

**Participant Resource Booklet:**



**Young Southeast Asian Leaders Initiative  
YSEALI**



**Leading and Organizing for  
Change in Southeast Asia  
LOCSEA**



September 7 – October 13, 2017



Center for Southeast Asian Studies  
Northern Illinois University  
DeKalb, IL, U.S.A.



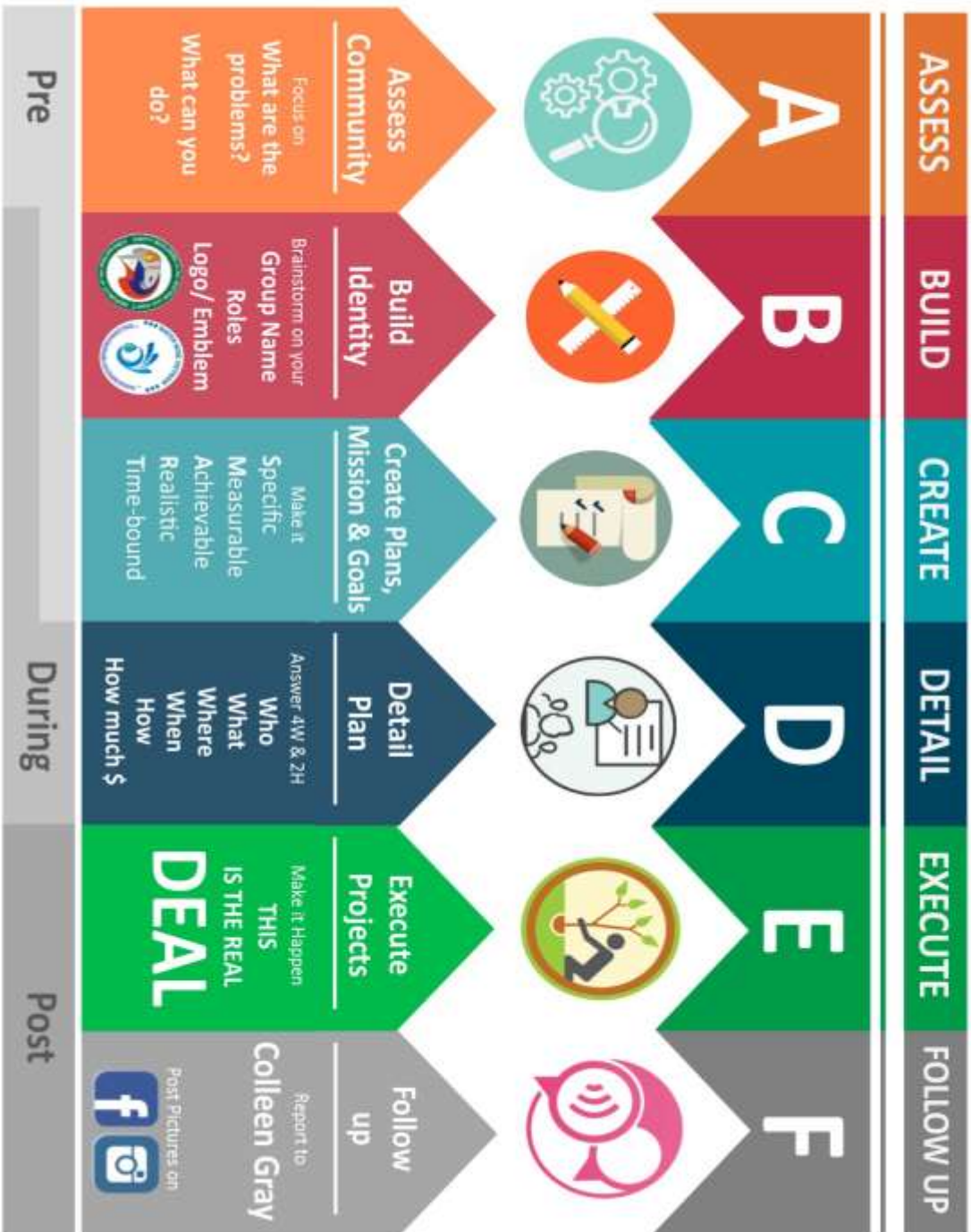
Funded by the U.S. Department of State Bureau of Education and Cultural Affairs

## CIVIC ACTION PLANS

While at NIU, all YSEALI academic fellows will choose an issue of concern in their country or in the region on which to conduct research and develop a civic action plan to organize for change upon their return. You will have access to and assistance at the library to conduct research on their chosen issue. During the course of the academic residency, staff will guide you through the steps to create an action plan. At the conclusion of the academic residency, each fellow will present his/her action plan to the group and to invited university faculty and local community leaders. Staff and your peers will evaluate and offer feedback in order to improve and enhance your civic action plans. Staff will follow up with you after your return home to provide support and collect data about projects for at least six months.

### Steps to Completing Your Civic Action Plan

1. Choose a Topic
2. Assess the needs and resources in your community in relation to your topic
3. Conduct research using internet and library resources to:
  - A. Understand complicating factors
  - B. Finding multiple solutions and assess their value
  - C. Find a way to apply or adapt solutions to your community
  - D. Consider resources in and beyond your community
4. Construct a Civic Action Plan which details:
  - A. Mission and Goals
  - B. Detailed actions to be taken
  - C. Stakeholders and sponsors
  - D. Budget approximations
  - E. A timeline for implementation
  - F. An organizational structure and plan for decision-making
  - G. Expectations for staffing/volunteering and sustainability of program is applicable
  - H. Constraints of actions
5. Prepare a 10 to 15 minute presentation on your Civic Action Plan
6. Incorporating feedback, launch your Action Plan when following your return home.
7. Meet with and/or submit reports regularly to YSEALI/LOCSEA staff with information regarding progress on and completion of your Action Plan.
8. Civic Action Plan



## PROGRAM LOCATION

**Illinois** is the fifth-most populous state in the USA and the most populous state in the Midwest region. Sixty-five percent of its residents are concentrated in “Chicagoland,” so most of the state has either a rural or a small town character. Illinois has industrial cities and great agricultural productivity in central and northern Illinois and natural resources like coal, timber, and petroleum in the south.



