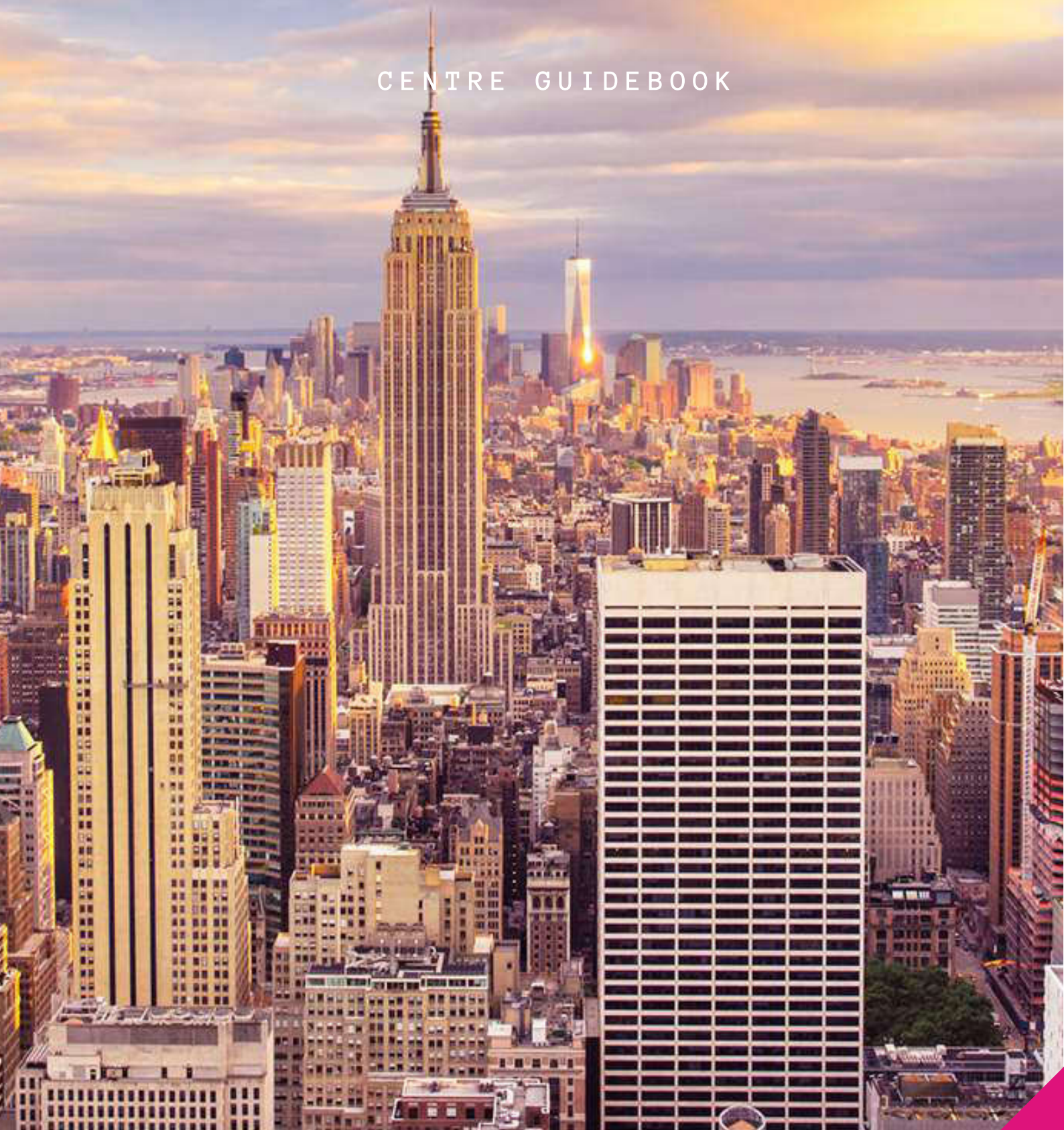


NEW JERSEY

CENTRE GUIDEBOOK



Summer 2019



**JUNIOR
PROGRAMMES**

OXFORD INTERNATIONAL EDUCATION GROUP

Dear Group Leader, thank you for joining us in the UK this summer. At Oxford International Junior Programmes, our aim is to provide young students from all over the world with a safe, fun, friendly and structured environment in which to improve their knowledge of the English language. We are one of the top providers of junior programmes in the UK and a unique British Council accredited education provider. Oxford International Junior Programmes is part of the Oxford International Education Group (OIEG) which was founded in 1991 as ISIS Education and Travel by David

