

# SAN DIEGO STATE UNIVERSITY SAN DIEGO

CENTRE GUIDEBOOK



**SUMMER 2018**



**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 4 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 SAN DIEGO STATE UNIVERSITY:

San Diego State University is a public research university, and is the oldest and largest university in San Diego County. It was founded in 1897, and is the third oldest University in the California State University system. The university has grown considerably in reputation and size in the last decades, with an average student body of 34,000 and featuring top-25 athletics in Men's basketball and football (US), SDSU has been awarded the title of *best small research university* four years in a row, and sponsors the second largest number of Fullbright Scholars in the State of California.



David Brown and Robert Darell with  
HRH The Prince of Wales

# STAFF AT YOUR SUMMER CENTRE

## Operations Manager

The Operations Manager works year-round to prepare logistics for the camp, to liaise with incoming groups, and to serve as a support to the on-campus management team. They provide a valuable link between your initial booking and the delivery of your program on-campus.

## 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 SDSU

When you arrive at San Diego State University you will be shown to your accommodation. The dormitory at SDSU has a mix of bedroom configurations ranging from single rooms to quad rooms. Bedrooms include a bed, cupboard, desk and chair for each student. Universities in the USA will not clean the room during your stay, so students are responsible for keeping their own rooms clean and washing their own linens.

At OIJP we aim to ensure students are split by genders (either by corridor, floor or boarding house). 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 Oxford International Junior Programmes staff.

Once at the accommodation you will be shown your bedrooms and given the keycard for the dormitory. One of the Oxford International Junior Programmes staff will then 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 early in 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 nearest common room where your group can relax. Please be aware that a \$100 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:**

Oxford International Juniors Program  
415 Broadway  
San Diego, CA 92101  
Please note that it is not possible to receive mail and packages at SDSU. The address above is for our Adult Language School.

## **Shop/Café:**

There are multiple indoor and outdoor cafes on campus, and more just off campus at SDSU. There is also a snack shop near the dormitory, and elsewhere on campus.

## **Social Spaces:**

Every dormitory has a large common room (usually on the ground floor). These can be used for relaxing and socialising in the evening. Often group leaders use this area as an evening meeting point or rehearsal space.

## **Bank/Post Office:**

ATMs are located on campus, and there are banks a short drive/bus ride away. There is no usable post office on-campus.

## **Religious Centres:**

SDSU student union has interfaith prayer rooms. Churches, Mosques and Synagogues are nearby via public transportation

## **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.

## **Laundry:**

Laundry rooms are located in the dormitory and can be accessed at any time. The Center staff will help you obtain laundry cards, which can be loaded with money to activate the machines.

## **Security:**

There is an on-site security team available 24 hours to monitor the grounds and access points. There are no safes in the bedrooms, however OIEG will have a safe in their office, and this can be used to store money/passports.

## **Local Transport:**

SDSU features a major transit hub for public transportation. Busses and trolleys (Metro trains) enter and exit pedestrian-safe areas on campus.

## **Sports Facilities:**

SDSU has large, open fields for sports, sand volleyball courts, and swimming pools that can be used at any time. An Olympic-sized swimming and exercise facility can be used for a fee.

## **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.

## **Computer Access:**

WiFi is accessible across the campus.  
Please speak to your centre manager regarding access codes.

## **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.

## **Swimming pool:**

All dormitories have access to a swimming pool. Swimming pools do not have a lifeguard on duty, so it is swim at your own risk, and supervision is required for students under 18 years old.

## **Hospital/Doctors:**

Nearest Hospital: Alvarado Hospital, (one stop east on the metro)  
First aid trained staff are available on site.

## **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 #SDSUsummer #oxfordinternational #oijuniorprogrammes



# STUDENT PACKING LIST

Summer weather in Southern California is very pleasant and consistent. Average daily temperature is 24°C but the temperature at night is cooler. Rain is rare, but the sun can be stronger than it seems, due to the mild temperature. For this reason, we recommend student bring sunscreen and bottles for water.

## 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
- Sunglasses
- 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
- Costumes for discos
- Swimming costume/trunks

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



# EXCURSIONS

## BEACHES

San Diego is known for its miles of beautiful beaches, and some excursions will be on or near a beach. These can happen on afternoons or on weekends.

Along with swimming and other water activities, beach locations feature shopping, sightseeing, tidepooling and sports such as soccer and volleyball. Surfboards, bodyboards and bicycles are available to rent for a small fee. Our full-day trip to La Jolla Beach features a viewing of wildlife such as seals and sea lions, and a trip to the Birch aquarium. Our full-day trip to Belmont Park features a beach-side roller coaster and amusement park.