Chicago was founded in the 1830s on the banks of the Chicago River. Growth of industrial jobs in the northern cities and coal mining in the central and southern areas attracted immigrants from Eastern and Southern Europe. Railroads and John Deere's self-scouring steel plow turned Illinois' rich prairie into some of the world's most productive and valuable farmlands. Illinois was an important manufacturing center during both world wars. In the early 1900's, many African Americans from the South migrated to Chicago for work, established a large community that created the city's famous jazz and blues scene.

Illinois is a leading producer of soybeans, corn, and swine. It also produces cattle, wheat, oats, sorghum, hay, sheep, poultry, fruits and vegetables, buckwheat, horseradish, ostriches, fish, and Christmas trees. Illinois' 76,000 farms cover more than 28 million acres, almost 80 percent of the state's total land area. The average size of an Illinois farm, including hobby farms, is 368 acres with most acreage devoted to grain, mainly corn and soybeans. Nearly 10 percent of Illinois farms have swine, 23 percent have beef cows, and about 3 percent have dairy cows.

**Northern Illinois University** (NIU) is a public state university with over 22,000 students and nearly 1,200 faculty members. The main campus is located in DeKalb, Illinois, approximately 65 miles west of Chicago. It also has campuses in Rockford, Hoffman Estates, and Naperville to provide distance education to those areas. NIU was founded as a normal school or teaching college, but now includes colleges of Business, Engineering and Engineering Technology, Health and Human Science, Liberal Arts and Science, and Visual and Performing Arts as well as Education. There are 57 undergraduate majors and 80 graduate programs, including 20 Ph.D. programs. Undergraduate enrollment is approximately 16,000 and enrollment in graduate or law school stands at about 6,000.



NIU has moral commitments to supporting diversity and service. Such programs like University in Diversity and multicultural clubs on campus, are “designed to acknowledge, educate, and celebrate the diversity of the Northern Illinois University campus community relative to race, gender, sexual orientation, culture, religion, and physical ability.” The student population comes from various ethnic backgrounds, with approximately 40% of the student body being made up by ethnic minorities. Additionally, there are almost 800 international students from 122 different nations also attending NIU. The university also believes in enriching learning through experience and through service, through activities such as internships, study abroad, and community learning.

NIU is represented in crimson and black and by the huskies mascot, Victor E. Huskie. It is a NCAA Division 1 University in the Mid-American Conference for their sports. This means that there is a great deal of team spirit on campus related to various sports, such as baseball, basketball, football (the major Fall sport), golf, gymnastics, running, soccer, tennis, volleyball, and wrestling.



**DeKalb, Illinois** is only a little over an hour from downtown Chicago and O'Hare International Airport. Despite this, DeKalb maintains its own unique character as a university community with both urban and rural roots. DeKalb has much to explore and enjoy with historical buildings, national and local entertainment, in addition to shopping, dining and recreation.



DeKalb is known as the "Barb City," because Joseph F. Glidden invented barbed wire here. The City of DeKalb was earlier a manufacturing and agricultural town – famous for their corn. Now it is a community of 45,749, in addition to students attending NIU. Some of the highlights of DeKalb are its classic downtown, running a short distance along Lincoln Highway, the Barb Wire Museum, the Ellwood house, and the Kishwaukee River. In the downtown there are local businesses, cafes, bars, and restaurants, including thrift stores, sporting goods, hip gift shops, sports bars, and two Thai restaurants. There is additional shopping and restaurants along Sycamore Road. Just north of DeKalb, is the city of **Sycamore** with around 17,000 residents. Sycamore is also a picturesque American town, with a courthouse, a central business district, and historic homes. While distinct towns, DeKalb and Sycamore blur into each other, with the business corridor and the Kishwaukee healthcare area running along Sycamore Road and DeKalb Road between. Many of NIU students, staff and faculty live in Sycamore.

**Chicago** has numerous nicknames, including: "Chi-town," "Windy City," "Second City," and the "City of Big Shoulders." Chicago is the largest city in the US state of Illinois and the third largest city in the USA, behind New York and Los Angeles. It has nearly 2.7 million residents and the metropolitan area, often called "Chicagoland," which has around 9.5 million people includes parts of Illinois, Wisconsin, and Indiana.

On August 12, 1833, the Town of Chicago was organized with a population of around 200, and within seven years it grew to over 4,000. The City of Chicago was incorporated on Saturday, March 4, 1837. It is located between the Great Lakes and the Mississippi River watershed. Chicago was a hub between the eastern and western US, with its first railway and the Illinois and Michigan Canal each opening in 1848, and a major manufacturing and retail center, especially meatpacking. The canals allowed access from the Great Lakes to the Mississippi River and beyond to the Gulf of Mexico.



Chicago is a hub for industry, telecommunications and infrastructure, with O'Hare International Airport being the second busiest airport in the world. It is a center for business and finance and is one of the world's top ten Global Financial Centers. Chicago can also proudly call itself the home of the current President of the United States, Barack Obama.

Around 1900, Chicago experienced difficult as its water supplies became contaminated with sewage and industrial waste from the Chicago River, which flowed into Lake Michigan, polluting the primary source of fresh water for the city. In 1900, the city undertook a major engineering feat that reversed the flow of the Chicago River so that water flowed from Lake Michigan into the river.

Sources: <http://en.wikipedia.org/wiki/Illinois> & <http://www2.illinois.gov/>  
<http://en.wikipedia.org/wiki/Chicago> & <http://www.cityofdekalb.com/>

## CULTURAL EXCURSION GUIDE



### Martin Luther King Jr. National Historic Site

The Martin Luther King, Jr. National Historic Site consists of several buildings including Martin Luther King, Jr.'s boyhood home and the original Ebenezer Baptist Church, the church where King was baptized and both his father Martin Luther King, Sr. and he were pastors.

The visitor center contains a museum that chronicles the American Civil Rights Movement and the path of Dr. Martin Luther King, Jr. The "I Have a Dream" International World Peace Rose Garden, and a memorial tribute to Mohandas K. Gandhi are part of the site, as is the "International Civil Rights Walk of Fame" which commemorates some of the courageous pioneers who worked for social justice.



### The King Center

The King Library and Archives in Atlanta is the largest repository of primary source materials on Dr. Martin Luther King, Jr. and the American Civil Rights Movement in the world. The collection consists of the papers Dr. King and those of the organization he co

founded, the Southern Christian Leadership Conference, as well as the records of 8 major civil rights organizations and of several individuals active in the Movement. The archives also include more than 200 oral history interviews with Dr. King's teachers, friends, family and civil rights associates.