Brown and Robert Darell. Oxford International has grown to be one of the top 10 businesses sponsored by the Prince's Trust after it provided OIEG with a £5,000 loan.

OIEG now offers a huge range of university pathways, spring, summer and year round academic programmes and educational tours.

Our summer programmes have grown steadily in size and popularity and we now run 12 centres in the UK and 6 centres in North America welcoming over 10,000 students. We create life enhancing learning experiences that help students worldwide to develop personally and professionally and that enrich their future opportunities.

ABOUT KEAN UNIVERSITY:

With a rich history in higher education that spans over 150 years, Kean University is a world-class, vibrant and diverse university offering more than 52 undergraduate and 35 graduate programs, with over 85 options for graduate study including doctoral programs in psychology and education leadership.

Kean is the third largest public university in New Jersey, and the largest producer of teachers in the state. Today, the University boasts New Jersey's first comprehensive program dedicated to the development of a new generation of mathematics, science and technology teachers and researchers—the New Jersey Centre for Science Technology and Mathematics.

The University is home to Liberty Hall Museum a historic landmark housing some of the last undiscovered treasures of the American Revolution and the birth of our nation. The University officially acquired Liberty Hall in 2007. Our History Department currently is cataloguing thousands upon thousands of previously undiscovered manuscripts from the Revolutionary War period on.



David Brown and Robert Darell with
HRH The Prince of Wales

STAFF AT YOUR SUMMER CENTRE

Centre Manager

The Centre Manager is responsible for the smooth running of the centre. Our Centre Managers are chosen for their experience, professionalism and personalities, and you will have daily contact with them.

Activity Manager

Responsible for all aspects of the Activity Programme. You should meet with them at least 2 or 3 times a week to ensure everything is going well with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

Activity Leaders

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, meal duty supervision and airport transfers.

Director of Studies (DoS)

Responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

EFL Teacher/ Senior EFL Teacher

Teaching staff are responsible for planning and delivering lessons from the OIJP Syllabus. Some centres will also have 1/2 Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.





THE AIRPORT

On arrival at the airport, you will be met by one of our Activity Leaders who will welcome you to the USA. The Activity Leaders will be wearing a red T-shirt or hoodie with the Oxford International Junior Programmes logo so you can easily recognise them.

The Activity Leader will accompany you by bus to your centre. During the journey to your centre, the Activity Leader will give you a welcome pack with your specific programme, a welcome letter from the management team, registration forms, lanyards, student ID cards and the optional booklet. When you arrive at your centre, a member of the management team will be waiting to greet you.

ARRIVING AT KEAN

When you arrive at Kean University you will be shown to your accommodation. All rooms at Kean University have a configuration of twin beds in two bedroom apartments. Bedrooms include a bed, wardrobe, desk, chair and lamp for each student. There are shared bathrooms on each floor at Kean University. Bed linen will be changed on a weekly basis with the student's responsibility to exchange their linen and change their bedding.

At Oxford International we aim to room your students in line with your needs. If you would like to keep your group together (regardless of gender) please let us know in advance. It may also be possible to keep your group together in the same building but split the group across different floors/corridors by gender. If there are students in your group who are a different gender to yourself but you are the only group leader, those students will be supervised by a member of OIEG staff.

Once at the accommodation you will be shown your bedrooms and given a Kean University ID card which is used as a room key and meal card. One of the Oxford International staff will escort your group on a tour of the campus and highlight all the key locations you will use during your stay. Please note if you arrive on campus during the morning there may be the possibility that your room is still being cleaned. If this is the case we will show you to the common room where your group can relax.

