

Welcome to OISE Boston



WELCOME TO OISE BOSTON

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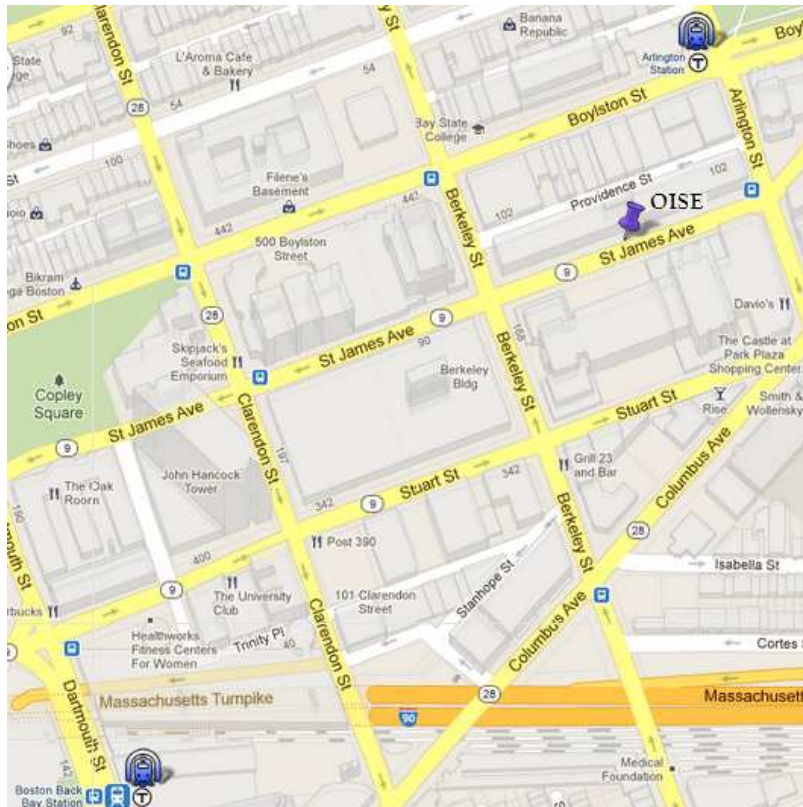
Who's who at OISE Boston

- Noel Radcliffe-Marrs - Principal
- Agnieszka Goldsmith - Academic Manager
- Stephanie Coleman - Sales & Marketing Coordinator

OISE Boston is located on the 10th Floor, Suite 1007, 31 Saint James Avenue, Park Square Building.

The school is a one-minute walk from the Arlington stop on the Green line subway and a five-minute walk from the Back Bay stop on the Orange line subway and commuter rail lines. In Boston the subway and bus system is called the 'T'.

If you have any problems finding the school, please call +1 617 357 6473. Outside of office hours, please call the 24 hour emergency cell number +1 857 222 6273.





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Your first day

Please come to school at 8.15am on Monday, be sure to bring your passport to gain access to the building.

8.15am	Coffee
8.30am -8.45am	New students' speaking assessment.
8.45am-9.00am	First day orientation & a school tour given by the Academic Manager.
From 9.00am	Classes begin

- The schedule you receive on Monday is valid for the whole week. Each week you will receive a new schedule which is posted on the board in the main area.
- Agnieszka will give you a *First Impressions form* on Wednesday. Please complete it and either return it to her directly or leave it on her desk. If you do have any serious problems, please do not wait and tell us about them as soon as possible.

Things to bring on your first day

- Passport/ID card (you will need this to enter the building on your first day)
- I-20 : If you came into the country using a F-1 visa (student visa), please bring your I-20. We will need to register you onto the SEVIS system.
- Medical Insurance Details



ACADEMIC

Thank you for choosing an Intensive language course here at OISE Boston.

OISE Boston is all about 'autonomous learning', which implies that you shouldn't be just a passive recipient of knowledge but should take more responsibility for your own learning process.

In OISE Boston, you and your teachers will both be actively involved in creating an academic program that suits your learning needs and utilizes your learning styles.