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### Center for Civil and Human Rights

The Center was first imagined by civil rights legends Evelyn Lowery and former United Nations Ambassador Andrew Young and was launched by former Mayor Shirley Franklin. The effort gained broad-based corporate and community support to become one of the few places in the world educating visitors on the bridge between the American Civil Rights Movement and contemporary Human Rights Movements around the world.

## CULTURAL EXCURSION GUIDE



**Birmingham Civil Rights Institute** is a large interpretive museum and research center in Birmingham, Alabama that depicts the struggles of the American Civil Rights Movement in the 1950s and 1960s. The permanent exhibitions are a self-directed journey through Birmingham's contributions to the Civil Rights Movement and human rights struggles. Exhibitions focus on the history of African-American life and the struggle for civil rights. The Oral History Project, one of the museum's multimedia exhibits, documents Birmingham's role in the Civil Rights Movement through the voices of movement participants.

**The 16th Street Baptist Church** is a Baptist church in Birmingham, Alabama, that is frequented predominantly by African Americans. In September 1963, it was the target of the racially motivated 16th Street Baptist Church bombing that killed four girls in the midst of the American Civil Rights Movement. The church is still in operation and is a central landmark in the Birmingham Civil Rights District.



**Brown Chapel A.M.E. Church** is a church in Selma, Alabama, United States. This church was a starting point for the Selma to Montgomery marches in 1965 and, as the meeting place and offices of the Southern Christian Leadership Conference (SCLC) during the Selma Movement, played a major role in the events that led to the adoption of the Voting Rights Act of 1965. The nation's reaction to Selma's "Bloody Sunday" march is widely credited with making the passage of the Voting Rights Act politically viable in the United States Congress.

**The Edmund Pettus Bridge** was the site of the conflict of Bloody Sunday on March 7, 1965, when armed policemen attacked peaceful civil rights demonstrators with billy clubs and tear gas as they were attempting to march to the Alabama state capital of Montgomery.



## CULTURAL EXCURSION GUIDE



**The National Voting Rights Museum and Institute** is the only such Institution of its kind in the world. Photography and video exhibits, documents, personal notes and artifacts from the struggle are housed in its archives. The National Voting Rights Museum and Institute offers the United States of America and the world the unique opportunity to learn from the lessons of the past and to secure our rights for the future. It is a place where past and present struggles and future possibilities can be viewed, studied, felt, remembered and appreciated.

The National Voting Rights Museum and Institute opened its doors in 1993, as a permanent memorial to the struggle to obtain voting rights in America for disenfranchised Americans. The Mission of the National Voting Rights Museum and Institute is to collect, exhibit, interpret and document images and artifacts related to the history of Selma, the Voting Rights struggle, Voting Rights in America, and the Civil Rights Movement.

**The Rosa Parks Museum's** purpose is to uphold and interpret for the public benefit, education and enjoyment, materials related to the events and accomplishments of individuals associated with Montgomery Bus Boycott. The Museum includes a permanent exhibit, a time machine, temporary exhibit space, archives, classrooms, an auditorium and conference room. The Museum is a major landmark in the revitalization of downtown Montgomery constructed on the site of the old Empire Theatre where Mrs. Parks made her courageous and historic stand in 1955.



**The Southern Poverty Law Center** was founded in 1971. The Southern Poverty Law Center is an internationally recognized leader in advancing civil rights and seeking justice for the most vulnerable members of our society. Using litigation, education, and other forms of advocacy, the SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality. The SPLC organizes its work in six programmatic priorities: Hate and Extremism, Children at Risk, LGBT Rights, Immigrant Justice, Economic Justice, and Teaching Tolerance.





### **Willis Tower, Chicago, Illinois, USA**

At a towering 1,450 feet and 110 stories, Willis Tower remains the tallest building in the western hemisphere. Completed on May 3, 1973, the Willis Tower was the world's tallest building until the construction of the PETRONAS Towers in Kuala Lumpur, Malaysia in 1998. With the antennae, the building was 1,729 feet tall. The Sears, Roebuck & Co. ordered the construction of the building under the firm Skidmore, Owings, and Merrill.

### **Millennium Park, Chicago, Illinois, USA**

Discover a state-of-the-art collection of architecture, landscape design and art that provide the backdrop for hundreds of free cultural programs including concerts, exhibitions, tours, and family activities. In Millennium Park, you'll find a new kind of town square – a lively, spectacular gathering spot located in the heart of the city and a destination for Chicagoans and visitors alike.



### **Lincoln Memorial**

The Lincoln Memorial commemorates the President Abraham Lincoln for his leadership during the American Civil War. Henry Bacon designed the memorial with inspiration from the temples of ancient Greece with elements such as the 38 Doric columns. Overall the memorial is 190 feet long, 119 feet wide, and nearly 100 feet tall. The Piccirilli Brothers with Daniel Chester French as the supervising sculptor carved the 19-foot tall sculpture of Lincoln. Approval for construction came from Congress in 1910 and construction began in 1914 and opened 1922.

### **Martin Luther King, Jr. National Monument**

Named in honor of Civil Rights leader Martin Luther King, Jr., the memorial commemorates the movement for equality in the United States. Born to the son of pastor in 1929, Martin Luther King received his doctorate in systematic theology and practiced non-violence to achieve his political goals. King organized numerous boycotts, rallies, and marches to protest institutionalized discrimination against African-Americans in particular. In large part because of his efforts, President Johnson signed the Voting Rights Act of 1965 to ensure that African-Americans and all eligible Americans could vote without intimidation, threats, or legal obstructions. An assassin shot and killed Dr. King in Memphis, Tennessee on April 4, 1968. In 1996, President Clinton signed to law the permission to build a Martin Luther King, Jr. Memorial monument in Washington, DC.





### FDR Monument

Franklin Delano Roosevelt (January 30, 1882 – April 12, 1945), also known as FDR, was the 32nd President of the United States (1933–1945). He led the United States during some very harrowing times, including the end of the Great Depression and the Second World War. FDR was instrumental in the creation of the United Nations following the world and Bretton Woods, which established the International Monetary Fund and International Bank for

Reconstruction and Development During his first 100 days, Roosevelt pushed through legislation, called the New Deal, that produced new jobs, economic growth, and reform of the financial system. This assisted in the US economic recovery between 1933 and 1937. FDR lent support to the Allies in WWII but remained neutral until December 7, 1941, when the Japanese attacked Pearl Harbor. FDR was able to grow beyond a disability brought on by a childhood bout of polio and stands now as an example of how persons with disabilities can reach great success and contribute in huge ways to their communities. During his presidency, however, while he used a wheelchair in private, he made a point not to be seen with it in public as it might be perceived as weakness.