Please be aware that a \$50 deposit will be collected upon arrival which will be returned at the end of the programme if there is no damage to the rooms or loss of keys etc.



THE CENTRE

Postal Address:

c/o Kean University
1000 Morris Avenue
Union, New Jersey
NJ 07083, USA

Please ensure the letter/package is clearly labelled with Oxford International and your group name.

Laundry:

Laundry is available in accommodation. Laundry is free and washing powder will be supplied by the OIEG team.
Bed linen will be washed once a week by the University Laundry.

Computer Access:

Free Wi-Fi is available in accommodation. A password will be provided to everyone on arrival. There is a large computer room in the University Centre. Internet access is free here at scheduled times. Please ask the activity manager for a timetable.

Shop/Café:

There are a number of eateries across Kean campus, including food courts, a marketplace for convenience items, and various café options such as Starbucks.

Security:

The university's own police patrol the campus 24/7 with campus-wide CCTV. Everyone is given a Kean University ID used as a room key and meal card. No safes in rooms but the Centre Manager's office safe can be used by Group Leaders to store money/passports securely.

Food:

Breakfast: 07:15 - 08:00
Lunch: 12:00 - 13:00
Dinner: 18:15-19:00
Students should clear away their food trays at the end of their meal. Meal times may vary depending on the University's schedule.

Social Spaces:

Some accommodation blocks have integrated lounge areas, with a large common room on the main floor with a flat screen tv which can be used for relaxing and socialising in the evening. There is also pool table and table tennis provision.

Local Transport:

Rail: New Jersey Transit Union station is directly opposite the main campus entrance. Direct trains to Newark Penn station. Bus: New Jersey Transit #113 stops on Morris Avenue and goes directly to Port Authority Bus Terminal, New York
Taxi: Please see the Centre Manager for taxi contact numbers.

Sports Facilities:

Harwood Arena has a swimming pool, basketball & volleyball courts and indoor running track. There are four tennis courts and four half basketball courts next to the accommodation.

Bank:

There is a cashpoint located outside the Miron Student Center in the middle of the campus. If required, there is also a TD Bank and Santander Bank on Morris Avenue 12 minutes walk from the campus.

Post Office:

Post boxes can be found on campus but for a dedicated post office, it might be best taking your package to downtown Manhattan and finding services there.

Healthcare Emergency room:

Overlook Medical Center - Union campus, 1000 Galloping Hill Road, Union, NJ 07083
Doctor's: Kean University Health Services are located in Downs Hall, Room 126 behind the Nancy Thompson Library. Hours are Mon-Thu 08:15-17:30.

Religious Centres:

Christian: Holy Spirit Roman Catholic Church, 971 Suburban Rd, Union, NJ 07083
Muslim: The Muslim Community Center of Union County, 964-984 Magie Avenue, Elizabeth, NJ 07208

Fire Drills + Fire Safety:

It is a requirement that at any residential centre fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all of your students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are unaccounted for or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

In the case of a fire:

Raise the alarm
Use the stairs (not the lift)
Ensure your students do not run out of the building
Find the nearest fire exit (follow the exit signs) and leave the building safely
Go to the nearest fire safety point
Do not re-enter (or encourage your students) to re-enter the building until authorised to do so.

Curfew:

Evening curfew is 10:30pm. All students must be in their accommodation by this time. They must be in bed with lights off by 11:00pm. We ask that you monitor your own students. If you are on a corridor with other students making noise after this time please report it to the CM.

STUDENT CODE OF CONDUCT

- Speak English at all times
- Be polite and friendly and respect other groups and individuals from other backgrounds
- Listen to all instructions
- Be on time
- Always ask if you need help
- Respect other people's possessions, cultures and customs
- No alcohol. It is illegal for anyone under 21 to purchase alcohol in the USA
- No smoking. It is illegal for anyone under 21 to purchase cigarettes in the USA
- No chewing gum
- No swearing or foul language
- No vandalism. Any damage to property will be charged for
- No bullying or violence. There is a zero-tolerance policy for this kind of behaviour

If you upload photos to social media don't forget to use the hashtags #keansummer2019 #keanoijsunior #oxfordinternational #oijuniorprogrammes



STUDENT PACKING LIST

Summer in the NY/NJ area can be hot and humid, with occasional rainstorms. In addition, touring NYC can be quite exhausting, so we highly recommend bringing appropriate footwear for lots of walking and climbing stairs, and light raingear.

