

The Instructor's Guide

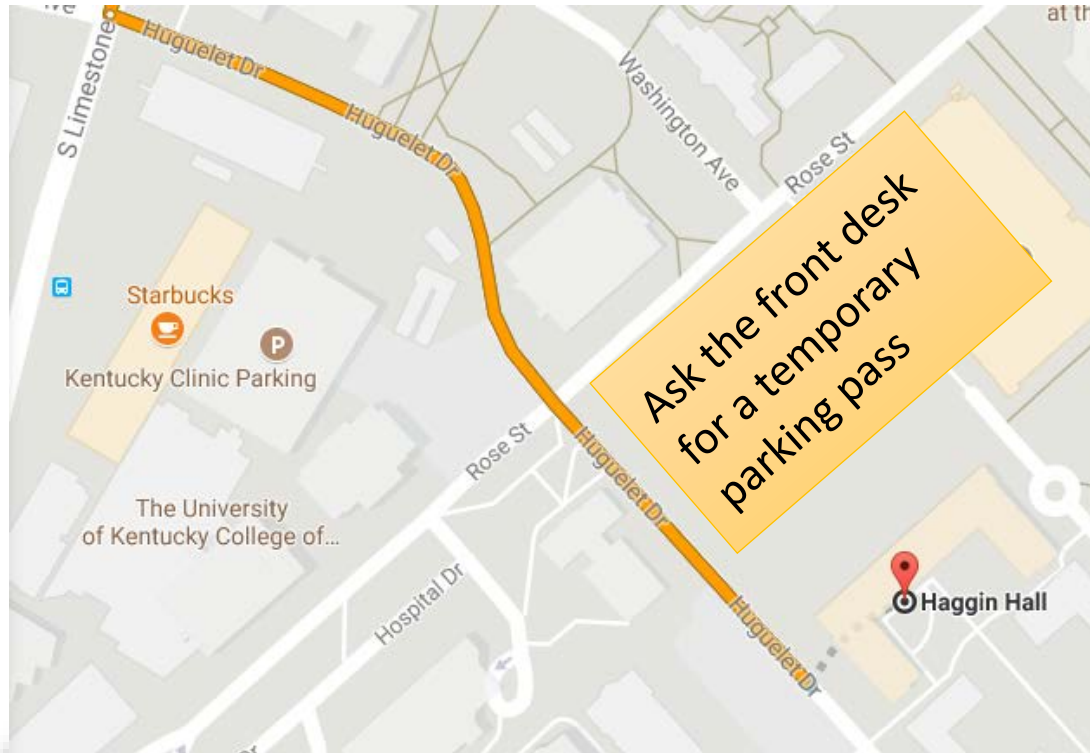


When should I Arrive?

- On or after **July 1st**
- Housing staff at Haggin Hall will be available **24/7**
- Official move-in/check-in day is **July 5th**
- **Opening night reception** is July 5th



Where should I go first?



Residence Hall:

Haggin Hall
325 Huguelet Drive
Lexington, KY 40526
USA



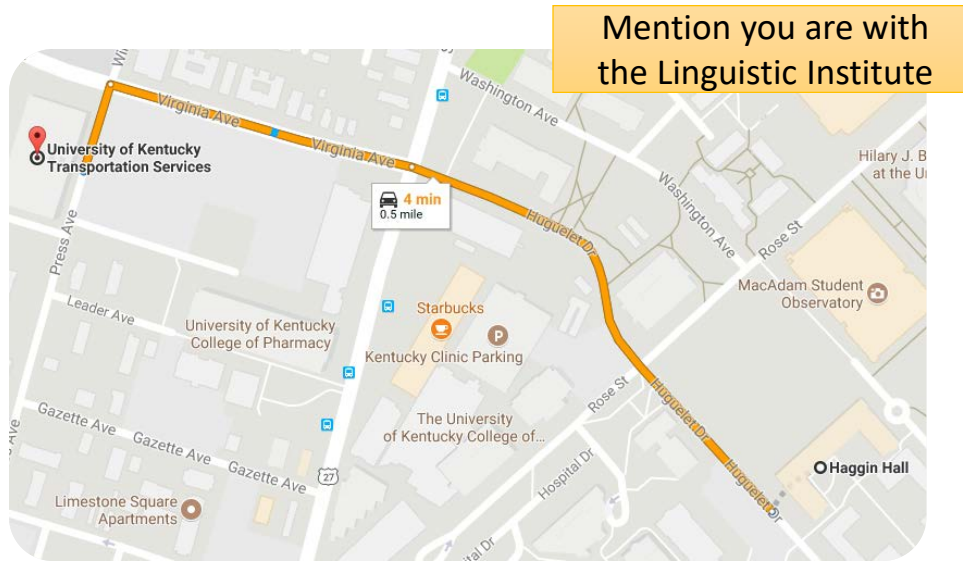
What is provided by Housing?