### White House

Construction began in 1792 with George Washington as president, but was not finished until 1800 when John Adams was president. James Hoban designed the building as the architect. The private residence was open free to the public and remains so at this time. Fire damaged the White House in 1814 during the War of 1812 and in 1929 when Herbert Hoover was president. Harry Truman renovated the White House during his presidency. Currently the White House has 132 room, 35 bathrooms, and 28 fireplaces. - <http://www.whitehouse.gov/>



### The US Department of State

As the lead U.S. foreign affairs agency, the U.S. Department of State has over 265 diplomatic locations around the world, including embassies, consulates, and missions to international organizations. The Department also maintains diplomatic relations with most countries in the world, as well as with many international organizations. The Department is responsible for promoting peace and stability in areas of vital interest to America, and helping developing nations establish stable economic environments. It is a source of support for American businesses abroad, working to achieve fair business practices in commerce, trade, manufacturing and other interests—while also identifying viable opportunities for American businesses.

### The Smithsonian

Founded in 1846, the Smithsonian is the world's largest museum and research complex, consisting of 19 museums and galleries, the National Zoological Park, and nine research facilities.



## PROGRAM EXPECTATIONS

**Class Sessions:** On most days there will be both a morning and an afternoon session. Times and locations for lectures and other events can be found in your planner, so keep it handy. Additionally, watch your planner for departure times for field trips and other events of campus. Staff members will also review upcoming events with the group. It is important that you are on time for all sessions and events.

**Civic Action Plans:** You will develop a civic action plan for community service. Details on how to do this will be discussed in session. There will also be several guided work sessions in which you will have the opportunity to ask questions and get assistance with your civic action plan. Civic action plans will be presented before you leave NIU. Please refer to the Civic Action Plan project page in this booklet for further details.

**Reporting:** Each participant will be expected to submit a copy of their Action Plan PowerPoint and complete evaluations in a timely fashion. Continued reporting on Action Plans and follow on activities are also expected following your return to home countries.

**Facebook:** We encourage you to use the Facebook program page to communicate with each other. It is not required but it is a nice way to keep in touch, share information about your achievements, and continue your new friendships beyond the program.

**Behavior:** In all that you do and say, in person, in private, and on media sources, keep in mind during your time here **you are a representative of your country** and that your actions can reflect positively or negatively on people other than yourself. It is possible that many of the people you meet while in America will have never met a person from your country or area. Building positive relationships is part of what the program is all about. Please, review and sign the [Code of Conduct in the Appendices](#).

**Security:** While you are here you need to have your name badge, insurance card, program cell phone, and the phone numbers for program staff with you at all times. Be smart about your nighttime activities. While DeKalb is a small town, it does have crime and areas which should be avoided at night. When you have free time and choose to leave campus, please let a staff member or other participant know where you are going so that we can contact you in case of emergency. You should always plan on returning to campus before any scheduled activities and arrange your activities to allow you to get enough rest to fully participate in program activities.

**Visits from relatives and family friends:** Visits from relatives and friends are allowed only in the evenings when there is no YSEALI activities planned. YSEALI staff must be provided with the names and contact numbers from your visiting relatives at least 72 hours before a visit is expected. Relatives or friends wishing to take a participant out to dinner should email their request to Colleen at cgray3@niu.edu. Be mindful that your first priority while here must be program activities.

Participants are expected to abide by the **no travel during the program** policy. Participants who miss program activities risk being sent home early.

## RETURNING HOME

When returning home, we hope that you will carry with you new friendships, great memories, and new skills and knowledge in leadership, diplomacy, and civic action. Your involvement with LOCSEA should not cease on November 5, but should continue on through communication with other participants, the U.S. Embassy, and YSEALI staff in the United States.

**Reporting on your Projects.** As you have important achievements with your Action Plans or in your life (like scholarships, leadership roles, etc.) contact program and NIU staff so that we can showcase your achievements in our publications. You may post information on the Facebook page, but also email information to Colleen at [cgray3@niu.edu](mailto:cgray3@niu.edu) and Liz Denius at [edenius@niu.edu](mailto:edenius@niu.edu).

**Completing Program Requirements.** We expect each group and each participant to demonstrate civic action in their home countries by working to complete their action plan. Following completion or new stages of progress, we expect participants to send detailed accounts of their actions. For this purpose, surveys will be sent out electronically 3 months and 6 months after the completion of your time here, to collect your reflections on the program and how it has helped you in your service. Additionally, YSEALI staff will meet monthly online or by phone at

**Completing Post-Program Evaluations.** Program and program evaluations help us to improve the program by seeing what works and what does not. Your feedback is very important. Your evaluations help to evaluate how well the program has prepared you for your Action Plans.

**Keeping in Touch with Staff.** Many staff and lecturers welcome continued contact with participants, for collaboration, basic interest, and for strong bonds of friendship. We encourage you to maintain these contacts through email, telephone, and social networking sites. Please inform us at [cseas@niu.edu](mailto:cseas@niu.edu) and [cgray3@niu.edu](mailto:cgray3@niu.edu) if you change your email address.

**Keeping in Touch with New Friends.** Today, there is no reason to lose touch with new friends from other countries. We have created a program Facebook page where you can post messages before, during, and after the program. This is a great place to stay in touch with your new friends, we also encourage you to find creative ways to meet physically or virtually following the program.

**Sharing and Connecting with the Alumni.** The US State Department also encourages participants to join the U.S. Department of State's Bureau of Educational and Cultural Affairs alumni website. This site allows you to network, share stories and information, seek opportunities for funding and work, and enjoy various other resources. You may find this at <https://alumni.state.gov/>. You may also connect with other alumni with Exchange Alumni at Exchanges Connect, at <http://connect.state.gov/>.

## ACCOMODATIONS

**Allowance:** You will receive an allowance for meals not provided by the YSEALI program. You will be responsible for budgeting these funds over the course of the program. This allowance will be sufficient to pay for modestly priced meals in restaurants in DeKalb, on the study tour, and Washington, D.C. If your expenses are greater than this allowance, you will be responsible for the difference.