DOCUMENTS

- Passport and copy of it (email copy to yourself)
- Visa document and copy of it (if required)
- Insurance documents
- A copy of any medication prescriptions in case of emergencies
- US currency

TECHNOLOGY

- Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items)
- Headphones
- Camera and camera charger
- Plug converter/travel adapter (US 110v)

EXCURSIONS

- Casual, comfortable clothing
- Sandals and trainers
- Sun protection (cream, spray, lotion)
- Refillable bottle for water
- Secure handbag/backpack/travellers wallet
- A light rain jacket
- Appropriate footwear for walking

WHAT NOT TO PACK:

We can only guarantee the carriage of one suitcase and one small carry on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance.

- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Travel iron (an iron and ironing board will be available)
- Too many clothes



EVERYDAY ESSENTIALS:

- Medication
- Toiletries, washing and sanitary essentials
- Towel and swimming towel
- Toothbrush and toothpaste
- Hairbrush/comb/hairdryer
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Plastic bags for dirty laundry or wet items

ONSITE ACTIVITIES:

- Shorts/athletic gear for sport
- Outfit for discos
- Swimsuit/shorts for swimming

Don't forget
your costumes and
equipment for the discos
and the talent show!



EXCURSIONS

SIGHTSEEING

NYC is an amazing place with many, many famous locations and sights to see. The Statue of Liberty, Times Square, Rockefeller Center, Central Park are just the beginning.

Your days in the city will be PACKED. Full day trips include Ellis Island, the Statue of Liberty AND the World Trade Center - and that's just ONE DAY! Touring NYC is an unforgettable experience...be ready to take many, many pictures, and bring good walking shoes.

SHOPPING

Of course you can't visit NYC without at least browsing some of the famous stores. 5th Avenue, the Apple Store, Times Square, the original Macy's and more will get your toes tapping as you shop in style.

MEALS

When we visit NYC, we eat in NYC! We'll take a load off in popular restaurants, before we explore the city by night. It's the best way to truly experience all that New York has to offer. During weekdays, your group will have lunch at campus before the excursions, and then have dinner at a restaurant in the city. During weekends, a packed lunch will be provided with dinner at a restaurant.

OUR ACTIVITY LEADERS ASK YOU TO...

- Keep together as a group
- Don't stop for toilet or food breaks without permission
- Stay vigilant of on-coming traffic
- Don't block the pavement
- Walk at a brisk pace
- Don't talk over the guides
- Wear your lanyard at all times
- Ask lots of questions!

CULTURAL EXCURSIONS

The standard itinerary includes the Museum of Natural History, one of the premiere NH museums in the world, and MOMA, NYC's most popular modern art museum. Walking tours will also include cultural highlights, as you visit locations of historical significance in the growth of NYC and the United States.



ONSITE ACTIVITIES

CHALLENGES

Challenges are great exercises that encourage students to work in teams. All challenges are stimulating problem-solving tasks designed to help group members develop their capacity to work effectively together. Challenges at your centre may be Egg drop Challenge, Team Challenges, Photo Challenge, etc. Unfortunately, as challenges are a mystery before running the activity, not much information can be revealed in advance!

SPORTS

Sports sessions are designated for all students to have a good time. The structure of most of the sessions will include a warm-up, improving skills and final games. Otherwise, a tournament structure will be followed. Sports will include Kickball, Baseball, Summer Olympics, American Football, Soccer, and more. Students will be encouraged to practice teamwork and sportsmanship while being on international teams.