## THE ZOO

- The San Diego Zoo is one of the best Zoos in the world, ranked #1 in 2015. Don't miss the Gorillas, Pandas, Koalas, or Crocodiles. The Zoo spans over 100 acres, and features more than 650 different species.

## WALKING TOUR

Our walking tour of downtown San Diego will feature the Gaslamp District (shopping and dining), a stop at Petco Park (baseball stadium), and will end at Seaport Village, the first 'port' in San Diego, which now hosts restaurants, souvenir shops, street performers, and harbor views.

## 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 USS Midway is a world war II Aircraft Carrier, complete with aircraft from over 60 years of US military history. The US Maritime Museum features ships from the 1700s (and a Russian submarine!). We will also visit Old Town San Diego - the original site of San Diego which features our cultural roots as part of old Spain and Mexico.





# 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 either be on-campus or downtown in the Gaslamp District. 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 UK 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 2018**

## 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 in San Diego, 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 SDSU it will be made up of trips to popular spots around town, including a Beer & Pizza night, Jazz night in Balboa Park, and a trip to the Iconic Sunset Cliffs. 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 San Diego without worrying about students!

# EXCURSIONS FROM SDSU

NEW for 2018, we have selected some excursions for you and your group to enhance your experience in the US. These half day trips, full-day and overnight trips are designed to enhance your experience of San Diego and Southern California.

You can choose from excursions to Los Angeles, trips to waterparks, or specialized watersport activities. 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.



# SAN DIEGO SURF SCHOOL

We are pleased to offer this activity elective which includes 3 lessons per week - 2 hours per lesson - for students staying at our campus in San Diego.

The Surf School is located in Pacific Beach, one of the most popular surfing spots in San Diego.

All equipment is provided by the surf school and there will be a private shuttle from campus to and from the surf school.

This activity elective will take place during afternoons, which means students will miss some half day excursions. This activity has an extra cost of \$185.00 per week.

Please let us know in advance if your students wish to join this activity.



# 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	San Diego walking tour	Welcome Pool Party
Day 3	Lesson 2	Little Italy and Maritime Museum	Onsite Activities
Day 4	Lesson 3	Visit to USS Midway	Onsite Activities
Day 5	Lesson 4	Visit to Old Town San Diego	International Night
Day 6	Lesson 5	Half day Harbour Cruise	Beach Bonfire - Ocean Beach
Day 7	Full day excursion to San Diego Zoo	Full day excursion to San Diego Zoo	Onsite Activities
Day 8	La Jolla Cove with Birch Aquarium	La Jolla Cove with Birch Aquarium	Disco Downtown
Day 9	Lesson 6	Balboa Park and Museum	Onsite Activities
Day 10	Lesson 7	Lesson 8	Ten Pin Bowling Evening
Day 11	Lesson 9	Pacific Beach and Bodyboarding	Talent Show
Day 12	Lesson 10	Visit to Fashion Valley Mall	Onsite Activities
Day 13	Excursion to Belmont Park	Excursion to Belmont Park	Disco Downtown
Day 14	Optional Excursion	Optional Excursion	Onsite Activities
Day 15	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 US. For this reason we have created an Optionals Booklet. This booklet contains information about destinations across the whole of the US 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 US) 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!



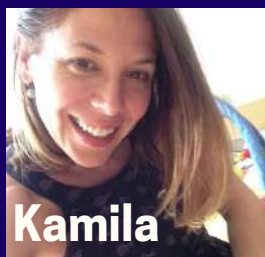
**Gary**

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!



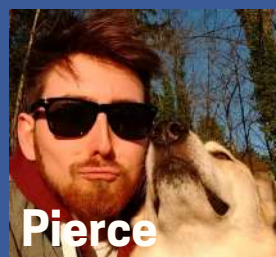
**Theo**

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 Canada and he oversees all the programmes in Toronto and Vancouver.



**Justin**

Justin is the Operations Manager in the USA and he oversees all the programmes in San Diego and New York.



**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!



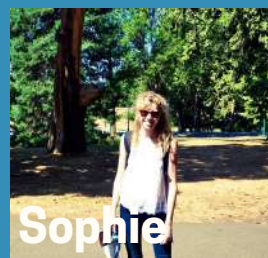
**Paul**

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



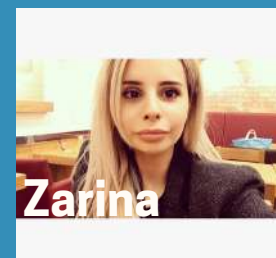
**Daniel**

Daniel is the Admissions Manager, he looks after all the bookings. Daniel enjoys singing and playing guitar.