**Cultural tour fees:** YSEALI will pay for entrance fees for program-related tours. You may choose to participate in additional activities, but you will be responsible for these costs.

**Meals:** Some meals are provided as group meals or through Huskie Bucks for on campus meals, but others will be paid out of your allowance.

- Resident Hall cafeterias have reasonably priced meals which can be paid for in Huskie Bucks or cash
- **Blackhawk Food Court** is an inexpensive cafeteria located on the lower level of HSC.
- *Tip: you are allowed to take a piece of fruit (like an apple or an orange) and an ice-cream with you from Neptune Dining.*
- *There are a number of reasonably priced restaurants near campus. A list and map will be provided.*

**Accommodations:** During the program you will be staying at a variety of accommodations: the residence hall in DeKalb, a variety of hotels on the study tour, and in Washington, D.C. While at the hotels, it is important to not disturb others and to not hangout in the hallways. While you are welcome to explore the residence hall and hotels, if you leave the building, please follow the rules outlined in the security section.

**Internet:** Wireless internet should be available in the residence hall as well as the Holmes Student Center. After you receive your log-in ID, you can log on to computers in the lab in both the HSC and the library. Wi-fi will be available in all or most of the hotels we use on the study tour. If you wish to upgrade your connection or connect elsewhere, you will be responsible for the additional cost.

**Waiting Area for Bus Pick-up (for group field trips):** The NIU bus will pick you up from the **HSC east entrance on Normal Road** (not in the bus turnaround area where campus/local buses pick up). Please assemble quietly in this area **ten minutes** before pick-up time. It is essential that everyone is **on time**. The group cannot wait for latecomers.

## HOLMES STUDENT CENTER

**Location:** YSEALI sessions and initial housing are at Holmes Student Center (HSC) on the campus of Northern Illinois University (NIU). The HSC is the hub of the University and the local bus system. The HSC contains the following:

- Meeting rooms, including Hunt, Capitol, Illinois, Heritage, Lincoln, and University Suite.
- The Sky Room, used for meetings and special events, provides a great view of DeKalb and the surrounding area.
- Several dining locations: The College Grind, Coffee Corner, Subway, the Huskies Hub, and the Black Hawk Food Court
- The One Card Office where you will receive a NIU ID with your picture on it.
- The University Bookstore, where you can purchase books, school materials, snacks, and NIU wear and trinkets.
- ATM is located on the ground floor.
- The Huskies Den, with bowling, billiards, XBOX gaming, a video arcade, and a snack bar.
- A lounge with comfortable seating, meeting tables and a piano.
- The Sandburg Auditorium where performances and classes take place.
- Wireless internet, which works best on the first or second floors.



## NEPTUNE HALL

**Room Assignments:** You must stay in the room you are assigned. You should not sleep over in other participant's rooms, both because this is rude to their assigned roommate and because staff need a clear idea of your location in case of emergency.

**Curfew hours:** Be smart about nighttime activities. DeKalb does have crime and areas which should be avoided at night. When you have free time and choose to leave campus, please let a staff member or other participant know where you are going so that we can contact you if needed. You will need multiple forms of identification to get into the dorm after 10pm. We will review this in class.

### Room responsibilities

- Do not leave your room messy and cluttered. Tidy up your room each morning.
- Lock your door.
- Please observe quiet hours after 10:00 pm.
- Use utensils, appliances, equipment only for their intended use.
- Before re-charging your cell phones, check its voltage before plugging it in. If it's not **110V**, you will need an adapter or a transformer.
- **You are not allowed to have overnight guests.**
- Be respectful of your roommate, do not have guests in your room.
- If you have questions concerning your room, please contact your dorm Community Advisor.

**Cell Phones:** You will be given a cell phone that will have 450 minutes preloaded on it. The phone should always be with you and you should use it for the YSEALI program. When you run out of minutes, it is your responsibility to purchase more minutes.

**Telephone:** Use phone cards for all long distance or international calls. You may also use your cell phone for long distance **domestic** calls.

**Phone cards:** You will be provided with a piece of paper (phone card) with instructions and a PIN to assist you in making short phone calls to your family and friends back home. If you lose this or your PIN you may contact a staff members to have them reprint these. Each person is provided a calling credit on the phone card.

**Transportation:** The **NIU Huskie Bus** system has a number of buses running regularly throughout DeKalb and its shopping areas. Familiarize yourselves with the NIU bus schedule and explore DeKalb during your free hours! Bus **7** goes to the shopping areas in DeKalb. It leaves the HSC bus turn-around every hour on the hour (:00).

**Laundry:** Laundry may be done on campus. You will use your Huskie Bucks to pay for each load. It is \$1.25 to wash and \$0.75 to dry a load of laundry. We will provide soap.

**Medical Procedures:** In case of a medical emergency, an ambulance may be summoned by calling 911. If you need medical care, you will need your U.S. State Department insurance card. In addition, you will have a copay of \$15 before the appointment.

If you are feeling ill and it is not an emergency situation, please let a staff member know. They will be able to direct you towards the proper medical assistance.

Remember to carry your insurance card with you at all times. Contact one of the program staff if you need medical attention so we are aware of any problems and may be of assistance to you.

In addition to your insurance coverage for the 5-week program, you will have insurance coverage for two days before and two days after the official program dates to allow for your international travel period.

**Emergency Procedures:** In case of emergency, first call emergency personnel (call 911 if necessary). Then call either:

**Colleen Gray 815-531-5625**

Or

**Center for Southeast Asian Studies 815-753-1771**

Young Southeast Asian Leaders Initiative

# WHAT TO PACK

A guide to great travelers



**YSEALI!!!**

Here are the must have items for your trip. Make use of the checklist below

It is in your interest to keep your luggage light and compact because you will have to carry whatever you bring

## 1 Carry-On Luggage



## 2 Check-In Suitcase



## 3 Suggested

- Extra glasses
  - National Souvenirs
  - Family Photos
- BAGPACK** for overnight trips



\*\*\*Note that these are not requirements

TYPE YOUR NAME(s)  
520 College View Court  
DeKalb, Illinois, 60115, USA  
815-753-1771



**Carry-On Luggage:**

- Passport
- Documents (DS 2019)
- 2-Days of Clothing
- Pocket Money

**Check-In Suitcase:**

- Prescribed Medicines
- Electronic Devices
- 1 Businesslike attire
- 1 very casual