WHOLE CAMPUS

These activities will involve all students at the centre to participate; it will be a great opportunity for students to get to know each other and learn about other cultures. Discos are usually the most popular night with the students and they will be on-campus all together. The Talent Show is the perfect opportunity for students to show off their music, dance and drama skills. This activity is incredibly popular and even staff may prepare an act to display on the night! Don't forget the International Night, where you will be able to share your culture and background with all other students!

WORKSHOPS

Workshops are alternative activities for those students who prefer more creative and relaxing sessions. These workshops are focused on specific skills, so each session will be based on a particular theme. Students might be able to participate in a Group Mural, a Drama workshop and a Self-Portraits workshop amongst others; these activities will encourage students to be creative and improve their artistic skills as well as learning specific vocabulary.



GROUP LEADER MEETINGS

Group Leader meetings are essential for the smooth running of a residential centre; these are the perfect time to raise any issues you may have. There will be a meeting on your first evening at the centre (or the day after arrival) where you will receive all the essential information about the first few days and will be introduced to all members of Senior Staff.

Information we will give to you at this meeting:

- Centre specific contact details
- Meeting times and points
- GL programme details
- Lunch and dinner rota
- Activities and excursion procedures

AS GROUP LEADERS WE PROMISE TO...

- Attend all meetings with OIEG staff
- Ensure that our students are punctual and attend all lessons, excursions and activity sessions
- Supervise students on excursions, in their accommodation and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at centre
- Maintain a lively, courteous and friendly atmosphere throughout the whole programme
- Report any issues with the programme/campus whilst in the USA rather than waiting until we are home! This way OIEG can work together to fix it as soon as possible
- Have fun!

GROUP LEADERS



**NEW
PROGRAMME
FOR 2019**

GROUP LEADER PROGRAMME

We appreciate how much work each Group Leader puts into a visit to the US, and it is important for them to have some time to relax and meet other leaders. With so much going on, we like to give Group Leaders a chance to do something special...without the kids!

The group leader programmes are tailored to each centre, and at Kean it will be made up of trips to popular spots that are more fun for adults, including drinks in the financial district, Bagels in Chelsea, our own guided walking tour, and more. A morning coffee breakfast and an Academic Presentation round out the program, all of which is designed to give you a chance to get to know other group leaders, and the key members of the center staff...and to enjoy a bit of NYC without worrying about students!

OPTIONAL BOOKLET

The optional booklet contains information about destinations near your campus and attractions you can visit there during the optional day or while in New York.

NEW for 2019, we have selected some excursions for you and your group to enhance your experience in the US. These trips are designed to take place during either on-site activities or full day excursions.

You can choose from excursions into New York to Broadway musicals, or even full day excursions to Washington or Philadelphia!

Please let us know in advance if you wish to arrange any of these extra trips for your group or speak to your Activity Manager when you arrive on campus.

WORLD OF WORK PROGRAMME

At Kean, groups can join the *World of Work* programme, designed to prepare students for the world of work:

- Syllabus: business preparation lessons including advice and support on CV writing, presentation skills and job interview techniques.
- Business visits and tours: financial district tour by professional guides with visits such as The Crystal by Siemens, Business of Wimbledon, Museum of Bank of England, etc.

Lessons and excursions will follow the same timings as our standard programme meaning groups can have students taking part in both programmes.

Please let us know in advance if your students would like to take part in this programme.



SAMPLE PROGRAMME

Please note this is a sample programme.
Please refer to your Welcome Pack for your
personalised itinerary.

	AM	PM	EVE
Day 1	Arrivals	Arrivals	Ice-breakers
Day 2	Testing and Lesson 1	Onsite Activities	Welcome Social
Day 3	Lesson 2	Excursion to New York	Dinner in NYC and Top of the Rock
Day 4	Lesson 3	Onsite Activities	Onsite Activities
Day 5	Lesson 4	Excursion to Museum of Modern Art	Dinner in NYC and Times Square
Day 6	Lesson 5	Onsite Activities	Disco
Day 7	American Museum of Natural History	American Museum of Natural History	Lincoln Center
Day 8	Statue of Liberty and Ellis Island	Statue of Liberty and Ellis Island	World Trade Centre memorial
Day 9	Lesson 6	Onsite Activities	Disco
Day 10	Lesson 7	Onsite Activities	Onsite Activities
Day 11	Lesson 8	City Hall and walk Brooklyn Bridge	Dinner in NYC and NY High Line
Day 12	Lesson 9	Onsite Activities	Talent Show/Disco
Day 13	Lesson 10	Jackie O Reservoir, Central Park East & Museum Mile	SOHO Evening Shopping
Day 14	Departures	Departures	Departures