- Linens (sheets) **and** towels
- High speed internet
- Laundry Facilities
(\$1.25 to wash & \$1.25 to dry)
- Hospitable front-desk
staff available 24/7



Do I need a parking pass?

- **Yes!** You will need a parking pass or you will get a ticket!
- You can purchase your Parking Pass at the UK Transportation Services located at **721 Press Ave.**
 - Parking Office Hours: M-F, 7:30am-4:00pm (closed July 4th)

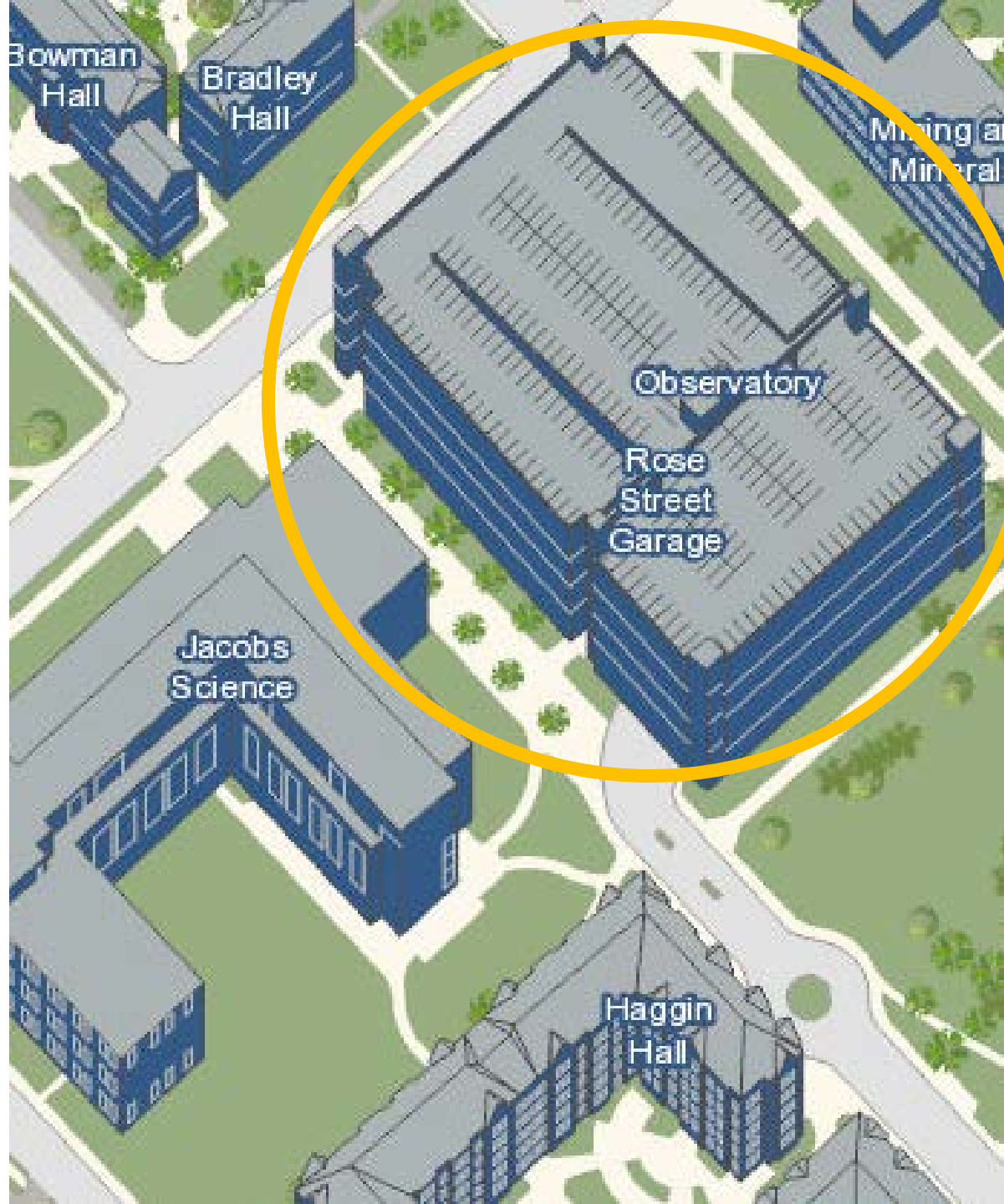


Save your receipt! (for reimbursement)



Where do I Park?

- After you pick up your parking pass, they will give you a map of where you can park.
- **Parking Structure #2** is right next to Haggin Hall and the Jacobs Science Building.



Where is the Institute office?



Main Office

Room 143

Jacobs Science Building

680 Rose St

Lexington KY 40508

Come CHECK IN on July 5th from 9:00am-4:00pm



What are the institute office hours?

- 8:30am – 8:00pm Monday - Friday
 - *Saturday/Sunday (TBD)*
- (859) 257-4964
- lsa2017@uky.edu



I'm TRAVELING BY CAR... What should I bring?

- At least one **lamp** (there is only overhead lighting in the housing)
- **Hangers** (for clothes)
- Things for the **kitchenette**: plates, cutlery, ways to store/chop/serve food, a few plates, jars, a mug, fork/knife/spoons, a small cutting board and knife, some Ziplocs and storage containers, and non-perishable snacks. There is a kitchen in the residence hall, with a stove and fridge, but no pots/pans/plates/etc.

Something to make the room feel like **home**:
a throw pillow, a camp chair, some extra pillows,
a couple of tchotchkes, and a photo of your dog



I'm TRAVELING BY CAR... What should I bring?

- Laundry and dish **soap**
- Coffee maker, rice cooker, electric kettle
- Ways to keep **dry** if it rains, **warm** if it's too chilly in the classrooms, and something to feel **fancy** in, in case you go out on the town (or for the opening night party)
- A **bicycle**
- A **robe** (if you are sharing a suite) and slippers/house shoes