**1 week Daily Clothing**

- sneakers
- National Costumes
- Jeans
- Warm Jacket

**Note:**

\*\*NIU has some warm coats for temporary loan to foreign students)





# THINGS YOU CAN & CAN'T

*In your carry-on...*

	<b>DOCUMENTS</b> Passport, Boarding pass, and Nametag with insurance card	<b>LIQUIDS</b> No liquids, gels, creams, or paste over 100 ml	
	<b>CLOTHINGS</b> Enough for a 5-days clothing	<b>FOOD and DRINKS</b> Purchased foods and drinks <u>outside</u> the airport, and canned goods	
	<b>ELECTRONICS</b> Laptop, mobile phones, tablets, camera.	<b>SHARP OBJECTS</b> Knife, pair of scissors, and other pointed objects	
	<b>TOILETRIES</b> Prepare a go-bag or travel-sized toiletry items. Make sure it's less than 100 ml.	<b>WEAPONS</b> Brass knuckles, guns, baseball bat, and also large belts	
	<b>MEDICINES</b> Bring proof of prescription from a doctor if necessary	<b>FLAMMABLE MATERIALS</b> Gas, matches/lighter, hair spray, and batteries	

**REMINDER**

Luggage size: 10 X 16 X 24 cm  
Luggage weight: 23 Kilos

**DON'T TRY TO BE SNEAKY !!!**  
**ILLEGAL OBJECTS ARE NEVER ALLOWED**  
**ON A PLANE**  
*(When in doubt, check it in)*





## List of Religious Services

**1. Immanuel Lutheran Church**

511 Russell Road

Services Sundays 8:00 and 10:30am

**2. Newman Catholic Student Center**

512 Normal Road

Services Wednesdays 11:30 am and 8:30 pm, Saturdays 3:30 pm, and Sundays 8:30 pm

**3. Islamic Center of DeKalb**

801 Normal Road

Friday Prayer Times at 1:15 and 2:15 pm

**4. St. Paul Episcopal Church**

900 Normal Road

Services Sundays 8:00 am and 10:30 am

**5. First Congregational United Church of Christ**

615 North 1<sup>st</sup> Street

Services Sunday at 10:00 am and Wednesday at 9:00 am

**6. St. Mary's Catholic Church**

329 Pine St

Services Monday-Friday at 7:00am, Saturday at 8:00 am and 4:30 pm, and Sunday 8:30 and 10:30 am

**\*\*\*Second Sunday of Month have mass in Vietnamese at 1:30pm\*\*\***

**7. DeKalb First United Methodist Church**

321 Oak Street

Services Sunday at 9:00 and 10:30 am

Map of Service locations on the next page

# Map Religious Services



## PRACTICAL INFORMATION

### TELEPHONE

A house phone may be used to call the Center for SE Asian studies if needed at 815-753-1771. All other call should be made on your program cell phone or using you phone card.

**International calls** are placed by first dialing 011, then the country code followed by the telephone number.

**011 + country code + telephone number**

The <b>country codes</b> for Southeast Asia are:			
Brunei	673	Malaysia	60
Burma/ Myanmar	95	Philippines	63
Cambodia	855	Singapore	65
Indonesia	62	Thailand	66
Laos	856	Vietnam	84
** Rates vary greatly for international calls.			

**For any emergency (to reach police, ambulance, or fire department): 911**

### Non-Emergency Numbers

Police: **1(815)748-8400**

NIU Police: **1(815)753-1212**

Kishwaukee Hospital: **1(815)756-1521**

Fire Department /Ambulance: **1(815)748-8460**

Center for Southeast Asian Studies:

**1(815)753-1771**

Colleen Gray: **1(815)531-5625**

### INTERNET

You will be given a student number and password. These can be used to access the internet from the computer labs in the HSC and at Founders Library. The labs located in Holmes Student Center are: **HC 023** in the basement. Founders Library across from the HSC is located at **FO 393**, located on the third floor.

### MONEY

All **U.S. bills** are roughly the same color and size, so be sure to check bills' denominations. Bills in the following denominations are commonly used: **\$1, \$5, \$10, \$20, \$50, \$100**. The sizes of **U.S. coins** do not indicate their value. Below, there are the most common coins. However, US currency has been changing recently, so you may receive money which looks slightly different.



### CALENDAR DATES

In the US dates are written as month/day/year. So while 4/7/14 would be July 4, 2014 in many locations, it is April 7, 2014 in the United States. It is best to write out dates using the month name in order to avoid confusion (ex: April 7, 2014).



### **TIPPING**

For some services in the U.S. it is customary to give a tip (a small amount of money paid directly to the person who provides the service in addition to the fee for the service or product). Some common tipping situations are listed in the table.

Situation	Customary Tip
<b>baggage handling</b>	\$1 per bag
<b>taxis</b>	15% of fair, but never less than 25 cents
<b>restaurants</b>	15 to 20% of the bill (not necessary to tip at cafeterias, fast food restaurants, or for carryout/to go meals)

### **PERSONAL BELONGINGS**

When we go to Atlanta, Georgia; Washington, DC and when you go beyond, there will a 50 lb. limit on each bag that you carry and a limit of two bags. If you exceed these limits, you must cover the charges. Both when we are on campus and when we travel, you are responsible for your own belongings, including your class materials, personal belongings, and identification.

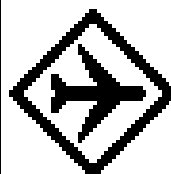
### **ALCOHOL AND TOBACCO**

Smoking is no longer allowed anywhere on NIU's campus. In the US, smoking is not typically allowed in buildings and is restricted to certain areas away from doors and vents outside of buildings. It is illegal in the U.S. for people under the age of 21 to have, use, or try to buy alcohol (including beer and wine). If you are under 21, you may be turned away from pubs, especially at night.

### **JET LAG**

#### **Tips to Deal with Jet Lag**

- Follow the normal eating and sleeping patterns of your new time zone.
- Resist taking naps in the middle of the day since it will make it more difficult to sleep at night .
- Take a walk, exercise, or plan activities with friends during the day when you find you are tired.
- Get some sunlight during the day to help you body's clock to reset.



Jet Lag is the physical shock of your body adjusting to a new time zone. Its intensity will depend upon how many time zones you have crossed during your travel to the United States. While your body is adjusting to a new daily rhythm, you may experience headaches, disorientation, sleeplessness or sleepiness. You may experience 'jet lag' for a few days after your arrival.