OPTIONAL EXTRAS

We love our summer programmes and think they are brilliant as they are but we also know that for some students it is a mammoth journey to travel to the USA. For this reason we have created an Optionals Booklet. This booklet contains information about destinations in the NY region and attractions you can visit there. If you would like to supplement your programme by purchasing one of these entrances/excursions (and haven't organised this prior to arriving in the USA) please speak to your Activity Manager. You should have received the Optional Booklet in your Welcome Pack; if not please also refer to your Activity Manager for more information.

MEET THE TEAM AT HEAD OFFICE



The Oxford International team, based in London, will be visiting the centres on a regular basis. Here are some bits about them; if you see any of them on campus, don't forget to say hi!



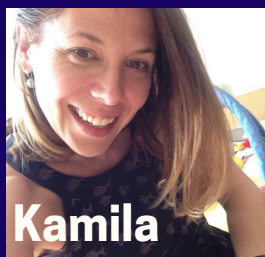
Gary

Gary is the Operations Director and he oversees all the programmes. He is always looking for a new tennis rival!



Berta

Berta is the Operations Coordinator and she takes care of the excursions. She loves travelling!



Kamila

Kamila is the Academic Director and she has written the Syllabus. She loves yoga and travel adventures!



Theo

Theo is the Operations Development Coordinator and works in the operations team. He loves visiting all the campuses!



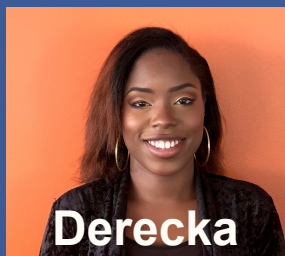
Diana

Diana is the Academic Coordinator and she has created some exciting academic projects for all students!



Pierce

Pierce is the Operations Manager in North America and he oversees all the programmes in Toronto and Vancouver.



Derecka

Derecka is the Operations Manager in the USA and she oversees all the programmes in the US.



Bob

Bob is the Recruitment Development Manager and he selects all the staff. He loves skiing!



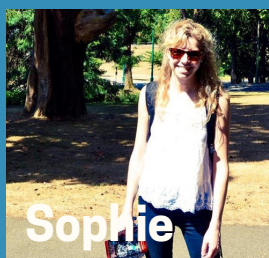
Jon

Jon is the Recruitment Operations Coordinator. He loves travelling, cycling and meeting new people!



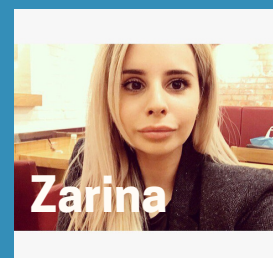
Paul

Paul is the Business Development Director and he takes care of all our agencies.



Sophie

Sophie deals with European agencies. She loves trying new recipes and always tries to cook up a storm!



Zarina

Zarina works in the booking department and helps groups through the booking process.

FREQUENTLY ASKED QUESTIONS

What happens if someone loses their passport?

We strongly advise that passports are stored safely and not carried around with them. If a passport is lost, the Group Leader will need to accompany the student to the embassy of their home country where they will be issued with a temporary replacement or a permit to travel. The Centre Manager will be able to help locate the embassy and print any forms that might be helpful. We recommend that you have a photocopy of every student's passport as a backup.

What happens if a student is lost on an excursion?

The first thing to do is to contact their mobile. If this is possible then a member of OIEG staff will collect the student whilst you wait with the rest of the group. If they are uncontactable, the Activity Leader will get hold of the Centre Manager who will in turn contact Head Office. Every student is issued with an 'Emergency Number' lanyard and ID Card. Students should call this number if lost and it will be answered by a member of Head Office.

