business days plus mailing time, if necessary. US passports can take up to 2 months.

Canadian and US citizens do not require visas for entry into Lithuania or the Schengen area. The Schengen area is a group of European countries with specific visa laws. North Americans may only spend **less than 90 days IN A SIX MONTH PERIOD** in the Schengen area without a visa. This means that if you are coming to SLI for July, and not traveling anywhere else in Europe within 6 months, you will not need a visa. However, if you plan to travel within the Schengen area again this year, you will need a visa. If you plan to do any other traveling in the region you will want to check the visa requirements for the country.

Entrance to Russia, Belarus, and Kaliningrad require a visa, regardless of citizenship.

**medical insurance**

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If your current health care policy does not cover you internationally you will likely want to purchase a travel insurance policy for the time you are away. The "Living in Lithuania - Summer Programs" handbook has further details about medical care available in Lithuania.

Migration authorities require a proof of medical insurance in order to enter Lithuania. Please carry a document or card verifying your medical coverage, in the event that you are asked for proof of customs upon arrival in Lithuania.

**accompanying spouses and children**

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We have had a number of faculty bring their spouse and/or children to LCC. We encourage you to bring family members with you to share in the experience. Please let us know as soon as possible if you plan to do this so we are able to make the necessary preparations. A housing surcharge may result if different accommodations are required to accommodate families.

**Financial Information****general information**

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LCC provides housing (in our newly built on campus student residence hall), office space, and computer use free of charge for all teachers.

## SLI 2012

**charitable contributions**

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LCC has a US charity and a Canadian charity to help facilitate tax deductible donations from North America to support the mission of LCC. If you'd like to solicit donations to help cover your expenses while serving in Lithuania, you are welcome to utilize our charities. In addition, if you covering the cost of your service yourself, you may also utilize the charity to obtain tax receipts.

**What portion of my total costs are eligible for a tax receipt?**

Travel costs for each participant with an assignment at LCC will be eligible for a tax receipt. This assumes that your travel itinerary falls within the guidelines outlined in the 'travel' section earlier. In addition to your airfare, LCC also allows each staff member to raise and receive \$500 for living expenses while in Lithuania. Those funds will be deposited to your US or Canadian bank account in June 2012 for you to withdraw via an ATM in Klaipeda. **Please notify Kate Klorer at [kklorer@lcc.lt](mailto:kklorer@lcc.lt) by May 1, 2012 to confirm whether you will be taking advantage of the living allowance tax benefit.**

**How are contributions made?**

Please visit the website at <http://www.lcc.lt/support-model> for all options.

**OPTION 1: SET UP A PRE-AUTHORIZED GIVING PLAN**

Automatic monthly transactions can also be set up to transfer money directly from your or your supporter's bank account. This is the preferred giving plan.

**OPTION 2: GIVE ONLINE**

There is also an option to use our online giving system. Your online gifts are made by credit card (Visa/MasterCard) and processed by the charities. Your tax receipts arrive via mail.

**OPTION 3: SEND CHECKS BY MAIL**

Both Canadian and US checks are made payable to: LCC International Fund, Inc.

**Canadian cheques are sent to:**

LCC International Fund Inc.  
PO Box 2142  
Abbotsford, BC V2T 3X8

**US checks are sent to:**

LCC International Fund Inc.  
PO Box 4851  
San Dimas, CA 91773

We request that all checks are accompanied by a note identifying what the donation is for. For example - "Kate Smith's SLI Airfare 2012". This will ensure that funds sent for your travel costs are credited to the appropriate place.

**Will I be updated on donations that have been sent towards my summer costs?**

Yes, if you are fundraising rather than paying your summer costs yourself, updates containing donor information and the total amount received will be available. This will not only allow you to track your fundraising progress, but will also give you the information necessary to send a personal note of thanks to each donor.

**What happens to additional funds raised?**

If you raise more funds than you need for SLI 2012, these excess funds may be applied towards future service to LCC. Any donations received by the charity that are above and beyond the total cost of your airfare and \$500 living allowance will not be returned, but may be applied to future service, LCC faculty/staff support, or student financial aid.