### **MEETING PEOPLE**

- Americans tend to maintain a **relatively large physical distance between** one another in conversations or social meetings. Each person has a different 'comfort zone,' so do not be offended if an American takes a step back as you approach him or her in a conversation.
- Although it is customary to shake hands only with the right hand upon meeting someone, Americans often use either their right or left hands to give something to or receive something from another person.

## CULTURE SHOCK

This is the process of adjusting to a new country and a new culture, which may be dramatically different from your own. Climate, food, and landscapes, as well as the people and their ways may seem strange to you. Your English may not be as good as you expected. If you feel this way, do not panic; culture shock is a normal reaction. As you adjust to U.S. culture and attitudes and begin to know your way around, you will find yourself adapting to your new surroundings and way of life. The length and intensity of culture shock depends on the individual, but no one escapes it completely. The important thing to remember is that you are not the only one experiencing these feelings, many others before you have gone through it and you can talk to other participants and adults in the program.

### COMMON SYMPTOMS

- Extreme homesickness
- Physical complaints & sleep disturbance
- Depression & anxiety
- Lost sense of humor
- Boredom or fatigue
- Difficulty with learning & concentration
- Hostility & irritation

### COPING STRATEGIES

- Set reasonable goals and expectations.
- Establish priorities, with most important first.
- Don't isolate yourself.
- Talk to others to help you understand the culture.
- Eat properly, exercise, and get enough rest.
- Write and call home regularly.
- Remember its normal to feel overwhelmed, and it will go away.

### CULTURAL TIPS

- Try not to be judgmental. There is no right or wrong culture; no superior or inferior culture. Look for similarities rather than differences.
- Maintain a **positive attitude!** Don't let minor frustrations annoy you to the point of condemning the local culture. Learn as much as you can about the area. Sample American food. Don't avoid local specialties just because you are unfamiliar with them.

### VALUE SHOCK

You may find yourself faced with situations that are not accepted in your culture and may have trouble getting accustomed to them. This may include the informality of American life, political or religious attitudes, or the social behavior of Americans may seem amoral or unacceptable to you.

- Look for information on the things that surprise you or make you feel uncomfortable
- Try to be flexible, respectful and open-minded. This can be a great opportunity to learn more about topics that might be less popular or taboo in your country.
- Talk to someone from the same culture or religion that has been living in the United States for a while to learn how they have dealt with value shock.

## **APPENDIX 1: CONTACTS AND PROGRAM**

**A. Staff Contact List**

**B. Code of Conduct**



## STAFF CONTACTS

Name	Position		Email
Dr. Eric Jones	Acting Director, Center for Southeast Asian Studies		eajones@niu.edu
Dr. Gena Flynn	Director, Center for Black Studies		gflynn1@niu.edu
Colleen Gray	Administrative Director, YSEALI		cgray3@niu.edu
Rai Nihei	Administrative Director, SEAYLP		mhancock3@niu.edu
Liz Denius	Communications Manager, Center for Southeast Asian Studies		edenius@niu.edu
Lisa Heal	Office Manager, Center for Southeast Asian Studies		lheal@niu.edu
Nancy Schuneman	Business Manager, YSEALI		nschunem@niu.edu
Edward Byrd	Graduate Assistant, YSEALI		ebyrd@niu.edu
Sarah Greer	Graduate Assistant, YSEALI		sarahgreer@niu.edu
Ye Pyae Thu	Staff Member, YSEALI		ythu@niu.edu
Kyi Zai Min	Staff Member, YSEALI		kmin@niu.edu
Jordan York	Staff Member, YSEALI		jyork6@niu.edu

## CODE OF CONDUCT

*Please review the following code of conduct. Ensure that you understand that you will be expected to follow all parts of the agreement while in the program. These rules are set to support program goals and prevent harm to yourself, other fellows, and those you meet in the United States.*

### **During the Young Southeast Asian Leaders Initiative: Leading & Organizing for Change in Southeast Program, I will:**

- Remain mindful of my role as representative of my country, its government, the U.S. State Department, and Northern Illinois University (NIU).
- Make a strong effort to actively engage in all program activities and constructively work and interact with other fellows.
- Respect the needs and feelings of others and show kindness to all with whom I come in contact.
- Treat all fellows, staff, guests and others I meet with respect, regardless of race, creed, color, national origin, gender, sexual orientation, economic standing, or ability.
- Show respect for program staff, presenters, and guest lecturers through my attitude and behavior, including following directions and arriving promptly.
- Demonstrate a high-level of responsibility with my property and the property of others.
- Wear clothing that is appropriate to activities.
- Limit my use of electronic devices, including but not limited to: cell phones, music players, and hand-held games to non-instructional time. I am aware that loss, damage, or theft of such items is not the responsibility of program staff, NIU, or NIU employees.

### **During the YSEALI: Leading & Organizing for Change in Southeast Program, I will not:**

- Use physical violence, violent language, or threats, including but not limited to:
  - Fighting or using "Fighting words."
  - Bullying or intimidation
  - Roughhousing or wrestling
  - Use of weapons or other objects as weapons
  - Physical or verbal threats
- Bring items which are unlawful or prohibited, including but not limited to:
  - Weapons of any kind.
  - Drugs (including narcotics)
  - Fireworks or explosives
- Illegal use substances – including alcohol under the age of 21 or cigarettes while on campus – or engage in inappropriate and/or dangerous use of instructional or household materials.
- Operate a motor vehicle or motorized vehicle at any time.
- Disrespect your roommate and/or your roommates property.
- Engage in behavior which is sexually inappropriate, threatening, or harassing. This can include, but is not limited to, sexual misconduct, and touching oneself or others in a sexual manner.
- Leave campus or hotel properties for a long period of time without staff knowledge.
- Use profanity while in the classroom.
- Degrade others based on their race, national origin, gender, sexual orientation, or ability.
- Invite guests to sleepover while sharing a room with a YSEALI fellow.