How do students participate in onsite activities?

In most centres a meeting point is set for activities. All activities and excursions will be advertised on the Activity Noticeboards and during mealtimes. Students can choose which activity they want to participate in. For some activities the Activity Manager may need to know in advance how many students want to participate i.e. swimming. In this instance there will be a sign-up sheet advertised on the noticeboard.

Can students lock their room?

Suites can be locked, but not the individual rooms inside them. Students must take responsibility for their own belongings, and should avoid bringing anything of great value.

What happens on departure day?

Prior to your final day on campus, Group Leaders will be invited to attend a departure meeting where the full procedure is explained. At this point Centre Managers will indicate the time the group needs to be at the coach (which will arrive at the airport with at least 3 hours to check-in, go through security and reach your gate). A member of OIEG staff will accompany you to the check-in desks to assist you.

Is there a key or security deposit to pay?

Yes, each student must pay \$50.00 as a security deposit on arrival.

Can my students be taken off campus/programme by a member of their family?

We are happy to have parents or relatives visit the centre, as long as you contact the centre in advance to arrange this. It is also possible to have a parent or relative take a student out of the programme for a short time. Parental approval must be sent to the centre Gmail in advance. Original ID of the adult taking them from the centre will be photocopied on arrival. Relatives who accompany the student away from the centre will be asked to sign an 'Unscheduled Activity' form and will need to leave a contact number in case of an emergency.

What should we do if there is a problem with a bedroom?

All accommodation blocks are checked prior to the student's arrival. However, if you do notice a problem when you get to the centre it is essential you report this straight away. All group leaders will be issued with a 'maintenance report card' where they can submit all their students' room problems. If the report card is submitted to the Centre Manager by 10am, the CM will ensure the request is passed onto the maintenance staff that same day.

What do I do if a member of my group has food allergies/dietary requirements?

The campus catering staff are very experienced in catering for all kinds of allergies or dietary requirements. During our 27 years of operation we have never had a problem with allergic reactions to food prepared on campus. In order for this to continue to be the case we ask that you alert us to any allergies/requirements as early as possible or preferably before arrival in the USA.

What happens if a student is sick?

All sick students should be referred to the Welfare Manager or Centre Manager. If deemed necessary a member of OIEG staff will escort the student to a GP or hospital. If this does happen, the student must take their ID and any medical insurance documents (or EHIC Card) with them in the instance that they may be required.