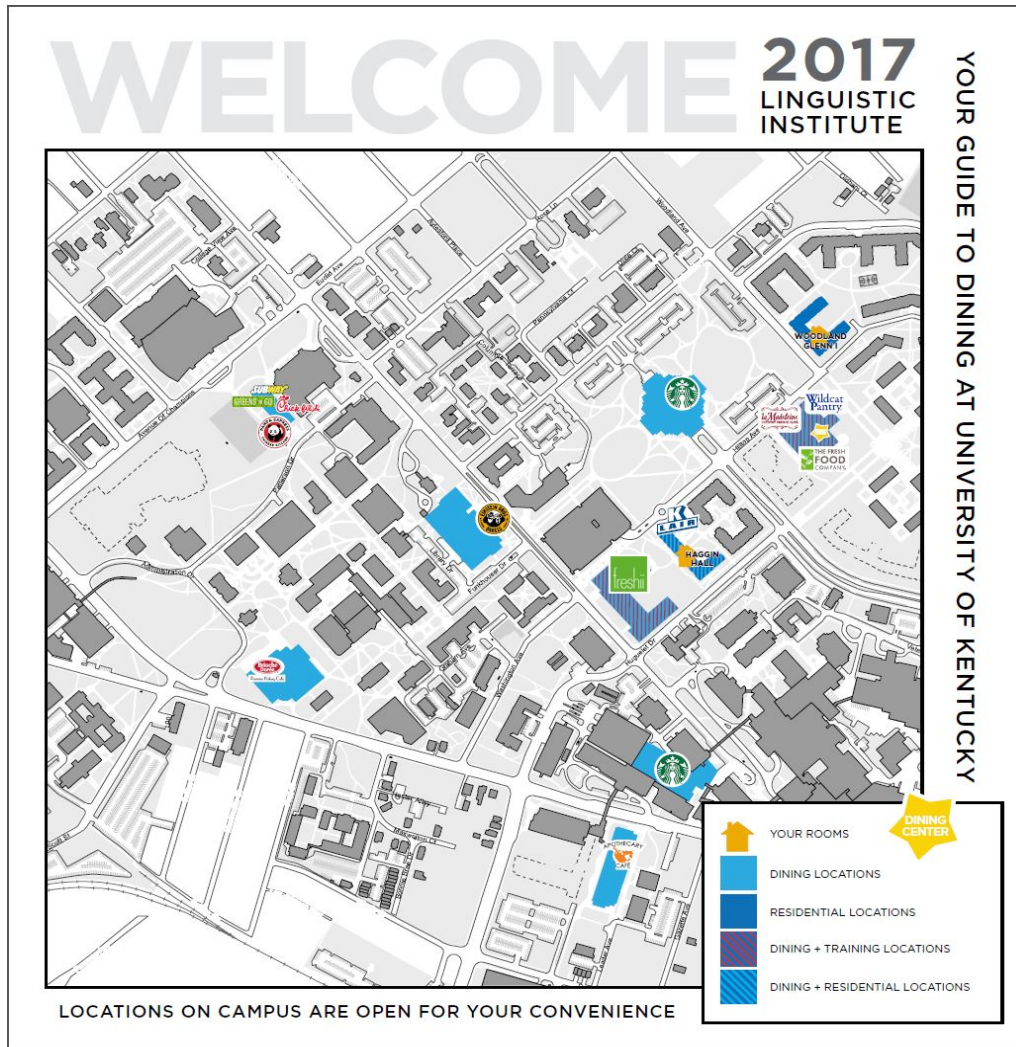


I'm *not* driving... anything I should be sure to pack?

- **Hiking** clothes/shoes (if you are interested in exploring the beautiful outdoors and/or **Mammoth Cave**)
- A **jacket** for rain and staving off the A/C
- At least one **nice outfit** for the **Opening** and for going out on the town



Where can I get something to eat on campus?



Check out our App or come by the main office for more information



Managing your Institute Course

Institute courses will be managed through **Canvas**, a flexible online content management system.

Log into Canvas here:

<https://canvas.instructure.com/login/canvas>

We have trained Canvas experts should you have any questions

REMEMBER YOUR LINK BLUE ID log-in.

This is needed for the classroom equipment.

(A/V, computer etc.)

**Last day for
schedule
changes is July
12th!**



Does the Institute offer credit for coursework?

The Institute **does not** offer credit for coursework, however, we will provide you a **transcript** if you wish to negotiate credit with your home institution.

What is the expected workload for an institute course?

The **workload** of each institute course should be equivalent of **one** graduate-level credit hour per course.



Where can I hold my Office Hours?

There is great space available in the basement of the William T. Young library you can use for **office hours**.

- *We also recommend the Starbucks lounge on the first floor (in library)*
- Additionally, there are small study rooms in the Jacobs Science Building



What about Reimbursement?

You will receive a **reimbursement envelope*** containing the following:

1. **Scope of Work form**
2. **Tax forms**
3. Instruction sheet detailing how to be reimbursed for **expenses**
4. Signed **Commitment Letter**
5. **Media Release Forms**
6. Personal Reimbursement Eligibility **Ledger**