**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. 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?** Yes. It is highly recommended that students lock their rooms. OIEG cannot take responsibility for lost or stolen items, so student should be careful to secure valuables (or leave them at home). Please be aware that a \$100 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.

**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).

## **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 email 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.

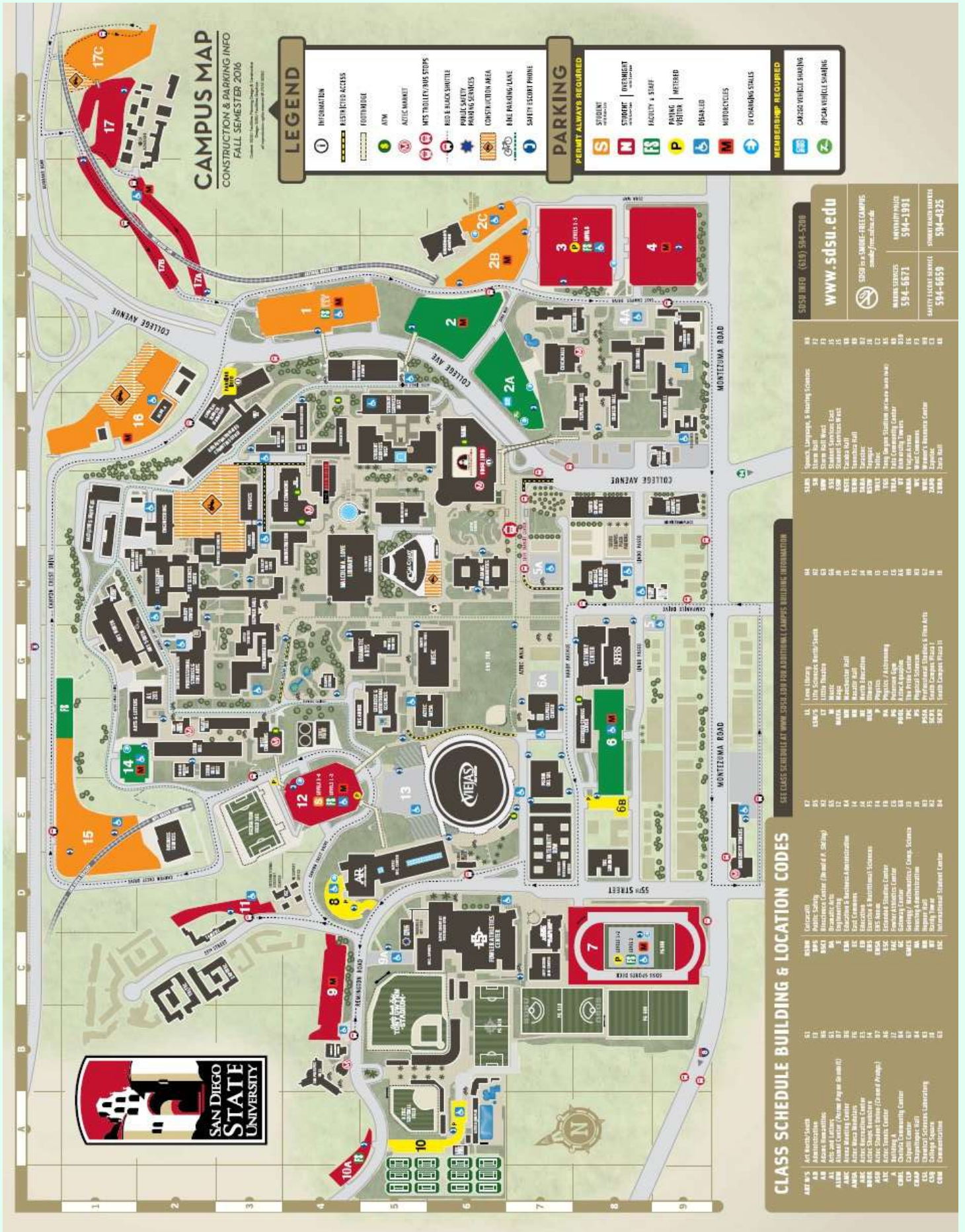
**What do I do if a member of my group has food allergies/dietary requirements?** The campus catering staff are very experienced in catering for all kinds of allergies or dietary requirements. During our 27 years of operation we have never had a problem with allergic reactions to food prepared on campus. 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 UK.

**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: **+1-619-770-8853** monitored 24/7. Please use only in real emergencies.

# CAMPUS MAP



# OXFORD INTERNATIONAL JUNIOR PROGRAMMES

—  
2018

HEAD OFFICE 259 GREENWICH HIGH ROAD SE10 8NB

+44 (0)208 312 8072

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