Classroom instructions are not teacher-centered, which might come as a shock to many students from more traditional academic settings. Here, the teacher is considered a facilitator of a teaching/learning process 'managed' by the learner.

This progressive way of teaching at OISE is a dramatic shift from an old-fashioned teacher-directed methodology and may make some students uncomfortable at first.

We, the OISE team, can assure you, however, that with our competent teachers and supportive staff, you will make a significant difference to the way you use English in your job or in your studies. We will help you get out of your comfort zone, to gain *confidence* in your ability which, with lots of *practice*, will quickly translate into better *performance*.

One thing to keep in mind throughout your time here:

'You will get out of this experience as much as you put into it!'

So, bring an open mind, lots of motivation and enthusiasm, and we will see you at OISE Boston soon!



Social Program

- Please consult the social program activities board located in the school lobby for the activities each week.
- Typically, there will be three activities each week; all are free of charge.
- All activities require you to sign up for them on the sign-up sheet.
- It is best to have your passport with you at all times. Public venues sometimes require identification for admittance. All establishments which sell alcohol will require you to show your passport to indicate that you are at least 21 years of age.
- From time to time we will take photos of lessons, social program, etc. These may be used in our promotional materials and on our website. We would also love to put them on our Facebook OISE Boston. If you would **NOT** like to have any of your photos used by us, please speak to one of the staff in the office.
- Please remember to inform your host family if you are going to be late home or be absent for dinner for any reason. If you do not have the number or need a phone, please speak to one of the OISE staff members.
- If you have any suggestions for the social program, please tell Stephanie and we can make sure these are on the program for future weeks.
- OISE Boston has a fan page on Facebook. Please add us to find out more about our activities and see photos of past excursions.
<https://www.facebook.com/OISE.Boston.USA>

Sports teams

Boston is a city obsessed by sport. The city boasts top teams across the four main sports of America.

Baseball at Fenway: The Boston Red Sox

Basketball at TD Garden: The Boston Celtics

Ice Hockey at TD Garden: The Boston Bruins

American football at Gillette Stadium: The New England Patriots

OISE Boston does not organize trips to these sporting events. We are very happy however, to help coordinate such excursions. You can buy the tickets directly from the teams' websites or look for tickets at www.stubhub.com.



About the main school

- OISE Boston is located at 31 Saint James Avenue in the Park Square building.



- The school is located on the 10th floor and is open between 8.15am and 6.00pm, Monday to Friday.
- *Ground Floor:*
Main Entrance and elevators to all other floors are found here. There are many shops and restaurants in the building lobby. You will need to use your security card at the security desk to enter into the building. If you forget your card, you may be required to sign in and show a form of identification. You will receive your security card on your first day at OISE Boston. Please return it on your last day.
- *Tenth Floor: (Main floor of the school)* As you exit the elevators, the school will be directly in front of you. Here you will find: the school offices, classrooms, library and study area with dictionaries, newspapers, and a selection of magazines in the lounge area along with the internet center. Coffee and snacks are served daily. Tea, coffee and cold water are always available in the school lobby. The restrooms are located just outside of the suite, you will find keys to access them in the school lobby.
- Mobile phones must be switched off during lessons! If you need to make a personal call on your cell phone, please use your phone in the corridor outside of the school or find an empty classroom to have a private conversation.



- Absence: If you are unable to attend your lessons for any reason, please contact us as soon as possible so that we can make appropriate arrangements. Please be sure to call +1-617-357-6473. If no one is available to take your call, please leave a message on the answering machine.
- Smoking is only permitted on Providence St. which is located behind the Park Square building.
- The 24-hour emergency phone number is: +1-857-222-6273
- The school has a wireless internet connection under OISE Boston; the password is: "cloud-tiger"
- Adapter plugs can be purchased at Radio Shack, 414 Boylston St. located just around the corner.