*deliver this envelope to the **Institute Office** at the end of your stay

Itemized Receipt
Dos Amigos Restaurant
New York, NY

SALE

12-12-2014 10:32 AM

Batch #:04A2A
APPR CODE:3A6CE
Trace: 9
VISA ****3429


1 Tacos Del Mal Shrimp	14.98
1 Especial Salad Chicken	12.50
1 Fountain Beverage	1.99

Reimbursable

Sub-total: 29.47
Sales Tax: 2.50
Total: 31.97

TIP: _____
TOTAL: _____

APPROVED
THANK YOU
CUSTOMER COPY



Credit Card Receipt


Server: ALYSSA T Rec: 17
02/27/15 12:54, Swiped. T: 31 Term: 2

CARRABBA'S ITALIAN GRILL
683 University Parkway
Drex, UT 84097
(801)765-1222
MERCHANT #:

CARD TYPE ACCOUNT NUMBER
MASTER CARD XXXXXXXXXXXXX5537
DO TRANSACTION APPROVED
AUTHORIZATION #: 030798
Reference: 0227010000008
TRANS TYPE: Credit Card SALE



Non-Reimbursable (Not Itemized)

CHECK: 124.24
TIP: 20.00
TOTAL: 144.24

x 

***Duplicate Co


CARDHOLDER WILL PAY CARD ISSUE
AMOUNT PURSUANT TO CARDHOLDER



**NO
ALCOHOL**



University of Kentucky Guides

 (201) 555-0123

Text me the link!

Standard text messaging rates apply.



UNIVERSITY OF KENTUCKY GUIDES IS AVAILABLE ON THESE PLATFORMS:



After downloading, search
“LINGUISTIC INSTITUTE”



Is there a gym nearby?

Yes! The **Johnson Center** has:

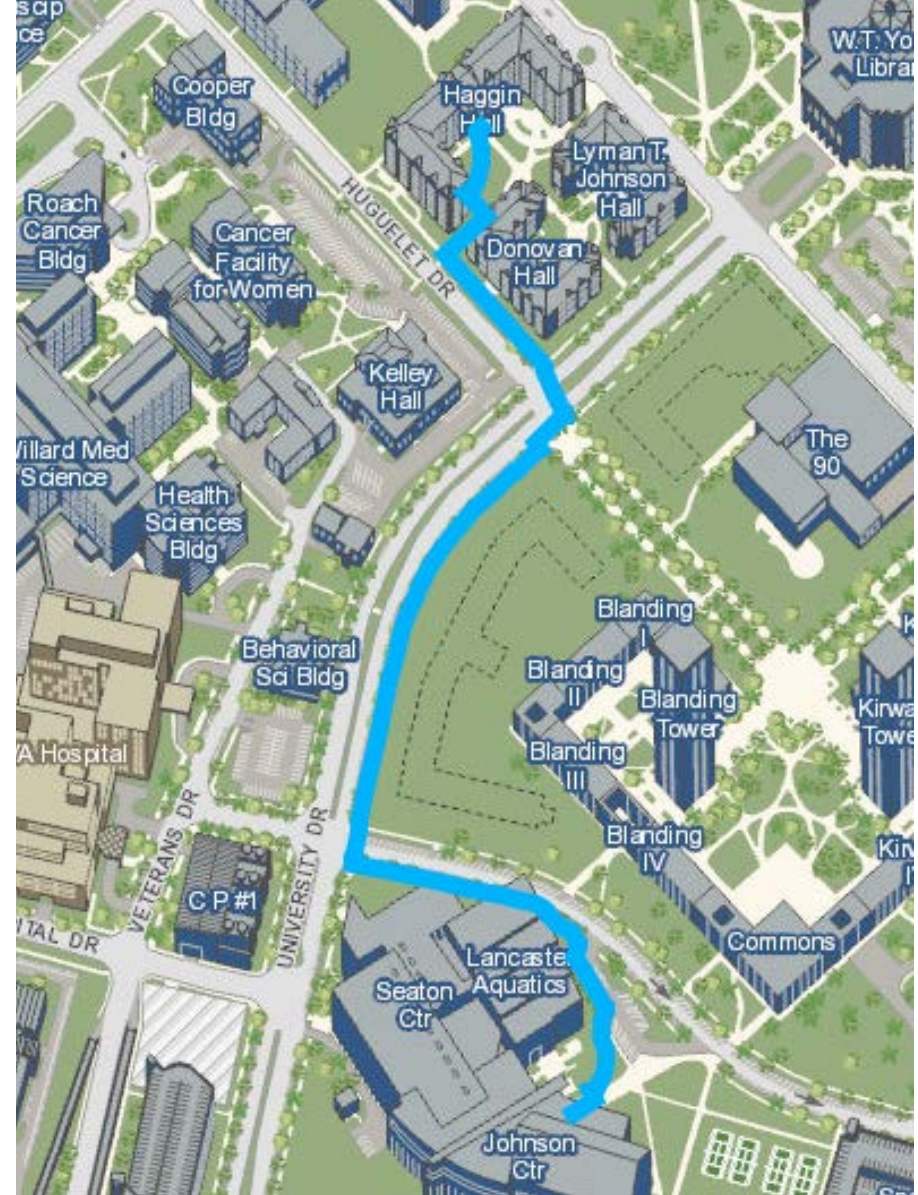
- Multi-purpose gymnasium
- Four-lane elevated jogging track
- Fitness/conditioning center
- Group fitness studio
- Cycling studio
- Four racquetball courts
- Climbing Wall
- Locker and shower facilities
- Lobby/lounge area
- Equipment check out