*Having read and understood the Code of Conduct above, I agree to follow these policies during the YSEALI, I also understand that failure to comply with these policies will have consequences, which may include, but are not limited to, being prohibited from participating in some or all activities and being dismissed from the program.*

---

Participant's Signature

Participant's (Printed) Name

Today's Date

---

## **APPENDIX 3: OTHER RESOURCES**

**A. Conversion Charts**

**B. Your Safety and Security Online**

# CONVERSION CHART

## ENGLISH TO METRIC MEASURES

1 mile = 5280 feet &      1 foot = 12 inches  
 1 cup = 16 tablespoons = 8 fluid ounces  
 2 cups = 1 pint    &    2 pints = 1 quart    &    4 quarts = 1 gallon  
 1 pound = 16 ounces

**Distance**  
 1 mile = 1.609 kilometers  
 1 kilometer (km)  $\cong$  0.621

1 mi = 1.61 km  
 2 mi = 3.22 km  
 3 mi = 4.83 km  
 4 mi = 6.44 km  
 5 mi = 8.05 km  
 6 mi = 9.66 km  
 7 mi = 11.27 km  
 8 mi = 12.87 km  
 9 mi = 14.48 km  
 10 mi = 16.09 km  
 50 mi = 80.5  
 100 mi = 160.9 km

**Weight**  
 1 pound (lb) = 0.454 kilograms  
 1 kilogram (kg)  $\cong$  2.205 pounds

1 lb = 0.45 kg	100 lb = 45.36 kg
2 lb = 0.91 kg	110 lb = 49.9 kg
3 lb = 1.36 kg	120 lb = <b>54.43</b> kg
4 lb = 1.81 kg	130 lb = 58.97 kg
5 lb = 2.27 kg	140 lb = 63.5 kg
6 lb = 2.72 kg	150 lb = <b>68.04</b> kg
7 lb = 3.18 kg	160 lb = 72.57 kg
8 lb = 3.63 kg	170 lb = 77.11 kg
9 lb = 4.08 kg	180 lb = 81.65 kg
10 lb = 4.54 kg	190 lb = <b>86.18</b> kg
25 lb = 11.34 kg	200 lb = 90.72 kg
50 lb = <b>175.26</b> kg	
75 lb = 34.02 kg	

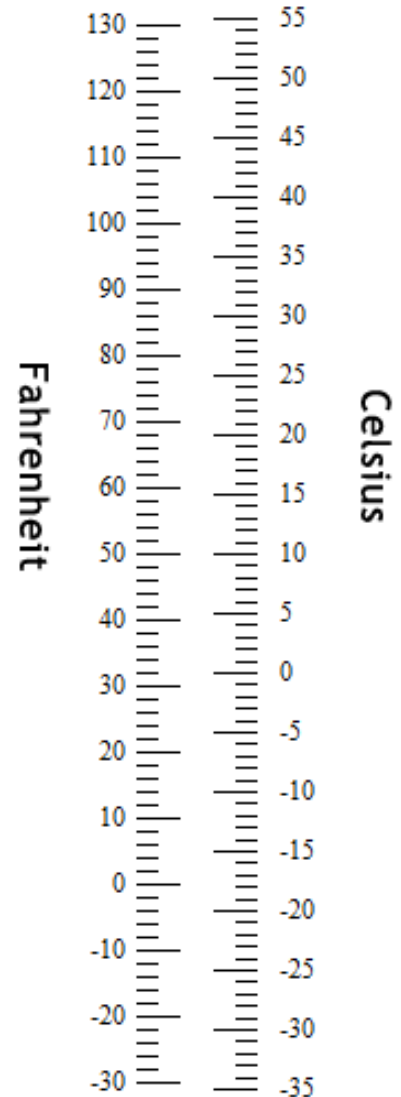
**Height**  
 1 inch = 2.54 centimeters  
 1 centimeter = 0.393 inches

6' = 182.88 cm  
 5'11" = 180.34 cm  
 5'10" = 177.80 cm  
 5'9" = 175.26 cm  
 5'8" = 172.72 cm  
 5'7" = 170.18 cm  
 5'6" = 167.64 cm  
 5'5" = 165.10 cm  
 5'4" = 162.56 cm  
 5'3" = 160.02 cm  
 5'2" = 157.48 cm  
 5'1" = 154.94 cm  
 5'0" = 152.40 cm

**Volume**  
 1 US gallon = 3.785 liters  
 1 liter (l)  $\cong$  33.814 US fluid ounces

### TEMPERATURE

$^{\circ}\text{C} \times 9/5 + 32 = ^{\circ}\text{F}$   
 $(^{\circ}\text{F} - 32) \times 5/9 = ^{\circ}\text{C}$



## Your Safety and Security Online: Safety Tips

The U.S. Department of State's Bureau of Educational and Cultural Affairs takes your online safety and security very seriously. As you use social networks, e-mail, and the Internet, please consider the following **Safety Tips**:

1. Never broadcast private contact information. Never list your e-mail address or phone number in any public space, such as your profile page, a blog, forums, or photo caption.
2. If you are a member of a social network, pay close attention to your privacy settings, which allow you to choose how much personal information you reveal and to whom.
3. Carefully consider what you publish on social networks. Before you post photos, videos, or text, ask yourself if it would embarrass you if your family or employer saw them.
4. Before you add a widget (an application that can be shared with others electronically) to your profile, think about whether you want the creators of the widget to be able to access your profile page and information about your activity on the social network. Keep in mind that the social network generally has no control over these widgets, so exercise discretion when using these tools.
5. Report any abuses of a website's Terms of Use to the website's administrators. Any reputable website or social network will have a way for you to report abuses.
6. E-mail can be used to spread malicious software or obtain your personal information in order to commit fraud.

**To protect yourself and the computers that you use, follow the guidelines below:**

- Be suspicious of unsolicited e-mail messages or phone calls from individuals asking for personal information. If an unknown individual claims to be from a legitimate organization, try to verify his or her identity directly with that organization.
- Never provide personal or financial information (credit card numbers, PIN numbers, identification numbers) in response to e-mails or telephone calls that you did not initiate.
- Do not send personal or financial information over the Internet before checking the website's security. (Secure website addresses begin with "https://")
- Pay attention to the address of a website, located at the top of the screen. Malicious web sites may look identical to a legitimate site, but the address may use a variation in spelling or a different domain (e.g., ".com" vs. ".net").
- Protect your computer and other computers that you use by scanning all removable media, such as a flash drive, CD, or DVD, for viruses before opening files that are contained on the media and by scanning all attachments that you receive via e-mail prior to opening them.
- Do not accept or open executable files (indicated by a file name ending in ".exe") that you receive via e-