Lunch & breakfast

There are many places to get lunch and breakfast close by:

- Back Bay Sandwiches: Located in the lobby this place serves fantastic sandwiches, coffee and breakfast items such as: oatmeal, omelets and muffins.
- Subway: A chain sandwich shop.
- Samurai Express: Japanese cuisine with a focus on sushi.
- Souper Salad: Offers soup and also a salad buffet.
- Baccos: This place is part delicatessen, wine shop and also a gourmet sandwich shop.
- Park Square Café: A traditional 'greasy spoon' café. Here you can get fried breakfasts and lunches. They also serve coffee.

Gym

There are several gyms close by to the school offering short term membership.

- Reebok Cross Fit: Cross Fit is a new exercise craze that is becoming extremely popular in the US. Unlike a traditional gym in Cross Fit you do 1 hr workouts which are very intense.
- Boston Sports Club: A traditional gym with many cardio and weights machines. There are also group exercise classes and a swimming pool.
- Back Bay Yoga: Classes in Ashtanga and Hatha styles of yoga and meditation. Located very close to the school.

If you are looking for a gym that is close to your hotel or host family, please ask your concierge or host family.



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General Information about Boston

- Banks hours are 9.00am-5.00pm Monday to Friday, Saturday closing at 12.00pm

Bank of America
210 Berkeley St
+1-617-859-8011

Sovereign Bank
61 Arlington St
+1-617-423-0879

TD Bank
535 Boylston St
+1-617-266-0740

- Foreign Currency:
CXI Currency Exchange 100
Huntington Ave +1-617-266-3300
- Your bank from your home country might have an agreement with one of the major US banks. This means that when you withdraw money there may be a reduced charge. Please check with your home bank.
- The main post office is at 133 Clarendon St., and is open from 8.00am – 5.00pm Monday to Friday (+1-617-654-5371.)
- Public Transportation, MBTA, or commonly known as the “T” is the main means to commute within the city other than walking or hailing a cab.
- Closest subway stops to the school are Arlington (Green line) and Back Bay (Orange line). Please be attentive when purchasing your fare. Do not hesitate to ask an MBTA employee for assistance. If you purchase the incorrect fare you will need to resolve the issue with the MBTA Sales office.
- Charlie Ticket (paper): Riders pay standard fare plus a surcharge. Average fare is \$2.50 per ride.
Charlie Card (plastic): Riders pay standard MBTA fares. Average fare is \$2.00 per ride which includes metro + bus. In order to get a plastic Charlie Card you need to visit one of the special MBTA offices.
Some nearby stations where you can purchase the Charlie Cards are:
 - Back Bay (Orange line)
 - Forest Hills (Orange line)
 - Harvard Square (Red line)
 - Haymarket (Green & Orange line)
 - Kenmore (Green line)
 - North Station (Green & Orange line)
 - Quincy Center (Red line)
- Always check when the last bus or subway back to your home leaves.



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- Taxi companies: Boston Cab: +1-617-536-5010, Metro Cab +1-617-782-5500. Taxis can be hailed from the street at random; however there are some places in the city where they queue. When you are calling for a cab be sure to tell them your exact address as the driver will confirm with you when he arrives. Most taxis within the city accept credit cards, yet some only accept cash. Please check with them before your journey begins.
- Public bicycles can be rented and are located at several Hubway stations throughout the city: <http://www.thehubway.com>
- The nearest pharmacy is CVS, 587 Boylston St.
- The nearest stationery shop is The Paper Source, 338 Boylston St .
- Tipping: When dining out at a restaurant it is customary to leave a 20% of the total bill for tip. In some cases, if you have a party of 5 or more people the server might add gratuity automatically. When in large parties, check the bill for gratuity before tipping. When just grabbing a couple of beers or cocktails from a bar or night club, \$1 per drink is appropriate. When using taxi service, 15% tip is appropriate. If you are staying in a hotel and a doorman hails a cab for you or brings your bags to and from your room, \$5 tip is customary.
- Police: For emergency crimes only call 911, non-emergency crimes call: +1-617-343-4200.
- Identification: You should always have your passport with you at all times to identify who you are. It is common to check passports in the US especially when buying alcohol, cigarettes or when visiting a large public venue like a sports game or concert.
- General Laws: Laws always vary from country to country. Here is a list of major laws you should be familiar with.
 - Alcohol & Cigarettes: It is against the law to sell or give alcohol and/or cigarettes to minors. In the state of Massachusetts the minimum age to buy cigarettes is 18; the minimum age to buy alcohol is 21. Expect liquor stores and restaurants to ask for identification when you order alcohol. Some places automatically ask you, even if you are much older than 21!
 - Alcohol Consumption: You may be fined for drinking alcohol in public - e.g, while walking on the street or in a park. If police feel that you are being drunk and disorderly you could be fined and/or arrested (charge of public intoxication requires that the person be intoxicated to the degree that he/she is a danger to him/herself or another person).
 - Drugs: It is illegal to purchase, sell or use illegal drugs.
 - Police: You should always obey a Police Officer; disobeying may lead to imprisonment.
 - Sexual Harassment: Offensive comments or behaviors of a sexual nature in the form of harassment is illegal.
 - Smoking: You may not be allowed to smoke in some public areas. If you do smoke in these areas then this could result in a fine.