Hours of Operation:

Monday- Friday: 6am -9pm

Saturday & Sunday: 12pm – 4pm

Month Pass is available for **ONLY \$20**



Will I have a library card?

Yes!

One will be waiting for you at the Circulation Desk at the **William T. Young Library**, across the street from Haggin Hall



Library **hours** are as follows:

Monday-Thursday: 7am - 10pm

Friday: 7am - 5pm

Saturday & Sunday: 12pm - 5pm



Opening reception

When?

Wednesday, July 5, 2017 -
5:00pm to 10:00pm

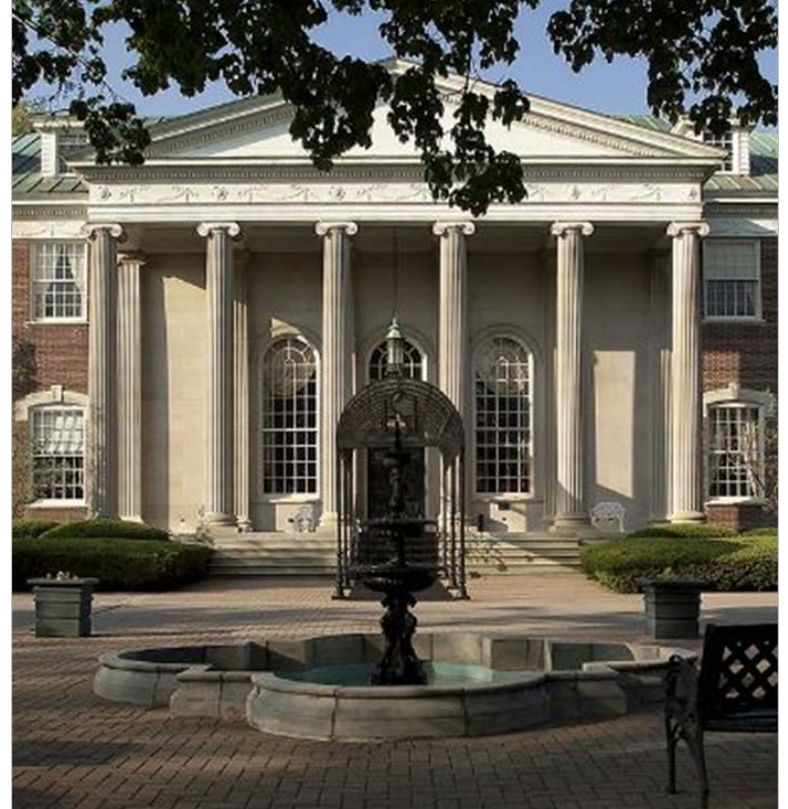
Where?

[The Club at UK's Spindletop Hall](#)

3414 Iron Works Pike
Lexington, KY 40511

Elegant casual attire.

*Bus transport provided. Bus pickup will be
at William T Young Library*



**Thank you for making this
Institute possible!**