## PersonalFinancialManagement

There are a number of personal financial issues you will want to consider prior to your departure to Lithuania.

### paying your lithuanian expenses

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#### DEPOSIT

In order for us to make deposits directly to your bank account (for your flight reimbursement and/or your living allowance), the charity office needs your bank account information. We ask that you complete the “**Bank Information Form**” and send it to Kate Klorer at [kklorer@lcc.lt](mailto:kklorer@lcc.lt) **no later than May 1<sup>st</sup>, 2012.**

### faq- banking arrangements

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#### **Will I have 24-hour access to an ATM?**

ATMs are available 24 hours a day in Lithuania.

#### **What language will ATM information and instructions be in?**

When traveling internationally, you will find that upon inserting your card the first prompt you will have is to choose a language. In Europe, there are usually at least four language choices, one of which will always be English.

#### **When I withdraw cash from an ATM, what currency will it be in?**

The currency you receive from an ATM will always be the currency of the country you are in. If you want another currency, you will usually have to withdraw funds in the local currency and then go to currency exchange to obtain the currency that you want.

#### **Will there be a limit to the amount of cash I am able to withdraw from an ATM?**

Your bank at home sets your cash withdrawal limits. Limits are usually both daily and weekly. You will want to confirm these amounts and determine if they need adjustment. For example, if you think you may need to withdraw all of your meals allowance on the same day or in the same week, you will want to ensure that the amount does not exceed the limits on your cards. You may also find it useful to contact your credit card company before leaving North America to advise them that you will be traveling. It is helpful to give them your North American departure and return dates, as well as a general idea of the countries you will be visiting so that your credit card will not be denied when you use it outside of your normal spending locations.

#### **What type of fees can I expect for using my bank cards internationally?**

Before leaving North America, you will want to find out from your bank what service fees you can expect, as this will affect some of your banking habits. In particular, you will want to determine what fee is charged for international cash withdrawals. You may also want to research how your bank determines its exchange rates on international charges to your credit card.

## Appendix

### lcc value statements and SLI

As a program administered by LCC International University, the Summer Language Institute Program adheres to the values of LCC.

1. WE BELIEVE THAT A LIBERAL ARTS EDUCATION INTEGRATES LEARNING WITH ALL ASPECTS OF LIFE. Language learning is an important part of a liberal arts education. Foreign language education opens doors to new understandings of our global world. Students are encouraged to develop critical thinking skills and engage in discussions of universal topics and ideas, as well as language related issues.

2. WE AFFIRM A CHRISTIAN WORLDVIEW THAT INVITES ALL PEOPLE TO GROW IN TRUTH AND RESTORATION THROUGH THE POWER OF THE GOSPEL OF JESUS CHRIST. All LCC faculty portray Christian values and practices. LCC admits students regardless of religious orientation, color, creed, or class. However, English language classes are focused on language learning and not religious education. In no way does the program or its faculty seek to overtly promote religious or theological convictions. We recognize and respect the diversity of religious faiths of the students.

3. WE VALUE COMMUNITY AS A SAFE PLACE WHERE PEOPLE ARE RESPECTED, AND EMPOWERED, SO THAT THEIR DIGNITY IS UPHOLD. Language learning is difficult and personally challenging. Teachers attempt to create an atmosphere of mutual respect and comfort in the classroom where language learning can happen.

4. WE PURSUE RELATIONSHIPS THAT ARE MUTUAL, AUTHENTIC AND BASED ON TRUST. The faculty and staff model and build relationships that are honest, cooperative, and faithful to their tasks and their students.

5. WE CELEBRATE DIVERSITY OF CULTURE AND TRADITIONS, PERSONALITIES AND OPINIONS. Sometime in language classes, discussions are held in which there are diverse opinions. Teachers need to be aware of and sensitive to such issues. Teachers advocate that students learn positive listening skills and respect for others. Learning about our world community often involves developing a life long sense of awareness and sensitivity and requests until you are satisfied.