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- Squirrels: We are very lucky to have Boston Common as our neighbor; this is a beautiful public park and a great place to eat your lunch. There are many squirrels here, but please do not feed them. Students have been bitten whilst sharing their food with them and as a precaution they have had to get rabies injections.
- Medical care: In true Emergencies, call 911. Ambulances or Emergency room visits should be reserved for true emergencies only (also, these services tend to be quite expensive). In the event that you need to see a doctor there is a walk-in clinic close to the school.

Chisholm-Demertine Urgent Primary Care Walk-in Clinic: 581 Boylston Street Suite 800
Boston, MA 02116 T 617-247-1400

Places of Worship

Roman Catholic - Our Lady of Victories
Church, Isabella St Boston

Jewish - Temple Israel
477 Longwood Avenue Boston

Methodist - Old West Church
131 Cambridge St Boston

Muslim - Mosque For The Praising Of
Allah
724 Shawmut Ave Boston

Baptist - First Baptist Church of Boston
110 Commonwealth Ave Boston

Sikh - Gurdwara Sikh Sangat
10 Thorndike St Everet

Anglican - Church of the Cross
29 Stanhope St Boston

Buddhist - Shambhala Meditation Center
646 Brookline Ave Brookline

Nearing the end of your stay in Boston

- If you need to leave early on Friday, please inform a member of the academic staff so that we can make the necessary arrangements.
- If you have booked a taxi transfer, please speak to the accommodation officer on Thursday morning to check the time and place the taxi will collect you.
- Your feedback is extremely important to us. Please fill in your end of course questionnaire and give it to a member of the academic staff. In exchange, we will give you a Certificate and your End of Course Report. The report uses the levels as set out by the Common European Assessment Framework. These levels are described in the earlier section of this booklet concerning your placement test.
- Souvenirs can be purchased in Faneuil Hall market place.



COMPLAINTS PROCEDURE

OISE Boston complaints procedure

We hope that you will be pleased with every part of your stay here at OISE Boston; however, if you do have a problem this is what to do...

Talk to someone immediately. Please do the following and we will do our best to resolve the issue. We pride ourselves in our flexibility and we will find a solution.

- If your problem is related to your lessons please speak to your teacher
- If the problem persists, please speak to the Academic Manager, Agnieszka Goldsmith and then to the Principal, Noel Radcliffe-Marrs, if needed.
- If your problem is connected to your accommodation, please speak with your host family, hotel or apartment first and then to the Principal, Noel Radcliffe-Marrs, if needed.
- If you wish to ask any questions regarding your booking or if you wish to make any changes please speak to our Sales & Marketing Coordinator, Stephanie Coleman.
- Any other major problem or complaints, please speak to the Principal, Noel Radcliffe-Marrs.

Please be aware that OISE Boston will not tolerate any form of abusive behavior towards its staff or learners. If at any time you feel you have been the victim of any form of abusive behavior, please talk in confidence to the Principal, Noel Radcliffe-Marrs.

If you would rather write, please contact the Director of the school:

noel.radcliffe-marrs@oise.com