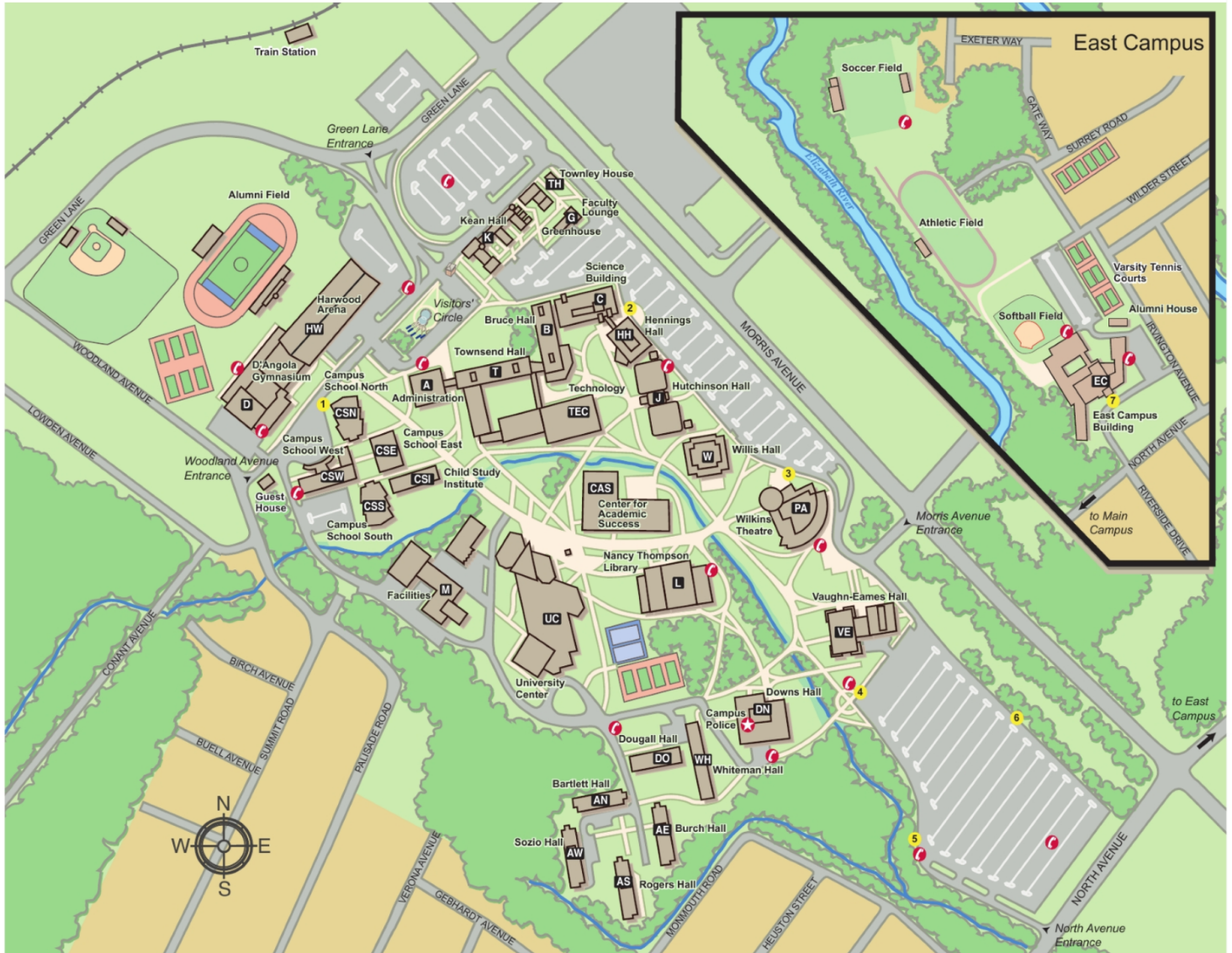
Do you have any other questions?

Please do not hesitate to contact the sales team or our OIEG staff if you are on campus!

Emergency number: Given on arrival at campus - monitored 24/7. Please use only in real emergencies.

CAMPUS MAP

Campus Map



Administration Building (A)
 Bartlett Hall (AN)
 Bruce Hall (B)
 Burch Hall (AE)
 Campus School East (CSE)
 Campus School North (CSN)
 Campus School South (CSS)
 Campus School West (CSW)
 Child Study Institute (CSI)
 D'Angola Gymnasium (D)
 Department of Public
 Safety and Police (DN)
 Dougall Hall (DO)
 Downs Hall (DN)
 Facilities (M)
 Greenhouse (G)
 Hutchinson Hall (J)

Kean Hall (K)
 Nancy Thompson Library (L)
 Harwood Arena (HW)
 Hennings Hall (HH)
 Center for Academic Success (CAS)
 Rogers Hall (AS)
 Science Building (C)
 Sozio Hall (AW)
 Technology (H)
 Townley House (TH)
 Townsend Hall (T)
 University Center (UC)
 Vaughn-Eames (VE)
 Whiteman Hall (WH)
 Wilkins Theatre (PA)
 Willis Hall (W)

East Campus
 East Campus Building (EC)

Bus Locations

- #1 CSW (across from D'Angola)
- #2 NAB (front of building entrance)
- #3 TPA (by backstage lot)
- #4 VE (by security booth)
- #5 VE (walkway to North Ave., by blue emergency phone)
- #6 VE (across from the blue phone facing Morris Ave.)
- #7 EC (front of building entrance)



OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2019

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PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS OR NEED MORE INFORMATION